

# Proper Use of Company Funds and Property

Each one of us is entrusted with the responsibility of protecting the property and funds of the company within our control. This responsibility also extends to property and funds not in our direct control.

## **The following actions would severely compromise on the safe custody and proper use of company property and funds;**

- Using and permitting others to use company property without proper and adequate training and competence, which could result in severe danger and or damage to man, machinery and equipment.
- Not reporting to the management the misuse of company property or funds.
- Misusing funds of the company by temporarily lending them to others on short-term basis for personal use. Using funds for purposes other than those they were allotted for.
- Use of Company stationery, computer stationery for personal use.
- Using /directing / requisitioning the services of Company drivers and office boys and other personnel for personal errands other personal work / jobs at the work place or after working hours and errands even if volunteered for by them, unless specifically consented for as part of concierge services.
- Not securing telephone lines by using dynamic locking, not securing lockers and drawers, cash boxes / safes, doors and windows at the end of the days work.
- Not storing and or securing Company property so as to prevent theft or damage or misuse.
- Not following Company rules and procedure pertaining to the use and safe custody of Company property and funds.