

ADMINISTRATIVE GUIDELINE

USE OF METRO WEST HOUSING SOLUTIONS EQUIPMENT AND SERVICES

Metro West Housing Solutions Personnel Policies prohibit the use of equipment, vehicles, materials or other assets owned by Metro West Housing Solutions, and/or services provided to Metro West Housing Solutions for the conduct of Metro West Housing Solutions' business, for personal purposes or for the conduct of any activity intended to generate personal income, make a personal profit, or result in personal gain or benefit of any kind, except as detailed in this Administrative Guideline.

Violation of this policy may result in disciplinary action, up to and including termination.

Procedures:

- A. No employee may remove, any Metro West Housing Solutions' vehicles, equipment, material, or other asset from Metro West Housing Solutions premises, except in the conduct of the Metro West Housing Solutions' business, unless authorized in advance by the appropriate supervisor or executive director.
- B. No employee may use, nor allow any other person to use, any Metro West Housing Solutions' vehicles, equipment, material, or other asset in the conduct of any activity intended to generate income or make a profit under any circumstances, whether on or off the Metro West Housing Solutions' premises. This provision does not apply to authorized fundraising activities.
- C. No employee may use, nor allow any other person to use, any Metro West Housing Solutions vehicles, equipment, material, or other asset in exchange for personal gain or benefit of any kind, whether on or off Metro West Housing Solutions' premises.
- D. No employee may use, nor allow any other person to use, any Metro West Housing Solutions vehicles, equipment, material, or other asset and/or services provided to Metro West Housing Solutions for the conduct of Metro West Housing Solutions' business, for personal purposes, whether on or off Metro West Housing Solutions' premises, except:
 1. In the event it is necessary for an employee to make personal long-distance telephone calls using a Metro West Housing Solutions telephone, the employee may have the call billed to a personal telephone number or to a personal long-distance telephone card number. Under no circumstances is Metro West Housing Solutions to be billed for such calls. A pay phone or personal cell phone is to be used in the event the call cannot be charged to a personal telephone number or to a personal long-distance telephone card.
 2. Metro West Housing Solutions' vehicles may be used, with prior approval, for incidental personal errands along the route of travel required for the conduct of Metro

West Housing Solutions business so long as they do not interfere with the conduct of Metro West Housing Solutions business.

3. Computers, calculators, small office equipment, tools, and non-gasoline powered equipment may be used for personal purposes on Metro West Housing Solutions' premises so long as personal use does not occur on paid time or during normal work hours, does not interfere with the work of other employees, and is authorized in advance.

4. Off-premises personal use of computers, calculators, small office equipment, tools, and non-gasoline powered equipment is allowed, provided that it is authorized in advance or as part of an agreed upon Remote Working arrangement and the employee has signed an indemnity form accepting financial responsibility for repair or replacement of the item if it becomes damaged, destroyed, lost or stolen while off Metro West Housing Solutions' premises. Off-premises personal use is not allowed.

5. Small quantities of personal copies and faxes are allowed, provided the employee pays the established charge for such use immediately.

Metro West Housing Solutions

ACCEPTABLE USEAGE AGREEMENT FOR MWHS EQUIPMENT

I have received a copy of, understand, and agree to abide by MWHS, Administrative Guideline, Use of Agency Equipment & Services. I understand that agency equipment is a tool provided to me by MWHS for business use as defined therein. I understand that this equipment may be recalled for any reason. I understand that this equipment must be returned to MWHS upon termination of employment.

Item 1: Type of Equipment issued: _____

Model (if applicable): _____

Serial Number (if applicable): _____

Item 2: Type of Equipment issued: _____

Model (if applicable): _____

Serial Number (if applicable): _____

Employee Signature: _____

Employee Name Printed: _____

Date: _____

Return the original completed and signed Agreement Human Resources.