



# ACCEPTABLE USE OF VEHICLES AND EQUIPMENT POLICY ERJ 3.5.1/5.2.1/6.24.1

## INTRODUCTION

Confusion as to whether employees or volunteers are entitled to make use of the organisation’s vehicles and equipment is undesirable, and any misunderstandings and any ambiguity should be if at all possible avoided. The purpose of this policy is to ensure such confusion does not occur.

## PURPOSE

The primary purpose for which vehicles and equipment are provided to Edmund Rice Justice Aotearoa New Zealand Trust staff and volunteers is to assist them in carrying out the duties of their employment.

This policy sets out guidelines for acceptable personal use of Edmund Rice Justice Aotearoa New Zealand Trust vehicles and equipment by employees and volunteers of Edmund Rice Justice Aotearoa New Zealand Trust .

This policy is made up of specific policies governing the use of

- Mobile Phones
- Vehicles

A separate policy has been formulated to deal with acceptable use of computers, internet and email.

## POLICY

Edmund Rice Justice Aotearoa New Zealand Trust ’s facilities, vehicles, and equipment are to be used to support its mission. Edmund Rice Justice Aotearoa New Zealand Trust staff and volunteers may not use the organisation’s resources (including any person, money, or property) under their control for personal benefit or gain, or for the benefit or gain of other individuals or organisations, except as specified below.

Employees and volunteers are permitted limited use of vehicles and equipment for personal needs where such use does not interfere with Edmund Rice Justice Aotearoa New Zealand Trust business, involves minimal additional expense to Edmund Rice Justice Aotearoa New Zealand Trust , involves minimal additional risk to Edmund Rice Justice Aotearoa New

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Zealand Trust , and conforms with applicable organisational procedures. Such permission may be revoked or limited at any time by the Board or the EO.

Edmund Rice Justice Aotearoa New Zealand Trust believes that staff and volunteers should be given the tools needed to effectively carry out their assigned responsibilities. Allowing limited personal use of these tools helps enhance the quality of the workplace and helps Edmund Rice Justice Aotearoa New Zealand Trust to retain qualified and skilled workers.

This policy does not apply to those situations where personal use of Edmund Rice Justice Aotearoa New Zealand Trust 's equipment constitutes agreed remuneration under a contract of employment.

## **AUTHORISATION**

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Chair

7<sup>th</sup> November 2014

Edmund Rice Justice Aotearoa New Zealand Trust

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### RESPONSIBILITIES

It is the responsibility of Management to ensure that:

- staff are aware of this policy;
- any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of the all employees to ensure that their usage of [Name of Organisation] equipment conforms to this policy.

### PROCESSES

#### Use of Mobile Phones

Employees and volunteers of [Name of Organisation] whose duties necessitate use of a mobile phone may be assigned a phone or may be reimbursed for business use of a personal phone under the following circumstances.

Use of the phone may be approved by the CEO, or their duly authorised nominee, according to the following criteria:

- A requirement to travel frequently on business away from the office
- A need for others to communicate with the employee about [Name of Organisation] business when the employee is away from their office
- A need for the employee to communicate with others regarding [Name of Organisation] business when the employee is away from their office
- A need for the employee to have access to mobile internet when away from their office
- The employee supports or is otherwise responsible for programs, services or systems that necessitate frequent and immediate communications throughout the day or after working hours.

The lowest cost plan available to accommodate the particular organisational need shall be used. The need for a phone must be reviewed at least once a year to verify that the arrangement continues to be justified. The arrangement shall be terminated on resignation, separation or transfer of the employee.

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Personal use of a [Name of Organisation] mobile phone, where such use is likely to incur a substantial additional cost for the organisation, is highly discouraged. Employees are expected to fully reimburse [Name of Organisation] for any extra costs incurred by the organisation as a result of such usage.

Alternatively, the employee may purchase their own telephone and submit a reimbursement request for organisation-related calls.

### **Use of Vehicles**

[Name of Organisation] vehicles must not be used other than for [Name of Organisation] business.

## **RELATED DOCUMENTS**

- Acceptable Use of Computers, Internet and Email Policy

## **AUTHORISATION**

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Chair

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