

## Use of BRPC Assets

## Policy 1508

*Revised: January 31, 2021*

### BRPC Property

**BRPC Team Members** are responsible for any **BRPC** property issued to their care. This includes equipment, materials, files, keys, passwords or other written or electronic information. All **BRPC** property must be returned on or before a **Team Member's** last shift or day. Any losses or damage should be reported.

### Equipment & Vehicles

- ❑ **BRPC**-owned or leased equipment and vehicles are to be used for **BRPC's** business purposes only. Equipment may not be borrowed or otherwise used for personal use without express approval by the **Executive Director**. **BRPC**-owned or leased vehicles may never be used for personal use or to transport other passengers.
- ❑ Any equipment, machines, tools, or vehicles which appear to be damaged, defective, or in need of repair should be reported to the **Team Member's** supervisor. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to others. An individual supervisor can answer any questions about the **Team Member's** responsibility for maintenance and care of equipment or vehicles used during a **volunteer** assignment.

### Mail Services

- ❑ The use of **BRPC** paid postage for personal correspondence is prohibited by Federal law.

### Computer Usage

- ❑ **BRPC** may provide computers and Internet access to support its programs and to enable **volunteers** to perform their duties. Computers, e-mail, and Internet access should be used for business related purposes.
- ❑ For **BRPC** to maintain a professional image, it does not allow **Team Members** to view content that is considered lewd, indecent, pornographic, or offensive while using **BRPC** equipment and networks and while working on behalf of **BRPC**. Failure to comply with **BRPC's** computer usage policy will be considered grounds for termination.