

KWALITEITSBESTUURSTELSEL / QUALITY MANAGEMENT SYSTEM

B.2

TITEL / TITLE: BELEID: AANWINS, BESTUUR EN GEBRUIK VAN FISIESE BRONNE
POLICY: PROCUREMENT, MANAGEMENT AND USE OF PHYSICAL RESOURCES

SAAMGESTEL / HERSIEN DEUR COMPILED / REVIEWED BY	GOEDGEKEUR DEUR / AUTHORISED BY
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Titel / Title: REKTOR / RECTOR	Titel / Title: REKTOR / RECTOR
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1. RATIONALE

Hugonote Kollege is a private post-school education and training institution based on Christian principles, one of which is stewardship. The principle of stewardship implies the responsible, effective and respectful use of resources. Furthermore the principle of stewardship requires from all staff members and to account at all times for their use of the physical resources of the College.

2. SCOPE

This policy is applicable to all departments and sections of Hugonote Kollege including the residential facilities.

3. PRINCIPLES

The following principles provide a framework for this policy:

- Purchasing of materials, tools and equipment can only happen after approval by the financial manager or CEO of the company.
- Staff is responsible for the tools, furniture and equipment that were issued to them and must ensure that they at all times use these items with care.
- Faulty tools, equipment, appliances and vehicles should be reported immediately to their managers or supervisors and staff should refrain from trying to repair tools etc. unless they are permitted to do so by their seniors.
- Resources like water, electricity, cleaning materials and stationery should be use with respect and responsibly.
- Library books and other reading matter, furniture, computers, printers, tools, other equipment and vehicles are seen as assets and all assets should be properly recorded in an inventory and properly insured.

4. PURPOSE

The purpose of this policy is

- to determine procedures for the procurement and management of stationery, cleaning materials, as well as materials necessary for the maintenance of buildings, equipment and gardens;
- to determine procedures for the procurement of books and other reading matter for the library, subscription to journals as well as the management of the library assets.
- to determine policy and procedures regarding an inventory and the insurance of physical resources.

5. RELEVANT LEGISLATION

Companies Act



6. RELATED POLICIES

- Human resource policy
- Library policy and rules