



Caring for Company Assets

Part 4 – Action for Success

Occasional Use

Although company property should only be used for company business, it is reality that some kind of personal use (however minor) may be inevitable. For these circumstances, there is the concept of “Occasional Use.” What this means is that some occasional limited personal use of company resources may be tolerated by your company. As you consider occasional use, you need to be very careful that your company allows such use and you abide by the following guidelines:

1. The use is incidental and of a reasonable duration.
2. It does not adversely affect your job performance.
3. You have proper authorization.
4. It does not pose a distraction to others.
5. It does not support a personal business or aid a competitor.
6. It does not embarrass the company.
7. It is not offensive - that is involving sexually explicit, hateful, violent, or threatening material.
8. It does not involve illegal activity.

It is your responsibility to use good judgment and to clearly define “occasional” between you and your employer. Do not assume anything or take chances. Ask your supervisor if you have any doubt about what occasional means.

Employee Theft

Employee theft is a serious issue. It costs companies much more than shoplifting or any other kind of theft. Not only does it take a toll on the company’s bottom line, it destroys the trust between the employee and the employer and creates a suspicious, “us verses them” environment.

Of course, you may not intentionally stuff products in your jacket or walk away with company tools, many of us may have developed bad habits in how we use company assets that could constitute theft.

These bad habits include:

- Using petty cash for personal expenses (whether you pay it back or not)
- Giving yourself an unofficial “employee discount” on products or services.
- Calling in sick or “skipping” out from work (this is theft of time).



- Abusing disability benefits.
- Using company samples or products rather than paying for them.
- Using company tools, equipment, facilities, and vehicles for personal use.
- Keeping surplus or discarded equipment without permission.
- Pocketing the change from company expenses or overcharging meals and entertainment and keeping the money.