



# Stewardship of Company Assets

## *Guidelines*

### Guidelines for Physical Property

***Principle: Respect the company's property as if it were your own.***

- Separate your personal property from company property.
- Do not use company property or services for personal benefit.
- Seek approval in advance to use company property and equipment.
- Company property should not be sold, loaned, or given away regardless of condition or value without proper authorization.
- If you use it, you care for it, maintain it, and clean it.
- If you are transferred or terminated, you do not remove any equipment.

### Guidelines for Company Funds

***Principle: Company funds should be used prudently and honestly.***

- Be more careful with the company's funds than you are with your own.
- Never mix personal and company assets.
- Do not use company credit cards, cash, checks, or money orders for personal use.
- Funds of company partners and customers should never be used for personal benefit.
- Use good judgment regarding travel and entertainment expenses and personal reimbursements.
- Funds should not be transferred through any channels prohibited by the U.S., local, or foreign governments.



## Guidelines for Intangible Property

***Principle: Employees protect the company's intellectual property and act responsibly with the sensitive information.***

- Do not discuss confidential information in public places where you could be overheard such as elevators, hallways, restaurants, lobbies, and airports.
- Be careful when discussing confidential information on cordless phones, cell phones, or on the Internet.
- Use confidential information only for the purpose for which it was intended.
- Share confidential information only with employees who need it to do their job.
- Clearly identify all email communications with confidential markings.
- Remove confidential information from photocopy machines, meeting rooms and your desk at night.
- Deliver all notes, records, data, and equipment back to the company upon separation from the company.

## Guidelines for Company Records

***Principle: Company records should accurately record the facts.***

- Company records should be maintained in an accurate and auditable fashion.
- Records of all financial transactions should be maintained in accordance with generally accepted accounting principles.
- Never make a financial entry in the records that intentionally hides the truth.
- Keep information up to date and regularly review it.
- Dispose of company records in a fashion that adheres to a set records-retention and disposal policy.
- Do not withhold information from auditors, management, officers of the company, regulators, or state, local, or federal officials.