

<b>Policy Title:</b>	Personal Property Protection		
<b>Category:</b>	<input type="checkbox"/> Institutional - Board	<input type="checkbox"/> Academic - Administrative	
	<input checked="" type="checkbox"/> Institutional - Administrative	<input type="checkbox"/> Employment - Administrative	
<b>Approved by:</b>	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
<b>Date approved:</b>	August 31, 2017	<b>Effective date:</b>	August 31, 2017
<b>Policy Sponsor:</b>	Vice President, Administration & Finance	<b>Date last reviewed:</b>	August 31, 2017
<b>Date of Mandatory Review (expiry date)</b>	January 2022	<b>Date of last revision of Procedures</b>	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

N/A

## 5 RELATED POLICIES

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 ATTACHMENT

None