

NORTHCARE NETWORK

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| POLICY TITLE: Care of Property | CATEGORY: Personnel | |
| EFFECTIVE DATE: 1/1/15 | BOARD APPROVAL DATE: 12/10/14 | |
| REVIEW DATE: 3/17/25 | REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | OTHER REVISION(S): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| RESPONSIBLE PARTY: HR Manager | CEO APPROVAL DATE: 4/3/25 Megan Rooney, CEO | |

APPLIES TO

NorthCare Network Personnel

POLICY

Employees are responsible for any equipment, materials, and other property of NorthCare Network.

PURPOSE

To ensure appropriate care of NorthCare Network resources.

DEFINITIONS

N/A

REFERENCES

N/A

HISTORY

NEW POLICY: 1/1/15

REVIEW DATE: 12/3/14, 10/16/15, 8/21/16, 6/19/17, 4/ 6/18, 2/22/19, 11/24/19, 9/29/20, 7/27/21, 7/11/22, 7/18/23, 5/8/24, 3/17/25

REVISION DATE: 8/21/16, 6/19/17, 4/6/18, 11/24/19, 9/29/20, 5/8/24, 3/17/25

CEO APPROVAL DATE: 12/3/14, 11/9/15, 9/6/16, 7/13/17, 5/10/18, 3/14/19, 12/3/19, 10/6/20, 8/3/21, 8/2/22, 8/1/23, 6/11/24,4/3/25

BOARD APPROVAL DATE: 12/10/14

PROCEDURES

Property must be properly taken care of and must never leave a NorthCare Network facility for personal use unless approval has been received from the Chief Executive Officer and/or Supervisor. No personal use of property will be approved if it results in unreimbursed payment for costs NorthCare Network incurs, i.e., use of agency cell phone for personal use. All damage to, or loss of, NorthCare Network property shall be reported by the employee to the CEO and/or Supervisor immediately. All NorthCare Network property must be turned over to the Supervisor, CEO, CIO, and/or HR Manager when a transfer or termination of position occurs. If NorthCare Network property is not returned upon termination, that employee will be held financially responsible and legal authorities may be contacted to investigate further.