

### Hospice Property HR.H25

**Regulation(s):** None  
**L-Tag(s):** None

**POLICY:** Employees are responsible for all hospice property, materials, or written information issued to him/her. All hospice property must be returned by the employee on or before his/her last day of work or when requested.

**PROCEDURE:**

1. Lifesong Hospice and Palliative Care provides property, equipment, books, records and devices for employee use in performing assigned duties.
2. The employee is expected to exercise care and follow all safety guidelines when using any equipment or machinery, including office machines.
3. The employee must notify his/her supervisor immediately if assigned equipment appears to be damaged, defective, or in need of repair to prevent deterioration of equipment and possible injury to the employee or others.
4. Misuse of hospice property, equipment, and/or records may result in disciplinary action, including termination of employment.
5. Employees are expected to return all assigned equipment, books and manuals, and all other hospice property when s/he leaves employment. All portable equipment/property should be turned in during the employee's exit interview or within five (5) business days of ending employment with the company.
6. All training materials, marketing materials and written information is considered proprietary and is the property of Lifesong Hospice and Palliative Care. Upon employment termination, proprietary information should not be given to any competitor or other interested parties. Information should not be copied without permission of Lifesong Hospice and Palliative Care Executive Director.
7. Where permitted by applicable laws, Lifesong Hospice and Palliative Care may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The hospice may also take any action deemed appropriate to recover or protect its property.

<b>Created:</b>	<b>Reviewed:</b>	<b>Revised:</b>	<b>Effective:</b>
7/18	2/19		4/2019
<b>Reviewed:</b>	<b>Reviewed:</b>	<b>Reviewed:</b>	<b>Reviewed:</b>