



SASVEPM Equipment Policy

The Southern African Society for Veterinary Epidemiology and Preventive Medicine (SASVEPM) is managed by an Executive Committee (ExCo). These six individuals work on a volunteer basis to plan and organise the activities of the society including the Annual Congress, sponsorships for members, and training & capacity building.

This document describes the policy for the use of any equipment which is owned by the society.

Equipment

This includes all assets owned by SASVEPM. For example, laptops, computer systems, mobile phones, modems, printing machines, posters/banners, and promotional materials (bags, notebooks etc). All equipment must be used properly and maintained in good working order. The equipment should be used for primarily SASVEPM business purposes.

Anyone who loses, steals or misuses SASVEPM property may be personally liable for replacing or repairing the item. SASVEPM reserves the right, and without further notice, to inspect and audit all its assets to determine if this policy has been followed.

User Responsibilities

Users of SASVEPM equipment must respect the equipment and take good care of it. Since the society does not have an office, equipment may need to be stored at ExCo members' homes or workplaces. Since the users are being held responsible for the equipment, it is prudent to have an insurance for the valuable items (e.g. Laptop, mobile phone).

Computer and System Security

All computers and the data stored on them are the property of the society. It is important to have antivirus software functioning on any computer system to protect them and to avoid any risky actions that could allow viruses to infect the system. For example, do not allow other USB devices to be connected to the laptop and do not open emails or attachments which do not look trustworthy.

Replacement of Equipment

SASVEPM Exco will replace assets every three years. Assets that reach their lifecycle shall be disposed of through trade-in (where applicable) and removed from the asset register held by the secretariat.

Loss of Equipment

If equipment is lost the Exco member who was in possession of it should immediately report the loss to the nearest Police Station.

New Users

Each new user of SASVEPM equipment must sign the declaration form on the next page and send it to the SASVEPM secretariat. The secretariat is responsible for storing the signed declarations and keeping an asset register for equipment issued, to whom, when and where it is located.



New user Declaration

Equipment issued (describe):

Serial Number(s) if applicable:

I have read and understand the SASVEPM equipment policy document.

I acknowledge that while I am volunteering for the Southern African Society for Veterinary Epidemiology and Preventive Medicine (SASVEPM), I will take proper care of all Society's equipment that I am entrusted with. I further understand that when my term of service ends, I will return all property belonging to the organisation and that the assets will be returned in proper working order. I understand I may be held financially responsible for lost or damaged assets. This agreement includes, but is not limited to computer systems, laptops, modems, printer/copy machines, cell phones and other equipment. I understand that failure to return equipment will be considered theft and may lead to criminal prosecution by SASVEPM.

Full name (Please Print)

Date signed