



Number: IV 009
Subject: Asset Protection

Approval Date: April 28, 2008

Effective Date: April 28, 2008

Revised: March 30, 2009; June 28, 2010; May 30, 2011; December 12, 2016

Policy Statement:

The CEO shall not allow assets to be unprotected, inadequately maintained nor unnecessarily risked.

Further, without limiting the scope for the foregoing, the CEO shall not:

1. Fail to insure against theft and casualty losses and against liability losses to Board members, staff, or the organization itself.
2. Unnecessarily expose the organization, its Board or staff to claims of liability or loss.
3. Subject plant and equipment to improper wear and tear or insufficient maintenance.
4. Engage in banking services for operations with any institution other than a chartered bank.
5. Fail to present an annual report to the Board of Trustees on the Labour Relations Solicitor of Record and the Local Solicitor of Record that includes a year over year fee comparison and professional performance statement.
6. Allow intellectual property, information systems and files to be pirated, lost, stolen, or suffer significant damage.