



TACOMA HOUSING AUTHORITY

Policy No.	HR-10.20
Policy	THA Equipment and Facilities
Date	August 6, 2009

1. Purpose

THA staff make use of a wide variety of THA tools, equipment, and facilities. This policy states the standards for this use. The purpose of these standards is to limit this use to THA business, to keep THA's property safe from damage or loss, and to protect THA staff and THA from misuse and liability.

2. Sources for Policy

[No entry.]

3. Scope of Policy

This policy applies to all THA staff.

4. Who is Responsible for Implementing Policy

Who	Responsibilities
<i>All staff</i>	To comply with this policy when using THA equipment and facilities
<i>Supervisors</i>	To help staff understand this policy and to monitor their compliance

5. Definitions

<i>Tools and Equipment</i>	Tools and equipment include but are not limited to, data, data compilations, subscriptions, books, files, telephones, cell phones, computers, wireless equipment, voice message systems, faxes, copy machines, power or hand tools, vehicles, desks, file cabinets and lockers, office supplies, maintenance supplies and furniture and furnishings.
<i>Facilities</i>	Buildings and grounds owned and/or managed by or for THA

6. Forms Associated with this Policy

[No entry.]

7. Policy

7.1 General Rules for the Use of Tools, Equipment and Facilities

7.1.1 THA Ownership

All tools, equipment, and facilities that THA provides to staff are THA's property. THA may require its return, or limit or direct its use at any time.

No THA staff, unless explicitly authorized to do so, may transfer, limit, or waive THA's ownership or the rights of ownership.

7.1.2 No Expectation of Personal Privacy

No one using THA's tools, equipment, or facilities shall have any expectation of personal privacy concerning its use. THA reserves the right to inspect and monitor the use or content of any of its tools, equipment, and facilities at any time and without notice.

7.1.3 Use Only for THA Business; Incidental Personal Use

Staff shall use THA tools, equipment, and facilities only for THA authorized business purposes.

Staff may use them for personal use subject to the following rules:

- (a) The personal use is not for any purpose prohibited by this policy;
- (b) Tools and/or equipment are not to be taken home or removed from THA premises solely for the purposes of personal use;
- (c) The personal use is brief, incidental, and kept to a minimum;
- (d) The personal use does not interfere with any THA business or the productivity of the user or other THA staff.

THA is not responsible for any adverse consequences resulting from incidental personal use; users waive any claim against THA arising from such use.

7.1.4 Safety Measures

Users shall not use any tools or equipment if they have not received necessary training.

Users shall follow all safety instructions.

7.1.5 Prohibited Uses

No staff may use THA tools, equipment, or facilities for any of the following purposes. These prohibitions also apply to incidental personal use:

- (a) Private or personal for-profit activities or other activities for personal gain or the private gain or business interests of others (e.g., consulting businesses, sale of goods, etc.);
- (b) dissemination of political or religious views;
- (c) sharing or dissemination of information confidential to THA without authorization;
- (d) illegal purposes including infringement of copyright or license;

- (e) creation or conveyance or storage of material that in either content or manner is threatening, obscene, pornographic, defamatory, offensive, or harassing;
- (f) distribution or conveyance of unsolicited advertising or messages.

7.1.5 *Reasonable Care; Responsibility for Loss or Damage; Report of Loss or Damage*

All staff must use reasonable care when using, storing or carrying tools and equipment, or using or occupying THA facilities.

Staff should report any damage or loss of THA equipment to their supervisor.

Loss or damage to THA tools, equipment, or facilities resulting from staff negligence may result in discipline up to and including termination.

7.2 Computers and Information Technology

7.2.1 All staff should be aware of and abide by *THA Policy 10.35 Use of Computing and Electronic Resources*.

7.3 Phones. E-Mail and Fax Machines

7.3.1 As stated above, THA's phones, e-mail, cell phones, voice message systems, and fax machines are THA property. All transmissions by such devices may be reviewed or monitored by THA. Staff shall have no expectation that their use of this equipment is private.

7.3.2 Staff must promptly report all personal usage of phones and fax machines that result in a charge to THA and they must promptly reimburse THA for the charge.

7.4 Vehicles

See THA Policy HR-10.25 Staff Driving on THA Business for policies applicable to the use of vehicles.

7.5 Policy Violation

Violation of this policy may be grounds for disciplinary actions, up to and including termination of employment.