



**ELECTRICAL
CONTRACTING
PTY LTD**

COMPANY PROPERTY POLICY

Workers issued with The Business's property are required to maintain it in a satisfactory condition and account for such items as and when required. Workers are to keep in safe custody all company tools and equipment.

All care should be taken when using The Business's tools and equipment especially those of a fragile nature. Such property would include uniforms, technical manuals, keys, tools & equipment, test instruments etc.

Any worker leaving The Business will be required to return, in good condition, all company property on issue.

Any damage to tools or equipment due to unforeseen circumstances, or on a worn out basis shall be reported to management immediately, so it can be replaced for future use by workers. All workers will be required to sign a document confirming the receipt of company property i.e.; keys, tools, literature and alike.

S & K Electrical Contracting Pty Ltd

Director/Partner/Principal: _____

A handwritten signature in black ink, appearing to be 'D. G. ...', is written over a horizontal line.

Date: 01/07/2015

Policy Review Date: 01/07/2016