# Policy: HR – Personal Property

Purpose: To identify how personal property is handled.

## Policy:

Company Name] will not be responsible for employees’ personal property.

### Procedural Guidelines:

Any employee who brings personal property to work is responsible for that property. [Company Name] will not be responsible for any lost, stolen or damaged articles. It is the employee’s responsibility to secure any personal items. Lockers are located in our satellite locations. Lockers are not permanently assigned to employees; therefore, it is the employee’s responsibility to secure the locker when at work and also to empty the locker of all personal property at the end of this/her shift.

If an item is left in a [Company Name] location or vehicle, a notice will be posted. The item will be retained for 60 days or until the employee retrieves it, whichever comes first. If the item remains unclaimed, the item may be discarded, donated or otherwise disposed of.

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_