



SWASHODHAN TRUST

(Regn. No. 286/2017 12 A and 80 G approved)

3-5-1119/11, Kachiguda X Roads, Rajmohalla, Hyderabad - 500 027, Telangana, India

Tel.: +91 9493334954, USA No. : 8326102842

E-mail : swashodhantrust2017@gmail.com

www.swashodhan.org

Loss, Damage, and Theft Policy for Equipment Provided by Swashodhan Trust

Effective Date: October 8th, 2024

1. Purpose

The purpose of this policy is to outline the responsibilities of employees regarding the care, use, and protection of equipment provided by [NGO Name], and to establish procedures for reporting loss, damage, or theft of such equipment.

2. Scope

This policy applies to all employees, volunteers, and any other individuals who are provided equipment (including but not limited to laptops, mobile phones, cameras, etc.) by [NGO Name].

3. Responsibilities

- **Issuing Equipment:** Each employee will be provided with a record of the equipment issued to them, including serial numbers, descriptions, and condition.
- **Care and Maintenance:** Employees are responsible for the proper use and maintenance of the equipment and must follow any guidelines provided for operation and care.
- **Reporting Issues:** Employees must promptly report any loss, damage, or theft of equipment to their supervisor or the designated authority within [24/48] hours of discovery.

4. Procedures for Reporting Loss, Damage, or Theft

- **Immediate Notification:** In the case of loss, damage, or theft, employees should:
 1. Notify their immediate supervisor or manager as soon as possible.



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2. Complete an Incident Report Form detailing the circumstances of the incident, including how and when it occurred.

- **Investigation:** Swashodhan Trust will conduct a review of the incident, which may include interviews and a review of any relevant documentation or records.
- **Police Report (if applicable):** For incidents of theft, employees may be required to file a report with local law enforcement and provide a copy of that report to [NGO Name].

5. Liability

- **Employee Responsibility:** Employees may be held liable for the full replacement cost of the equipment if the loss, damage, or theft is due to negligence, misuse, or failure to report the incident as required.
- **Insurance Coverage:** Swashodhan Trust will maintain insurance coverage for its equipment, but the employee still may be subject to liability depending on the circumstances surrounding the loss or damage.

6. Replacement or Repair

- **Evaluation:** Upon approval of the Incident Report, [NGO Name] will determine whether the equipment will be repaired or replaced.
- **Procedures for Replacement:** If replacement is warranted, employees may need to submit a request through the appropriate channels, and new equipment will be issued contingent on availability and budget.

7. Record Keeping

- The organization will maintain records of all reported incidents of loss, damage, or theft, including outcomes and any actions taken.
- Employees are encouraged to keep their own records of equipment issued to them for personal reference.

8. Policy Review

- This policy will be reviewed annually or as needed to ensure it remains effective and relevant to the needs of Swashodhan Trust



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Signature:

Administrator
Swashodhan Trust
Date:

Employees Signature