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### Company Property Policy

DeMartini Fletcher are required to maintain it in a satisfactory condition and account for such items as and when required. Workers are to keep in safe custody all company tools and equipment.

All care should be taken when using The Business's tools and equipment especially those of a fragile nature. Such property would include uniforms, technical manuals, keys, tools & equipment, test instruments etc.

Any worker leaving The Business will be required to return, in good condition, all company property on issue.

Any damage to tools or equipment due to unforeseen circumstances, or on a worn-out basis shall be reported to management immediately, so it can be replaced for future use by workers. All workers will be required to sign a document confirming the receipt of company property i.e., keys, tools, literature and alike.

If equipment is lost or damaged due to carelessness or lack of care, the worker may be required to contribute to the cost of replacement.