

<b>PARKLAND COLLEGE</b>	<b>CATEGORY A</b>	<b>BUSINESS ADMINISTRATION</b>
<b>USE OF EQUIPMENT AND RESOURCES</b>	<b>POLICY #: OPR A-15</b>	<b>APPROVED: February 13, 2018</b> <b>REVIEWED:</b>

**INTRODUCTION**

Parkland College owns or leases a number of assets, including buildings, equipment, computers, computer networks, and business and training resources. Parkland College uses these assets in the delivery of training to learners.

This policy promotes the effective use of Parkland College equipment and resources by employees and provides assistance to assure the safe and effective use of Parkland College equipment (including tools) and resources.

**POLICY**

Parkland College owned or leased assets, equipment, property and resources are to be used in the delivery of education and training to learners and for purposes related to Parkland College business and CANNOT be utilized for personal use or private work with the exception of Parkland College issued mobile devices.

All users of Parkland College equipment, property and resources shall:

1. exercise due care and due diligence to ensure that such assets are not damaged or lost, and that no copyrights are infringed;
2. report any malfunctioning or defect;
3. be qualified to use such assets, or have received relevant training and have demonstrated competency in their use;
4. comply with all safety rules and procedures, guidelines, and legislation; and
5. report loss of or damage to Parkland College equipment to the employee’s supervisor.

Parkland College reserves the right to recover from any user of its property and resources any direct or indirect costs incurred as a result of any violation of this policy.

**DEFINITIONS**

**Equipment and resources:** any or all of the sources drawn on by Parkland College for a particular activity or purpose. Examples include shop tools, supplies and equipment, gas, oil, lumber, nails, welding rods and welders, concrete, food, automotive parts and related shop equipment, bandages, syringes, recreation equipment, paint, air compressors, plumbing supplies, health care equipment, etc.