

PROPERTY SECURITY POLICY # 2017-01-04

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Record of Policy Review:

<i>Date Policy was Issued</i>	<i>Date of Review</i>	<i>Reason for Review</i>	<i>Lead Reviewer</i>	<i>Additional Comments</i>
(month, yr)	(month, yr)	(eg. changes to legislation)	(name)	(eg. Details of new legislation)

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Purpose

To provide guidance to the Board and Management of Chinook Comfor Ltd. on:

- Use of CCF identification;
- Define property; and
- Responsibility of the Directors.

Definitions

Property

For the purposes of this section, property is defined as equipment, material, processes, effects, land, buildings and grounds.

CCF Identification

The Company's name, logo, or letterhead may not be used for any purpose other than the official business of the Company and by authorized personnel only.

Director's business cards are only to be used for CCF business.

Responsibility of the Director

Preserving and safeguarding the Company's property is the responsibility of each director.

Equipment, materials and supplies that are purchased with Company funds or otherwise obtained by the Company are the property of the Company and must be used only in the interest of the Company and must be protected from misuse, theft or damage.

Ipads

- Ipads remain the property of CCF and are meant to remain with each director as long as they remain on the board.
- If the Ipad is lost or stolen, or if the Director fails to return the device when requested to do so, the device will be remotely wiped of all data.