

USE OF PERSONAL EQUIPMENT POLICY

Approving Authority: President & Chief Executive Officer

Administrative Responsibility: Director, Policy Research & Advocacy

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Date of Most Recent Review/Revision:

Related Policies, Procedures, and Documents: Use of Information Technology Policy;
Use of Personal Vehicles Policy

1. Purpose

- 1.1. This policy outlines the relevant guidelines and accepted risks to use personal equipment for work or volunteer purposes.

2. Definitions

- 2.1. **Equipment:** The necessary items for a particular purpose, in the context of this policy the clothing, technology, materials, tools, or instruments required to perform a staff or volunteer role.

3. Jurisdiction/Scope

- 3.1. This policy applies to all Students' Union staff and volunteers.

4. Policy

- 4.1. Staff and volunteers are encouraged to always use equipment provided by the Students' Union.
- 4.2. Staff and volunteers should inform their supervisor if they believe the Students' Union does not provide the proper equipment to perform their duties.
- 4.3. If a staff member or volunteer elects to use their own equipment they do so at their own risk and acknowledge that the Students' Union is not responsible for lost or damaged items.
- 4.4. The Students' Union does not provide safe storage space for personal equipment.
- 4.5. Any use of personal equipment must be limited to the owner.
- 4.6. Any equipment that utilizes removable memory (digital storage) must be operated with Students' Union resources.
 - 4.6.1. For example, any use of a personal camera should be with a SD card provided by the Students' Union.