

Policy Name:	Removing Items from Vanderbilt Premises	Department:	Facilities
Effective Date:	May 1, 2024	Division:	Administration
Managed By:	Business Operations	Approved By:	Associate Vice Chancellor & Chief Facilities Officer Alexander Kohnen, PE

OBJECTIVE:

To protect the University’s assets.

POLICY:

Employees shall not remove from University premises, or place in a personal vehicle, or give away or sell any physical item that is not owned by the employee, or that has not been assigned to the employee (such as a university issued cell phone, university issued identification, uniform) even if the item appears to be discarded.

Physical items include but are not limited to:

- Material in or adjacent to waste or recycling containers
- Scrap
- Surplus
- Tools
- Equipment
- Parts and supplies

PROCEDURES:

1. This policy will be included in all new employee orientation.
2. A policy reminder email will be sent to all managers/supervisors prior to the end of the academic year to review with all employees to ensure they are aware and understand the policy.

VIOLATIONS:

Violations of this policy will be considered a serious offense and violators will be subject to disciplinary action.



APPROVED BY:

Date	Associate Vice Chancellor & Chief Facilities Officer
5/20/2024	<i>Alex Kolonen</i>

POLICY RECORDED:

Date	

REVISION HISTORY:

Date	Summary of Changes