

## Theft

Stealing, regardless of value, will not be tolerated in UW Facilities.

Even though items on desk tops and/or in client areas, including but not limited to: offices, laboratories and meeting spaces might appear to be trash and/or recyclable, UW Facilities employees only discard items that are in the proper waste receptacle.

UW resources, including but not limited to: equipment, tools, and/or materials deemed to be broken and/or unusable by UW Facilities management must be sent to UW Surplus.

UW resources, including but not limited to: equipment, tools and/or materials that you and/or that you may have access to, must be used for work related purposes only, and in the official capacity of your job.

You cannot borrow, loan and/or remove UW property and/or resources.

If for any reason you have a question on whether an item is considered to be garbage, call your supervisor for clarification BEFORE throwing it away.

Theft will not be tolerated in UW Facilities, and any employee who is found to have stolen is subject to corrective or disciplinary action, up to and including dismissal.

Clients trust us to work in their personal workspace; when that trust is broken, we cannot successfully achieve our UW Facilities mission and vision.