

<b>Policy Title:</b>	Personal Use of CMCC Resources		
<b>Category:</b>	<input type="checkbox"/> Institutional - Board	<input type="checkbox"/> Academic - Administrative	
	<input type="checkbox"/> Institutional - Administrative	<input checked="" type="checkbox"/> Employment - Administrative	
<b>Approved by:</b>	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
<b>Date approved:</b>	April 30, 2020	<b>Effective date:</b>	April 30, 2020
<b>Policy Sponsor:</b>	Vice President, Administration & Finance	<b>Date last reviewed:</b>	April 30, 2020
<b>Date of Mandatory Review (expiry date)</b>	April 2025	<b>Date of last revision of Procedures</b>	April 30, 2020

## 1 POLICY

1. CMCC resources may not be used for personal purposes except for incidental use which must not:
  - a. result in additional expense to the institution
  - b. impede normal business functions
  - c. be for non-approved private commercial purposes
  - d. be used for illegal activities
  - e. be used to intentionally access, create, store, or transmit obscene materials
  - f. be used to compete unfairly with other companies
  - g. be used to promote a personal or political agenda
2. Personal use of the CMCC logo and letterhead is not permitted.
3. Employees are to use their own mobile devices when making or receiving personal calls.
4. CMCC reserves the right to inspect and search all company resources for the purpose of determining this policy has not been violated, or to ensure safety in the workplace and compliance with health and safety standards. These inspections may be conducted during or outside of business hours and in the presence or absence of the affected employee.

## 2 PURPOSE

To regulate the use of CMCC resources for personal use.

## 3 SCOPE

All employees.

## 4 INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

Improper use of CMCC resources could lead to increased costs and risks to the institution, particularly from operational, regulatory, and corporate reputation standpoints. Proper utilization of resources ensures organizational risks and costs are properly managed.

- Ontario *Occupational Health and Safety Act* and Regulations (OHSA)

**5 RELATED POLICIES** (not a comprehensive list)

- CMCC Logo – Proper Use
- Code of Conduct
- Computing and Information Technology Use
- Email - Employees
- Health and Safety

**6 DEFINITIONS**

N/A

<p><b>New Policy Approved (date):</b></p> <p><b>Policy Revision History (dates):</b> October 1999 December 13, 2011</p>
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-----**END OF POLICY**-----

**7 PROCEDURES**

1. **Monitoring:** Each hiring manager is responsible for monitoring employee use of CMCC resources and for ensuring that employees comply with this policy. Violations to this policy may result in disciplinary action leading up to and including termination.
2. **Couriers:** Employees sending personal courier packages are to advise the Division of Finance that the consignment is of a personal nature. Upon receipt of the bill the Division of Finance will mark the name of the employee on the bill, charge the amount to Employee Receivables, and advise the employee concerned of the amount owing which is to be paid immediately.
3. **Office supplies:** Employees using the institution's vendors to order office supplies for personal use are to inform the Division of Finance when ordering. The Division of Finance must note this information against the Purchase Order number when issuing it to the employee placing the order. Upon receipt of the bill from the supplier, the Division of Finance will charge the amount to Employee Receivables and advise the employee concerned of the amount owing which is to be paid immediately.
4. **Account Access:** Employees with granted access to a work computer may be requested to share their password with CMCC for the purpose of gaining access to their computer to retrieve information or other proprietary resources in the employee's absence. This will include access to computer equipment, email, and other online accounts.

<p><b>New Procedure Approved (date):</b></p> <p><b>Procedure Revision History (dates):</b> October 1999 December 13, 2011</p>
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**8 ATTACHMENTS**

None