

North West Residential Support Services Inc.
Policies & Procedures
PERSONAL BELONGINGS IN THE WORKPLACE

Number: <1>
Effective From: <January> <2015>
Replaces: <#>
Review: NWRSS Board
Contact: Neal Rodwell, General Manager
Review Date: <January> <2017>

Employees are responsible for their personal belongings in the workplace.

Personal belongings should be kept on your person or stored in a secure area.

NWRSS will not replace or reimburse any items that are damaged or go missing if they have been left in the workplace.

Employees should consider the monetary and sentimental value of the clothes and items they wear in the workplace for reasons of safety, damage and loss.

www.nwrss.org.au