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POLICY AND PROCEDURE

PROPERTY AND EQUIPMENT USE AND SECURITY

2015

Bullhook Community Health Center’s supplies and equipment represent an enormous amount of money. Care and good judgment must be used in operating equipment and in the use of supplies. If you need additional supplies and equipment to adequately perform your job, contact your supervisor. In the event that equipment is not operating properly, contact your supervisor. The supervisor will report this condition to the Chief Executive Officer and the proper equipment company.

Bullhook Community Health Center’s equipment may only be used for work-related tasks unless approved by the Chief Executive Officer. Personal computer devices are not allowed on the Bullhook Community Health Center computer network unless approved by the Chief Executive Officer and the IT Department. All personal devices must have the approved software for malicious code detection and antivirus that is approved by the IT Department according to Bullhook standards.


Removal of any property from the premises will be pre-approved by the Manager of the Department or the Chief Executive Officer and signed out on the official sign out forms. If not, the removal will be interpreted as intended theft with appropriate action taken and immediate termination for cause. You should report to the Chief Executive Officer any evidence or information that gives you cause to suspect that fraud, theft or other criminal violation may have occurred.

If a device is lost or stolen, it must be immediately reported to your supervisor who will report to the Chief Executive Officer or the compliancy officers.



CHIEF EXECUTIVE OFFICER

Date: 11-24-15



CHAIR, BOARD OF DIRECTORS

Date: 12-1-15

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