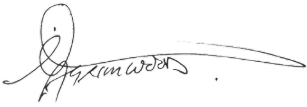




# POLICY DOCUMENT

## IT: Assets

### Exco Review

Signature Date	14 September 2025
Name	Ashraf Grimwood
Signature	

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## Introduction

### Overview

The purpose of this document is to define rules for protection from fraud, vandalism, sabotage, accidents, and theft of information continue to increase costs for Kheth'Impilo since the co-mingling of mobility and use of personal devices continues to grow.

This Asset policy & procedure document identifies how to protect Kheth'Impilo resources from unauthorized physical access and the risks associated with environmental threats and hazards.

### Scope

This document is applied to all Management, staff, and contractors.

This document is applied to the entire Information Technology Management System scope.

All IT Resources, regardless of their physical location, are used to store, process, and/or transmit Kheth'Impilo electronic information in any form. This includes, but is not limited to networks, computer hardware, mobile devices, software, applications, and associated information used in the support of Kheth'Impilo business.

#### 1. Stolen & Lost Assets

All stolen or lost assets must be reported to your line manager and the Facilities & IT Departments Contact details

Email: [facilities@khethimpilo.org](mailto:facilities@khethimpilo.org) ; [helpdesk@khethimpilo.org](mailto:helpdesk@khethimpilo.org)

Phone: 021 410 4300

- i. In the case of **carelessness or dereliction of duty** on the part of the Employee, the Employee must take responsibility and pay or replace the asset accordingly. The employee is expected to pay the replacement value of the asset. The asset to be replaced should conform to specifications outlined by the Facilities and/or IT department.
- ii. In the case of a Stolen moveable asset e.g. Cellphone, tablet, laptop etc., the Employee must open a case with SAPS to broaden the scope of investigation. The SAPS case number along with a signed statement/affidavit must be sent to Facilities department for insurance purposes. If deemed a case of **dereliction of duty** or failure to provide substantial evidence of theft, the employee will be expected to pay or replace the asset within a determined period, subject to the Financial Manager approval.
- iii. In the event where [multiple](#) cases of theft are reported within 6 months of first incident, the Employee will be held liable and pay for or replace said asset.
- iv. In the case of Lost items, the Employee must provide a signed statement outlining the circumstances resulting in lost item/s.
- v. All Stolen or Lost items must be reported within 24hours or the next available working day.

#### **Negligence: (not limited to)**

- Items not secured while travelling- e.g. need to be in a locked boot when travelling.
- Family members are not allowed access to any KI issued equipment.
- Forgetting your laptop/mobile device at a venue/car/airplane.

## 2. Damaged Assets

All damaged assets must be reported to your line manager and the Facilities & IT Departments  
Contact details

Email: facilities@khethimpilo.org ; helpdesk@khethimpilo.org

Phone: 021 410 4300

### **Negligence defined: (not limited to)**

- The laptop may not be used as a tray to carry beverages or other
  - Take care when storing your KI issued device. Do not leave the device unattended
- i. Damaged assets must be reported within 24hours or the next available working day
  - ii. If deemed a case of **negligence** on the part of the Employee, the said Employee will be required to replace or repair asset.
  - iii. Damaged assets will be repaired if the cost of the repair is less than 50% of the replacement value. Where the cost of the repair exceeds 50% of the replacement value, the asset will be disposed of, and the employee will be liable to cover the full cost for the replacement of the asset.