

CONTRACTUAL EMPLOYMENT POLICIES & PROCEDURES

9. Company Property (including Uniform)

Issue date: May 2011

Date of last revision: December 2016

McFT issues appropriate equipment to employees in order for them to carry out their tasks and duties in a safe, competent and professional manner.

Property issued to each employee may vary in accordance with the tasks and duties they will be performing. This will be issued on a fair basis to all employees and ensuring that no employee receives less favourable treatment or consideration in relation to company property on the grounds of their gender, sexual orientation, racial group, marital status, disability, age, religion or religious beliefs, or any unlawful criteria or circumstances.



Company property is issued in order for it to be used to the benefit of McFT. Examples of company property include, but are not limited to the following:

- Company vehicles
- Mobile telephones (and related equipment)
- Computers (and related equipment)
- Photocopying & printing equipment
- Stationery
- Personal Protective Equipment (PPE)
- Uniforms
- Keys
- Security Passes
- Satellite Navigation Systems
- Petty Cash / Floats
- Fuel Cards

Reasonable and occasional personal use of the company telephone, computer equipment, company vehicles and tools will generally be allowed, but please check with your line manager first. At all times, employees are expected to take good care of any company property they use.

Employees will be asked to sign for any company equipment issued to them and for which they are to be held responsible. A separate log will also be maintained for each equipment type. All property remains the property of McFT and at no time will ownership be construed as being transferred to the employee, unless a letter of confirming transference of ownership is received from the Managing Director.

All employees are expected to take good care of company property; to ensure that it is kept in good condition and working order and to notify McFT immediately if the property is in any way faulty or damaged. In the case of company property becoming faulty or damaged the employee should cease using the equipment immediately if there is any reason to believe that their health or safety or the health and safety of others may be endangered.

Theft or suspected theft of company property must be reported immediately to the police and a crime reference number must be obtained. Loss, theft or damage to company property must be reported to the Managing Director at the earliest opportunity. In the case that the property has been lost, stolen or damaged due to the carelessness of the employee, a reasonable deduction may be taken from the employee's salary to cover this.

When an employee leaves the employment of McFT, all company property issued must be returned to the office in reasonable condition, taking into account fair wear and tear.

- Failure to return company property in a timely fashion will result in the full replacement cost of any item being deducted from the employee's final salary.
- Any property returned in an unfit condition (after considering fair wear and tear) will result in a reasonable deduction being made from the employee's final salary. This will either be the full replacement cost of the item OR the cost incurred by McFT to repair and clean the property so that it is in back to a reasonable condition fit for professional use (whichever is the lower of the two costs).

Intentional vandalism of company property will be treated as a criminal offence and will be reported to the police in all cases.

Use of Personal Equipment for Company Work

From time-to-time employees may wish to use their own property for the benefit of McFT. Should this occur, McFT encourages all employees to take good care of their own equipment to avoid being victims of theft. It is assumed that all personal equipment is insured by the employee. Should theft occur, the employee should first report the matter to the police and obtain a crime reference number. They should then notify McFT.

Should compensation be offered to an employee to compensate for theft or damage of personal equipment used for company business, the compensation will solely be offered as a gesture of good will and at the discretion of the Managing Director.

The IT department will set up personal equipment to enable McFT work. Relevant access and authorisation will be granted in line with existing levels and access.

Company vehicles

Where appropriate, McFT will issue employees with a company vehicle in order to carry out their job. The vehicle remains the property of McFT and therefore care should be taken to ensure its proper use and maintenance. All vehicles should be returned clean and in an acceptable manner, failure to do so will result in appropriate deduction from wages.

For additional guidance on company vehicles, the Driving and Company Vehicles policy should be referred

Company uniform

Certain roles within McFT will be issued with a Company uniform, safety footwear and PPE for example if they are working on customer sites. Other roles may also be entitled to McFT uniform depending on the nature of their role. Where customer sites necessitate the need for specific uniform (for example a suit), this will also be provided, guidelines will apply. During the course of their induction and through the term of their employment, employees will be issued with uniform appropriate for the job role (type and quantity). All uniform remains the property of McFT and must be returned in its entirety following exit from the business. In general all sizing information should be received as part of the initial contractual information. The relative numbers of items will be prepared for the first day of arrival.

Once numbers & items to be issued have been approved, I will translate into a policy which will also include reference to why it is important, expectations re looking after it, implications if not or items consistently lost or spoiled, who to be issued to (incorporate students and others in the office).

Uniform Orders

- All orders / issue are /is recorded on the relative staff update sheet controlled by the procurement team
- Uniform will be reissued on the anniversary of start date
- Adhoc requests for uniform need be substantiated, for example ripped, worn through, colour bleed
- Where items are guaranteed such stock will look to be re-issued FOC from the uniform supplier (and duly noted on the relative record)
- Generally Jackets will not be replaced until such time they are 'worn' – Which in every case is post 2 years – where a jacket is lost within the first 2 years staff members will be asked to pay the cost of replacement

Special Orders

- Long sleeve polo shirts can be organised for staff where there is a specific requirement of the customer - or in the case where Tattoos have to be covered and the Fleece / Sweatshirt will not be acceptable – in all cases these are x2 max per person issued in the same regularity as the standard McFT Polo

Mobile Phones

McFT recognises that mobile telephones are both useful and essential in order for certain employees to carry out their work effectively and efficiently. For this reason, mobile telephones are provided to employees performing particular job functions.

Mobile telephones are provided for business purposes only. They are not provided for personal use or as a benefit – see call charges below. Specifically, the company will ignore any personal considerations when negotiating contract rates – employees will invariably be better able to control their costs and calls by making personal calls on their personal phones. All employees issued with a mobile phone (& other IT equipment) should abide by the sign out procedure to record responsibility for IT related assets.

Call Charge Procedure

Mobile telephone calls made for business purposes are not expected to cost more than £45.00 in any billing period. All employees should be aware of the need to keep phone conversations short – even calls to the office or between colleagues; not only do the calls cost money, they may also prevent colleagues from carrying out their work. Don't hold the phone when waiting for responses – offer to call back.

Once mobile telephone Invoices have been received by the office, relevant copies will be passed to each individual company mobile user for checking.

The mobile telephone user should notify the Accounts Manager immediately if:

- their bill shows calls that they do not believe they have made. In which case, a full investigation will take place.
- their bill shows more than £45.00 of calls made for business purposes. In which case, the employee will be asked to provide a reasonable explanation as to why it was necessary for them to use the telephone. If McFT agrees that it was necessary for the employee to make such calls then they will settle the invoice in full. However, if McFT decides that it was not necessary for the employee to make such calls, the amount of overspend will be deducted from the employee's wages.

If an individual receives a mobile invoice exceeding £45.00 and fails to proactively provide McFT with a business reason for the additional expenditure, McFT will automatically deduct the overspend from the employee's wages. (It should also be noted that incurring significant charges on behalf of the business is to be avoided – partly because of the cost, partly because of the implied waste of time – call back rather than hanging on!)