

Policy Title: Personal Property Protection

Category:	<input type="checkbox"/> Institutional - Board <input type="checkbox"/> Academic - Administrative <input checked="" type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Date approved:	November 30, 2023	Effective date:	November 30, 2023
Policy Sponsor:	Vice President, Administration & Finance	Date last reviewed:	November 30, 2023
Date of Mandatory Review (expiry date):	November 2028	Date of last revision of Procedures:	January 2019

1. POLICY

It is the responsibility of each employee, student and guest at CMCC to look after their personal property. CMCC is not responsible for such personal property and no reimbursement will be provided for any loss, destruction or damage.

2. PURPOSE

To ensure that the members of the CMCC Community are aware that it is their responsibility to protect their personal property from damage, misuse and theft.

3. SCOPE

All employees, students and guests at CMCC.

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

N/A

5. RELATED POLICIES (not a comprehensive list)

N/A

6. DEFINITIONS

N/A

New Policy Approved (date):	Security - October 1999
Policy Revision History (dates):	Personal Property Protection – August 31, 2017

-----**END OF POLICY**-----

7. PROCEDURES

In the event that personal property is stolen or maliciously damaged at CMCC, employees and students are asked to notify Security.

New Procedure Approved (date):	Security, October 1999
Procedure Revision History (dates):	Personal Property Protection – August 31, 2017 January 2019

8. ATTACHMENTS

None.