LOUISIANA HOUSING CORPORATION

POLICY NO. 23

SUBJECT: USE OF STATE RESOURCES

I. POLICY:

It is the policy of the Louisiana Housing Corporation that state-owned equipment, supplies, services, and information processing resources (information processing resources include, but are not limited to hardware, software, communications networks, physical facilities, mainframe computer, personal computers and printers) shall be used solely for official state business. An employee may not use state resources to further personal gain. An employee may not allow any other individual to use state resources to further the personal gain of himself/herself, the employee or others. No unauthorized person shall be transported in any state-owned vehicle except in emergencies as defined by applicable laws.

State records and documents in the custody of employees are to be used for authorized purposes only. Records shall not be altered, concealed, destroyed, or removed from official custody. Disposal or destruction of records shall be in accordance with applicable laws.

Examples that are deemed to constitute misuse of state resources include but are not limited to the following:

1. Personal use or possession of tools, equipment, supplies.
2. Use of Corporation vehicles for a personal purpose.
3. Falsification or other misuse of Corporation documents such as time sheets, payroll vouchers, annual and sick leave reporting and other official Corporation documents.
4. Personal use of Corporation telephones (including land-based and mobile phones) and telefax services resulting in toll charges to the Corporation. Should such a personal call be made, prompt reimbursement to the Corporation must be made.
5. Use of postal and shipping services for personal purposes.
6. Personal use of duplication and related services and supplies.

II. PURPOSE:

To set forth rules governing the appropriate use by employee of equipment, materials, services and other Corporation resources.

III. APPLICABILITY:

This policy shall be applicable to all employees of the Corporation.

IV. RESPONSIBILITY:

Employees are responsible for:

1. Complying with the provisions and spirit of this policy, and
2. Protecting and conserving all state resources in an appropriate manner, and
3. Reporting known violations of this policy to the supervisor, Appointing Authority.

V. EXCLUSIONS:

There will be no exceptions to this policy.

VI. QUESTIONS:

Questions should be directed to the Appointing Authority.

VII. VIOLATIONS:

Violations of this policy constitutes misuse of state resources and may result in disciplinary action up to and including termination and/or criminal prosecution.

NOTE: Reference is made to Policy No. 21, Removal of State Records.

Approved by:

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Date