



Responsible Official: The Treasurer
Responsible Office: Office of the Secretary
Origination Date: January 09, 2014

PROPER USE OF CORPORATION ASSETS & RESOURCES – POL 3

Policy Statement

A Second Chance (ASC) is a not-for-profit corporation which survives on charitable donations made by individuals and business alike. In order for ASC to keep operating costs down and to ensure most of those donations go to helping fund the programs that fulfil our mission, ASC must ensure that no asset is misused. This policy provides guidance on the proper use of ASC assets.

Reason For Policy/Purpose

The purpose of this policy is to provide guidance for all for all employees, officers, volunteers, and board members on the proper use of ASC assets.

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Who Approved This Policy

President of A Second Chance

Who Needs To Know This Policy

All employees, officers, volunteers, and board members

Website Address For This Policy

<http://www.asecondchancemo.org/aboutus-corporation.html>

Definitions

Assets	The ASC name, computers, servers, software licenses, office supplies, fax machines, copy machines, printers, telephones, internet, books, electronic media, and job networks.
Participants	All individuals or families enrolled in an ASC program.
Personal Use	Use of an asset for non-business purposes.
Staff	Employees, officers, volunteers, and board members

Policy/Procedures

ASC assets shall be used for the operation of the corporation and support of all participants enrolled in ASC programs. The staff has the responsibility to protect and safeguard all assets from loss, theft, misuse, and waste. ASC understands the need for limited and occasional use of Corporation email, the Internet and phones for personal purposes, subject to the guidelines below. ASC assets shall never be used for personal gain or for illegal activities. All theft, misuse or waste of ASC assets should be reported to a Corporation officer. Misappropriation of ASC assets is a violation of this policy and may be an act of fraud against the Corporation. Taking Corporation property without permission is regarded as theft and could result in legal action. In addition, carelessness or waste of Corporation assets may also be a breach of this policy.

Guidelines for Personal use of ASC Phones:

ASC provides telephones to support our staff in day to day operation of the corporation. The telephone service currently offers unlimited phone calls to anywhere in the United States and Canada. Our staff is allowed to use the telephones for personal use as long as usage of the telephones does not:

1. Disrupt normal business operation
2. Disrupt other staff members
3. Prevent callers from reaching ASC during normal business hours
4. Violate this or any other ASC policy or code of conduct
5. Cause ASC to be assessed additional surcharges.

Should the staff's usage of the telephone result in additional surcharges for ASC, the staff member shall reimburse ASC the exact amount assessed.

History/Revision Dates

Origination Date: January 09, 2014

Last Amended Date: N/A

Next Review Date: Reviewed by the Board of Directors at the Annual Meeting