
PERSONAL USE OF AGENCY EQUIPMENT AND SUPPLIES

Employees are discouraged from using Agency equipment and supplies for personal use, however, the following rules are established in regards to personal use of Agency equipment and supplies:

1. **Photocopier**—If an employee needs to make personal copies, he or she will be required to pay 5 cents per copy for all copies at the time the copies are made. A log sheet will be maintained near every photocopier in every office for documentation of the amount of personal use.
2. **Fax Machine**—If an employee sends personal faxes, he or she will be required to pay 25 cents per page for each page at the time the fax is sent. A log sheet will be maintained near every fax machine in every office for documentation of the amount of personal use.
3. **Telephone**—Agency telephones may be used by employees for brief local and long distance calls, when necessary. These calls are to be kept to a minimum of both time and frequency. All staff members are required to keep a log of personal long distance telephone calls and are expected to reimburse the Agency on a monthly basis.

All other personal use of Agency premises, equipment or supplies is strictly forbidden.