

Passed By Council on:06/11/2001

Purpose

To ensure that all staff are made aware of the policy regarding the personal use of City-owned equipment and tools.

Policy Statement

1. The City of St. John's has acquired for the efficient operation of its programs and operations, a significant quantity of hand tools and equipment. In an effort to ensure the availability of this equipment and avoid risk of personal injury to the users, it shall be the policy of the City of St. John's not to allow the use of any equipment for personal business and such tools or equipment may not be removed from the workplace.
2. Any person found in possession of City tools or equipment in violation of this policy will be subject to discipline up to and including discharge in accordance with the City's disciplinary policies.
[last amended May 28, 2007]
3. This policy shall not apply to vehicles which are covered under a separate policy.

Application

Responsibilities

All employees.

Definition

References/Appendix

Monitoring and Contravention

Approvals

Approved by City Manager - July 20, 1993; Public Works and Environment Standing Committee - May 31, 2001; Regular Meeting of Council - June 11, 2001; Finance and Administration Standing Committee report - July 31, 2002; Regular Meeting of Council - August 5, 2002; Finance and Administration Standing Committee report – May 17, 2007; Regular Meeting of Council – May 28, 2007

Review Period

Back