

Preamble:

To guide Pride Winnipeg managing members on the responsibility and care of the Organization's assets and procedures for when an asset is damaged, lost or stolen.

Policy Statement:

All members of the organization are responsible for the protection of the Organization's assets, both tangible (such as cash, material, buildings, property, information, revenues, rented equipment) and intangible (such as communications networks, information systems, intellectual property).

Organizational assets also include assets that are loaned to the Organization. All managing members and volunteers must act reasonably and take appropriate measures to prevent losses arising from willful action by others, both outside and within the Organization, which may result in property damage, theft, loss, abuse or unauthorized access to physical or logical assets, and intellectual property (including data).

Procedure:

1. All company assets will be assigned to an individual who will act as the caretaker for the respective assets.
 - a. Assets that are not able to be clearly assigned to a single individual will be assigned to the Board of Directors.
 - b. Rented assets are the responsibility of the individual who made the rental request and/or signed the rental agreement.
 - i. The individual who made the rental request must disclose the potential liability in monetary terms in case of damage or loss.
 - c. Cash and cash-equivalent assets (e.g. donations, cheques, gift cards, etc.) belonging to or intended for Pride Winnipeg may not be handled without explicit permission from the Vice-President, Finance or President.
2. All assets must be protected in one of the following manners when not being used:
 - a. Locked away in a storage facility or device.
 - i. A listing of individuals who have access to locked away assets must be maintained by the Safety and Security Director.
 - b. Under 24 hour surveillance by hired security.
 - c. In the possession of a Managing Member.
 - i. Managing Members who volunteer to take an asset under their possession assumes the full liability of any damage, loss or theft of the asset.
3. If an asset is damaged, lost or stolen the following actions must be undertaken by the asset caretaker.
 - a. The Vice-President, Governance must be notified of the situation within 24 hours.
 - b. If there is reason to believe that the asset was stolen, a police report must be filed as soon as reasonably possible.
 - c. If the asset has been misplaced, the caretaker must ensure that a thorough search has been undertaken and all efforts have been expended to locate the missing the asset. This search should be done as soon as asset has been flagged as missing.

- d. If the asset was damaged or lost, a detailed report must be filed with the Vice-President, Governance within 48 hours of the incident being brought to the attention of the caretaker. The report must include:
 - i. Asset name.
 - ii. Approximate date, time and location of when the asset was damaged.
 - iii. If the asset was loaned to the Organization, information on the company/individual who loaned out the asset and terms of the loan.
 - iv. Names and contact information of all individuals who had access to the damaged asset.
 - v. Last person who was known to have access to the asset prior to it being damaged (if known).
 - vi. The assets purpose at the time it was damaged.
 - vii. Value of asset.
 - viii. Cost to repair or replace asset.
- e. If there is reason to believe that the incident happened as a result of neglect of the caretaker, the Vice-President, Governance may recommend to the President to immediately suspend the caretaker from their duties while an investigation is ongoing.
- f. A daily report must be provided to the Vice-President, Governance detailing the status of the investigation and activities undertaken.
- g. All incidents must be brought to the Board of Directors attention by way of a formal report detailing the incident and resulting investigation. The Board of Directors will rule on the following:
 - i. Whether the asset caretaker took all necessary action to safeguard the asset and took all necessary action in the investigation.
 - ii. Whether the asset caretaker is liable for any of the costs resulting from the incident.
 - iii. The amount the asset caretaker is required to pay to the Organization to replace or repair the asset.
 - 1. The Board of Directors must set a due date for payment.
 - 2. If a Managing Member does not meet the payment due date, the Managing Member may be subject to disciplinary action, including removal from their position.
 - 3. The Organization may seek legal action against a caretaker who fails to fulfill the re-payment.

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