



EMPLOYER PROPERTY POLICY

1. PURPOSE

1.1 The purpose of this Employer Property Policy (Policy) is to outline the conditions under which property owned by Gateway Group ('Gateway Group') is provided to employees. The Policy outlines the responsibilities of employees in possession of Gateway Group's property and the expectations of Gateway Group with respect to the use of its property by employees.

2. COMMENCEMENT OF THE POLICY

2.1 This Policy will commence from 1/3/2020. It replaces all other policies dealing with employer property (whether written or not).

3. APPLICATION OF THE POLICY

3.1 This Policy applies to all workplace participants including employees and contractors who use Gateway Group property. It does not form part of any employee's contract of employment or a contractor's contract for services.

4. DEFINITIONS

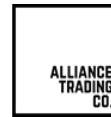
4.1 'Employer property' includes all forms of property of Gateway Group including tangible property (such as tools and equipment), and intangible property (such as intellectual property).

5. OBLIGATIONS OF EMPLOYEES

5.1 To the extent that the obligation is relevant to the type of Gateway Group property being used, each employee must:

- (a) use Gateway Group's property only for the purpose for which it was designed;
- (b) take good care of Gateway Group's property and ensure it is properly maintained and serviced as directed;
- (c) ensure that Gateway Group's property is used in accordance with any relevant operating instructions or procedures;
- (d) refrain from modifying Gateway Group's property without prior written approval from Gateway Group;
- (e) obtain prior written permission from Gateway Group if the employee wishes to use Gateway Group's property for non-work purposes (eg personal use);
- (f) not remove employer property from Gateway Group's premises or designated storage places without the prior permission of the relevant manager or supervisor;
- (g) not deliberately damage Gateway Group's property; and
- (h) not place Gateway Group's property in circumstances where it could be stolen or damaged.

Document Title: Employer Property Policy			Authorised by: Joe Boumelhem	
Document #: POL008	Version #: 1	Issue Date: 1/3/2020	Revision Date: 1/3/2021	Page 1 of 2



6. BREACH OF THE POLICY

6.1 Any breach of the obligations expressed in this Policy may result in disciplinary action up to and including termination of employment, or termination of a contract for services.

7. RETURN OF PROPERTY

7.1 On termination of employment (including by resignation), or as otherwise directed at any time, an employee must return all of Gateway Group’s property immediately.

7.2 Such property must be returned in good working order and with all company information contained on such property intact.

8. DAMAGE TO PROPERTY

8.1 If any damage occurs to any property owned by Gateway Group as a result of:

- (a) an employee’s serious and wilful misconduct;
- (b) criminal activity;
- (c) a breach of the obligations outlined in this Policy;
- (d) the employee using the property for a non work related purpose without the consent of Gateway Group; or
- (e) circumstances not arising in the course of, or in connection with, the employees employment,

Gateway Group may require the employee to reimburse Gateway Group to the value of any loss or damage suffered by Gateway Group or a third party which has been caused by the employee. This includes the retrieval of company information which has been deleted by the employee on company property.

Variations

Gateway Group reserves the right to vary, replace or terminate this policy from time to time.