

## RESPONSIBILITY FOR PERSONAL PROPERTY

Any employee, volunteer, student, or visitor who brings any article of personal property onto the Division's premises does so at one's own risk. The Division does not assume any responsibility for the loss, theft, or destruction of personal property brought onto Division premises.

Whenever there is willful damage to or theft of personal property valued over fifty dollars (\$50.00), the incident should be reported to the school office and a Report of Theft of Personal Property form completed. Should information relevant to the reported damage or theft come to the Principal's attention, an appropriate response under the Divisional Standard of Behaviour may be undertaken.

The Division may reimburse an employee for damages to personal property incurred in an incident or an assault upon the employee or to his personal property when the incident or assault can be shown to result from job-related duties or responsibilities.

*Accomplish Anything*

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