



NORTHERN LIGHTS COLLEGE

Personal Property Liability

Policy Number: TBD
Category: Administration
Approval Date: August 27, 2014
Date Last Amended: August 27, 2014

POLICY

Northern Lights College does not assume and specifically disclaims responsibility for any personal property located on its premises, or which accompanies or is carried, worn, or otherwise used by employees during the course of their work for Northern Lights College. Employees who choose to bring personal property with them to work do so at their own discretion, and at their own risk.

PROCEDURE

Personally owned items are not provided insurance coverage by Northern Lights College and the College assumes no responsibility for any damage or loss of these items; whether or not they are being used for College business. Although the College allows employees to bring items of decoration, comfort and convenience to their offices, any employee with these types of items should be aware that the responsibility for insuring and protecting these items remains with the employee. This includes shipments or deliveries of personal items to employees at the workplace. Any employee receiving personal property at the workplace does so at his or her own risk. Northern Lights College acts as a receiver only for College owned or leased property, and will not be responsible for any lost/damaged personal items shipped or delivered to employees at the workplace.

DEFINITIONS

Personal property

All items or property not owned, leased, or purchased by Northern Lights College. Includes, but not limited to:

- Vehicles
- Clothing / purses / wallets
- Computers / mobile devices / storage devices
- Appliances / Clocks / Fans / Heaters
- Decorations / artwork / collectibles
- Diplomas / Certificates
- Books

STAKEHOLDERS

N/A (College-Wide Policy)

Amendment History

Created: August 27, 2014
Revision: N/A

Scheduled Review Date

August 2019