

PATHWAYS ABILITIES SOCIETY

POLICY: DAMAGE OR MISSING ITEMS

Applies to: All Personnel, Volunteers and Persons Served

Original Approval Date: April 28, 2003

Date Board Approved: July 10, 2023

Replaces Policy Dated: December 24, 2012

Board Member's Signature

PREAMBLE

A reportable damage is any event where Pathways Abilities Society structures, property, equipment, tools, machinery, appliances become damaged.

A reportable missing item is when any Pathways Abilities Society item over \$20.00 or a collection of items cannot be located and is unaccounted for.

POLICY

Damage(s) of a Pathways Abilities Society structure, property, equipment, tools, machinery and appliances must be reported immediately to a supervisor or manager and a Damaged/Missing Item Report completed.

Missing items in excess of \$20.00 or a collection of missing items must be reported immediately to a supervisor or manager and a Damaged/Missing Item Report completed.

Designated Pathways Abilities Society employees will ensure that damages are reviewed and repaired in a timely manner, both within the Society and/or a facility in order to assist in the prevention of recurrence and to promote a high standard of care, safety, health and maintenance of Pathways Abilities Society assets.

Anyone observed deliberately damaging Pathways Abilities Society structure, property, equipment, tools, machinery, appliance or vehicles or removing a Pathways Abilities Society item that they do not have permission to remove (see Theft policy), is subject to disciplinary action, which could include contacting the RCMP, and or may be required to pay the cost to fix or replace the item.

A damaged and/or missing item(s) may require reporting to the Occupational Health and Safety Committee if the circumstances are a mandate of the committee.