

Noons Creek CO-OP Policies	Date Issued	10 June 1998/19 June 1991
Use of Office Equipment	Date Reviewed	30 May 2018
	Policy #	2

Purpose

The equipment in the Common Room office is provided for the Board and committees to use in their work for the co-op. The purpose of this policy is to enable members to use the photocopier, computer and phone for co-op business.

Policy

1. The person employed by the management company contracted by the Co-op will have first priority of office equipment use. No member shall use either if such use interferes with the management company’s responsibilities.
2. You may use the office equipment for co-op use, priority given to Management and Board members.
3. Members not actively participating on the Board or a committee will not have access to the office or the computer.
4. Personal photocopies can be made at cost 10 cents per sheet. Monies are to be given to the office manager.
5. To use the office computer for co-op business you must first check with a Board Member to obtain login in access.
6. A long distance call only be made with consent from a Board of Director or office manager.
7. The office is kept locked. You can obtain access to the office by asking an Executive Director. An Executive Director is not required to attend the office on demand, nor give up their key. If you do not understand how something works, or something appears to be faulty, advise either the office manager or an Executive Director immediately.
8. Only the system manager will be authorized to load, remove, alter, update or copy any software or files without the Board’s approval. The management company reserves the right to duplicate their accounting files.
9. Office equipment and internet access strictly prohibits illegal or deviant use. Office equipment is for professional and approved use only. No illegal downloading of copyright materials, pornography or other illicit activities are allowed.

Penalty

Abuse of the policy may result in office use being revoked.