



PERSONAL USE OF VEHICLES AND EQUIPMENT POLICY

SWA Policy No: 01
Drafted: January 2007
Adopted:
Amended:
Version: 01

Introduction

South West Arts Inc facilities, vehicles, and equipment are to be used to support its mission. South West Arts Inc staff and volunteers may not use South West Arts Inc resources (including any person, money, or property) under their control for personal benefit or gain, or for the benefit or gain of other individuals or organisations, except as specified below.

Employees and Board members are permitted limited use of vehicles and equipment for personal needs where such use does not interfere with South West Arts Inc business, involves minimal additional expense to South West Arts Inc involves minimal additional risk to South West Arts Inc and conforms with applicable organisational procedures. Such permission may be revoked or limited at any time by the Board or the Executive Officer.

South West Arts Inc believes that staff and volunteers should be given the tools needed to effectively carry out their assigned responsibilities. Allowing limited personal use of these tools helps enhance the quality of the workplace and helps South West Arts Inc to retain qualified and skilled workers.

This policy does not apply to those situations where personal use of South West Arts Inc equipment constitutes agreed remuneration under a contract of employment.

Purpose

The primary purpose for which vehicles and equipment are provided to South West Arts Inc staff and volunteers is to assist them in carrying out the duties of their employment. This policy sets out guidelines for acceptable personal use of South West Arts Inc vehicles and equipment by employees and Board members of South West Arts Inc.

This policy is made up of specific policies governing the use of :

- **Mobile Phones**
- **Information Technology Equipment**
- **Vehicles**

Use of Mobile Phones

Employees and Board members of South West Arts Inc whose duties necessitate use of a mobile phone may be assigned a phone or may be reimbursed for business use of a personal phone under the following circumstances.

Use of the phone may be approved by the Executive Officer, or their duly authorised nominee, according to the following criteria:

- A requirement to travel frequently on business away from the office
- A need for others to communicate with the employee about South West Arts Inc business when the employee is away from their office
- A need for the employee to communicate with others regarding South West Arts Inc business when the employee is away from their office
- The employee supports or is otherwise responsible for programs, services or systems that necessitate frequent and immediate communications throughout the day or after working hours.

The lowest cost plan available to accommodate the particular organisational need shall be used. The need for a phone must be reviewed at least once a year to verify that the arrangement continues to be justified. The arrangement shall be terminated on resignation, separation or transfer of the employee.

Personal use of a South West Arts Inc mobile phone is highly discouraged. Employees are expected to fully reimburse South West Arts Inc for all personal use of such services. Alternatively, the employee may purchase their own telephone and submit a reimbursement request for organisation-related calls.

Use of Vehicles

South West Arts Inc vehicles are primarily to be used for South West Arts Inc business. The vehicle is not to be driven by a person not associated with the organisation, without the express permission of the Executive Officer or Board.

South West Arts Inc employees are entitled to use the South West Arts Inc vehicle within their town limits for personal use as required. However, all personal long distance trips are to be kept within a one hundred and fifty (150) kilometre radius of their primary work office, unless permission from the Executive Officer or Board is granted.

It is the responsibility of the South West Arts Inc employee who has primary use of the vehicle to ensure that it is kept in good order and repair, as detailed in the lease arrangement. The exterior should be cleaned when necessary and the interior and upholstery should be professionally detailed once (1) a year, apart from its normal cleaning requirements.

South West Arts Inc employees are supplied with a Mobil Fuel Card, which is to be used when fueling the vehicle in towns with a Mobil Depot. All receipts for fuel purchases should be kept and provided to the Finance and Administration Officer.

If at any stage, the Executive Officer or Board has concerns regarding the use of the South West Arts Inc vehicles, it is within their authority to restrict or cancel access to the vehicles for a nominated period of time.

Use of Information Technology Equipment

Policy

Staff may use the internet and email access provided by South West Arts Inc for:

- Any work and work-related purposes
- Limited personal use (see below)
- More extended personal use under specific circumstances (see below)

Staff may make independent assessments, consistent with this policy, of the permissibility of the use of South West Arts Inc equipment for other than official job purposes. Staff are encouraged to consult with and seek approval from their supervisors when uncertain about any point.

Supervisors at all times retain discretion to restrict the use of equipment. In making their decisions to make personal use of South West Arts Inc equipment, staff and volunteers are reminded that there should be no expectation of privacy with regard to the use of South West Arts Inc communication technologies (email, for example, voicemail, and records of websites visited).

Procedures

Limited personal use

Limited personal use of computers, internet facilities, and other IT equipment is permitted where it:

- Is infrequent and brief
- Does not interfere with the duties of the employee or his/her colleagues
- Does not interfere with the operations of South West Arts Inc
- Does not compromise the security of the South West Arts Inc systems
- Does not impact on South West Arts Inc electronic storage capacity
- Does not decrease South West Arts Inc network performance (e.g. large email attachments can decrease system performance and potentially cause system outages)
- Does not incur any additional expense for South West Arts Inc
- Does not generate income for the employee or any other person
- Does not violate any laws
- Does not compromise any confidentiality requirements of South West Arts Inc

Examples of what would be considered reasonable personal use are:

- Conducting a brief online bank transaction
- Paying a bill
- Sending a brief personal email, similar to making a brief personal phone call

Permitted extended personal use

It is recognised that there may be times when staff need to use the internet or email for extended personal use. An example of this could be when a staff member needs to use the internet to access a considerable amount of materials related to study they are undertaking. In these situations it is expected that:

- The staff member advise and negotiate this use with the Executive Officer
- The time spent on the internet replaces all or part of a staff member's break/s for that day, or that they adjust their timesheet accordingly for that day.

It is not expected that staff need to advise or negotiate with the Executive Officer for personal use that would be reasonably considered to be of a limited nature.

Unacceptable use

Staff may not use internet or email access (including internal email access) provided by South West Arts Inc to:

- Create or exchange messages that are offensive, harassing, obscene or threatening;
- Create, copy, transmit, or retransmit chain letters or other unauthorised mass mailings
- Use South West Arts Inc systems as a platform to gain unauthorised access to other systems
- Carry out activities that are illegal, inappropriate, or offensive to fellow employees or the public. Such activities include, but are not limited to, hate speech, or material that ridicules others on the basis of race, creed, religion, colour, sex, disability, national origin, or sexual orientation.
- Visit websites containing objectionable (including pornographic) or illegal material;
- Make any personal communication that could create the perception that the communication was made in that person's official capacity as an employee or volunteer of South West Arts Inc
- Conduct any outside business or private employment
- Assist any election campaign or lobby any government
- Advertise and sell for commercial purposes
- Exchange any confidential or sensitive information held by South West Arts Inc (unless in the authorised course of their duties)