

Use of Company Property Policy



GSS Group
ABN: 12 668 595 382
F01/122 Studio Ln, Docklands VIC 3008

Date: 03/02/2026
Review: 01/02/2027

1. Purpose and Application

(a) The purpose of this policy is to stipulate the terms and conditions applicable to the provision and use of any company property by workers. This applies to all GSS Group employees and any workers including but not limited to independent contractors, volunteers or interns.

(b) This policy does not form part of any employee's contract of employment, a contractor's contract for services or any other agreement with a worker. However, any breach of the obligations expressed in this policy may result in disciplinary action up to and including termination of employment, or the termination of any agreement.

2. Company Property

'Company property' as referred to in this policy includes all tangible property (such as tools, vehicles and equipment), IT systems including the internet and email, as well as any intangible property such as intellectual property or confidential information.

3. Obligations of workers

All workers accessing company property must:

- (a) use such property only for the purposes for which it was designed;
- (b) take reasonable measures to maintain the condition of any property used or borrowed, including servicing it regularly where applicable;
- (c) refrain from modifying any such property in an unauthorised manner, without prior written approval from the company;
- (d) obtain prior written permission from the company to use such property for non-work or unauthorised purposes, including for personal use;
- (e) not remove company property from the premises or relevant sites without prior permission of the company;
- (f) take reasonable measures to prevent any loss or damage to company property;
- (g) ensure that any such property is used in accordance with relevant operating instructions, procedures, other applicable company policies and the law;
- (h) ensure that any such property is not used in a manner that may bring the company or third parties into disrepute, or to access illegal, offensive or defamatory material;
- (i) ensure that any such property is not used to bully, harass or discriminate against

any person, including sending any offensive content or communications;

(j) notify the company immediately if you lose a license or other requirement that you are required to hold by the company or by law for the operation of any company equipment, including vehicles; and

(k) ensure that all reasonable and necessary steps are taken to maintain the secrecy and prevent any disclosure of confidential information or intellectual property, including after termination or the end of any agreement for services.

4. Return of property

(a) On termination of employment, or the end of any other type of working arrangement, including a contract for services, you must return all company property immediately.

(b) On termination of employment, or the end of any other type of working arrangement, including a contract for services, you must pay any sums outstanding to the company, regardless of whether a request has been made to pay them earlier than expected.

(c) If you are suspended or the subject of a company investigation, the company reserves the right to request that you return all company property immediately.

(d) Company property must be returned in good working order and all intangible property must also be returned. Any confidential information or intellectual property must also be returned and removed from any personal devices if instructed.

5. Damage to Property

(a) The company may require you to reimburse the company for the value of any loss or damage suffered by the company or a third party if any damage occurs to any company property as a result of;

(i) a serious and wilful act or misconduct;

(ii) criminal activity;

(iii) a breach of any obligations in this policy;

(iv) the use of company property for an unauthorised purpose or a manner that puts the reputation or safety of the company or a third party at risk; or

(v) negligence on the behalf of the worker.

(b) The company may also require the worker to reimburse the company for the costs of any retrieval of company information that is not returned or has been deleted or destroyed by the worker.

(c) Company property must be returned in good working order and all intangible property such as confidential information must also be returned, and any unauthorised copies or documents on personal devices must be removed.

6. Variations

The company reserves the right to vary, replace or terminate this policy from time to time.

Endorsed by:

Imran Mukhtar

Managing Director February 2026

A handwritten signature in black ink, appearing to be 'Imran Mukhtar', written over a horizontal line.