



## **Terms and Conditions for Employee Manual Clauses**

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## COMPANY PROPERTY

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### *Example 1*

All the company's property must be handled with care and, where applicable, in accordance with instructions set out in manuals.

It is the policy of [company] that all team members who are issued a cash bank are responsible for maintaining their bank, at all times, at the amount in which it was issued. Any shortage or overage of a house bank or a daily deposit will be investigated and evaluated with appropriate disciplinary action taken.

If an employee is authorized to use hotel keys in the course of work, his/her department head will make arrangements to obtain those keys. In order to safeguard guests and their property and to ensure that the company's employees and property are protected, immediately report the loss of a key to your supervisor and security personnel. All keys must be handled with care.

Radios, laptops, pagers and all other company's property must be handled with care. Employees must sign for the receipt of equipment and accept responsibility for it. Therefore, the equipment should not be loaned or given to another employee. If your employment is terminated, all the company's equipment must be returned.

### *Example 2*

Equipment and supplies furnished to associates by [company], remain the sole property of [company] at all times during and after our employment relationship. Cards/keys, uniforms, nametags and all other company property should be turned in the last day of work.