EMPLOYER PROPERTY POLICY

Purpose
The purpose of this Policy is to outline the conditions under which property owned by Education Centre of Australia Pty Ltd (“ECA”) is provided to employees. The Policy outlines the responsibilities of employees in possession of Employer Property and the expectations of ECA with respect to the use of ECA property by employees.

Commencement of the Policy
This Policy will commence from 2/01/2012. It replaces all other policies dealing with Employer Property (whether written or not).

Application of the Policy
This Policy applies to all employees who use Employer Property. It does not form part of any employee’s contract of employment.

Definitions
“Employer Property” includes all forms of property of ECA, including tangible property (such as tools and equipment) and intangible property (such as intellectual property).

Obligations of Employees
To the extent that the obligation is relevant to the type of Employer Property being used, each employee must:
- use Employer Property only for the purpose for which it was designed;
- take good care of Employer Property and ensure it is properly maintained and serviced as directed;
- ensure that the Employer Property is used in accordance with any relevant operating instructions or procedures;
- refrain from modifying Employer Property without prior written approval from ECA;
- obtain prior written permission from ECA if the employee wishes to use the Employer Property for non-work purposes (e.g. personal use);
- not remove Employer Property from ECA’s premises or designated storage places without the permission of the relevant manager or supervisor;
- not deliberately damage Employer Property;
- not place Employer Property in circumstances where it could be stolen or damaged.

Breach of the Policy
Any breach of the obligations expressed in this Policy may result in disciplinary action including, but not limited to, termination of employment.

Return of property
On termination of employment (including by resignation), or as otherwise directed at any time, an employee must return all Employer Property immediately.
Damage to property
If any damage occurs to any property owned by ECA as a result of:
an employee’s serious and willful misconduct;
criminal activity; or
a breach of the obligations outlined in this Policy; or
the employee using the property for a non work related purpose without the consent of ECA;

ECA may require the employee to reimburse ECA to the value of any loss or damage to ECA or a third party caused by the employee.

Variations
ECA reserves the right to vary, replace or terminate this policy from time to time.