



Title: Company Property Policy

Procedures & Forms

HR Policies and Procedures

Effective Date:

This version supersedes all previous policy and practices related to Company Property Policy. This policy is effective 1st February 2014

Background

Upon separation of employment from the company due to any reason, it is the responsibility of the employees to hand over all KOJ Group LLC property back to the KOJ Group LLC.

Scope

All employees under the umbrella of the “Group” are governed by this policy.

Policy and Procedure

Employees are responsible for all KOJ Group LLC property, materials, or written information issued to them or in their possession or control.

When going for vacation, you are required to hand over all items and materials assigned to them or have their manager sign it off if they need it. These may include but are not limited to laptops and cameras as well as office keys.

Employees must return all KOJ Group LLC property immediately upon request or upon termination of employment.

Where permitted by applicable laws, KOJ Group LLC may withhold from the employee’s final settlement for any items that are not returned when required.

KOJ Group LLC may also take all action deemed appropriate to recover or protect its property.

Company Equipment

If through Negligence any company equipment including but not limited to laptops are damaged, the company reserves the right at its discretion to charge the employee for the cost or repair at current market value.

Maintenance and amendment of the policy

As with all Group policies (the “Group”) may amend this policy at its discretion at any time.