

## **PROTECTION OF ASSETS POLICY**

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The Kimi Hauora Wairau Marlborough PHO (KHWMPHO) aims at all times to prevent disrepair, excessive risk, untraceable transactions or conflicts of interest in the management of resources. Therefore the CE shall not:

- 1 Permit any unauthorised person to handle cash.
- 2 Deposit funds in institutions where they are exposed to above average risk.
- 3 Allow abuse or misuse of assets. All property/fixed assets will be inventoried and a security system in place to ensure adequate safeguards to prevent loss, damage or theft of property.
- 4 Allow insurance policies to lapse causing the KHW MPHO assets to be uninsured and at risk
- 5 Allow the assets to be insured for less than what is considered necessary for prudent risk management.
- 6 Allow employees to drive the KHW MPHO vehicles or rental vehicles if their driving record causes the vehicle insurance to be cancelled.
- 7 Allow intellectual property, information or files to be used for purposes other than in the KHW MPHO best interests.
- 8 Allow insurances to terminate without Governance Board notification.
- 9 Unnecessarily expose the organisation, its Governance Board and staff to claims of liability.

Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Date Approved:</b>	<b>March 2015</b>
<b>Review Date:</b>	<b>March 2017</b>

