

Policy Title: Personal Use of CMCC Resources

Category:	☐ Institutional - Board ☐ Academic - Administrative ☐ Institutional - Administrative ☒ Employment - Administrative		
Approved by:	☐ Board ☒ President		
Date approved:	May 29, 2025	Effective date:	May 29, 2025
Policy Sponsor:	Vice President, Administration and Finance	Date last reviewed:	May 29, 2025
Date of Mandatory Review (expiry date):	May 2030	Date of last revision of Procedures:	May 29, 2025

1. POLICY

1. CMCC resources may not be used for personal purposes except for incidental use which must not:
 - a. result in additional expense to the institution.
 - b. impede normal business functions.
 - c. be for non-approved private commercial purposes.
 - d. be used for illegal activities
 - e. be used to intentionally access, create, store, or transmit obscene materials.
 - f. be used to compete unfairly with other companies.
 - g. be used to promote a personal or political agenda.
2. Personal use of the CMCC logo and letterhead is not permitted.
3. Employees are to use their own mobile devices when making or receiving personal calls.
4. CMCC reserves the right to inspect and search all company resources for the purpose of determining this policy has not been violated, or to ensure safety in the workplace and compliance with health and safety standards. These

inspections may be conducted during or outside of business hours and in the presence or absence of the affected employee.

2. PURPOSE

To regulate the use of CMCC resources for personal use.

3. SCOPE

All employees.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

Improper use of CMCC resources could lead to increased costs and risks to the institution, particularly from operational, regulatory, and corporate reputation standpoints. Proper use of resources ensures organizational risks and costs are properly managed.

- Ontario *Occupational Health and Safety Act* and Regulations (OHSA)

5. RELATED POLICIES (not a comprehensive list)

- CMCC Logo – Proper Use
- CMCC Facilities Use
- Code of Conduct – Employees
- Copyright and Intellectual Property
- Email – Employees
- Health and Safety
- Information Technology – Acceptable Use and Electronic Monitoring
- Information Technology – Device Monitoring

6. DEFINITIONS

CMCC resources refers to any asset owned or held by CMCC whether tangible or intangible. This can include but is not limited to, equipment, property, personnel, building, intellectual property and access to data or networks.

Tangible Assets – physical assets that CMCC owns, such as computers, electronic devices, office equipment, keys, id/access cards, office supplies.

Intangible assets – non-physical assets that have value to CMCC, such as intellectual property (trademarks, logos, copyrights, etc.), software and property information.

New Policy Approved (date):	
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Policy Revision History (dates):	October 1999 December 13, 2011 April 30, 2020 May 29, 2025
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7. PROCEDURES

1. Monitoring: Each hiring manager is responsible for monitoring employee use of CMCC resources and for ensuring that employees comply with this policy. Violations to this policy may result in disciplinary action up to and including termination.
2. Couriers: Employees sending personal courier packages are to advise Financial Services that the consignment is of a personal nature. Upon receipt of the bill Financial Services will mark the name of the employee on the bill, charge the amount to Employee Receivables, and advise the employee concerned of the amount owing which is to be paid immediately.
3. Office supplies: Employees using the institution's vendors to order office supplies for personal use are to inform Financial Services when ordering. Financial Services must note this information against the Purchase Order number when issuing it to the employee placing the order. Upon receipt of the bill from the supplier, Financial Services will charge the amount to Employee Receivables and advise the employee concerned of the amount owing which is to be paid immediately.
4. Account Access: Employees with granted access to a work computer may be requested to share their password with CMCC for the purpose of gaining access to their computer to retrieve information or other proprietary resources in the employee's absence. This will include access to computer equipment, email, and other online accounts.

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8. ATTACHMENTS

None.