



Policy No: HR119
Created: May 2026
Updated:

Tools, Equipment, and Company Property Policy

Cutting Edge Renovation & Painting provides employees with tools, equipment, materials, vehicles, uniforms, devices, cards, documents, and other Company property as needed to perform job duties safely and effectively. Employees are expected to use Company property responsibly, protect it from loss or damage, and return it when requested or at the end of employment.

Company Property

Company property may include, but is not limited to:

- Tools
- Equipment
- Ladders
- Vehicles
- Trailers
- Keys
- Phones, tablets, or computers
- Company shirts
- Safety gear
- Materials and supplies
- Store credit cards
- Company credit cards
- Documents, files, forms, and records
- Software, apps, passwords, and system access
- Customer information and job records

Employee Responsibility

Employees are responsible for taking proper care of Company property and using it only for approved Company business.

Employees must:

- Use Company property only as intended
- Follow safety instructions and Company procedures
- Keep tools and equipment clean, organized, and secure
- Protect Company property from theft, damage, misuse, or loss

- Report damaged, missing, stolen, unsafe, or malfunctioning property promptly
- Return Company property when requested or at the end of employment

Authorized Use Only

Company property may not be used for personal projects, side work, outside employment, or non-Company business unless specifically approved by management.

Employees may not borrow, lend, sell, give away, remove, alter, or dispose of Company property without authorization.

Employees may not allow unauthorized individuals to use Company tools, vehicles, equipment, cards, devices, materials, or systems.

Tools and Equipment

Employees must use tools and equipment safely and only for their intended purpose.

Employees may not use tools or equipment they have not been trained or authorized to use.

Employees should inspect tools and equipment before use. Damaged, defective, or unsafe tools or equipment must be removed from service and reported to a supervisor or management immediately.

Misuse of tools, ladders, equipment, or materials may result in corrective action.

Additional safety expectations are provided in **Policy HR109: Safety and Accident Reporting Policy**.

Materials and Supplies

Materials and supplies purchased for Company jobs are Company property and must be used only for approved Company work.

Employees may not take leftover materials, supplies, paint, hardware, lumber, fixtures, or other job materials for personal use unless approved by management.

Employees must use materials carefully, avoid waste, and report material needs or shortages according to Company procedure.

Company Vehicles and Trailers

Company vehicles and trailers may only be used by authorized employees for approved Company business.

Employees must follow all driving and safety expectations when using Company vehicles or trailers.

Additional details are provided in **Policy HR110: Company Vehicle and Driver Safety Policy**.

Company Credit Cards

Employees issued or authorized to use Company credit cards, store cards, or accounts must use them only for approved Company business.

Receipts and required documentation must be submitted according to Company procedure.



Additional details are provided in:

- **Policy HR101: Company Credit Card Policy**
- **Policy HR102: Fuel Allowance Policy**

Uniforms and Company Shirts

Company-issued shirts other branded items are Company property and must be used according to Company expectations.

Company shirts may not be worn while performing side work, non-Company work, or in situations that could reflect poorly on the Company.

Additional details are provided in **Policy HR112: Dress Code and Appearance Policy**.

Phones, Devices, Apps, and Electronic Property

Company phones, tablets, computers, apps, software, login credentials, job records, photos, and electronic files are Company property when provided or maintained for business purposes.

Employees must protect Company electronic property and may not share passwords, delete records, misuse systems, or access information without authorization.

Additional details are provided in **Policy HR111: Technology, Phone, and Communication Policy**.

Loss, Theft, Damage, or Malfunction

Employees must promptly report any Company property that is:

- Lost
- Stolen
- Damaged
- Unsafe
- Malfunctioning
- Missing
- Misused
- Involved in an accident or incident

Employees should not attempt unauthorized repairs or modifications.

The Company will review the situation and determine whether repair, replacement, investigation, documentation, or corrective action is needed.

Careless or Intentional Damage

Employees may be subject to corrective action for careless, reckless, intentional, or unauthorized use of Company property.

Examples include:

- Damaging tools or equipment through misuse
- 

- Losing company property due to carelessness
- Failing to secure tools, materials, vehicles, or equipment
- Using company property for side work
- Allowing unauthorized people to use company property
- Failing to report damage, loss, or theft
- Intentionally damaging or altering company property
- Taking materials or supplies without approval

Return of Company Property

Employees must return all Company property when requested by management or upon separation of employment.

Company property to be returned may include:

- Tools and equipment
- Keys and access devices
- Vehicles and vehicle-related items
- Trailers
- Fuel cards and credit cards
- Uniforms and company shirts
- Phones, tablets, or computers
- Safety gear
- Documents, files, and records
- Materials and supplies
- Any other company-owned property

Failure to return Company property may result in appropriate action to the extent permitted by law.

No Expectation of Ownership

Company property remains the property of Cutting Edge Renovation & Painting unless otherwise stated in writing by management.

Possession or use of Company property does not create personal ownership rights.

Violations

Violation of this policy may result in corrective action, up to and including termination of employment.

The Company will determine the appropriate action based on the seriousness of the issue, value of the property, safety risk, customer impact, prior history, and business needs.

Questions

Questions about Company property, tools, equipment, materials, uniforms, vehicles, cards, or return requirements should be directed to HR, a supervisor, or management.

