



Sand Stew, Inc.
P.O. Box 60545
Worcester, MA 01606
www.soberinthesun.org



Property Usage and Release Agreement

For the purposes of continuation of Sand Stew, Inc., and its related endeavors, it is necessary to present this agreement to protect the assets of the organization. This Properties Release Agreement serves as a legal and binding document that protects the properties and assets of Sand Stew, Inc.

“Property,” as the term is used in this policy, is defined as any piece of equipment or information, furnishing, vehicle, building or supply leased, owned, donated or otherwise in the custodial care of Sand Stew, Inc. or any person acting as its agent.

General Guidelines on the Use of Company Property

All Sand Stew, Inc. volunteers must use tangible and intangible property with the utmost care to keep items free from damage.

Anyone who is found to have neglected or misused Sand Stew, Inc. property will be subject to disciplinary action up to and including termination. If a volunteer’s misuse of Sand Stew, Inc. property damages the property, Sand Stew, Inc. reserves the right to require the volunteer to pay all or part of the cost to repair or replace the property. Misappropriation of Sand Stew, Inc. property is grounds for immediate termination and possible criminal action.

Sand Stew, Inc. property is intended for organization use only.

Use of Company Vehicles

Any volunteer for whom driving is an essential job duty must be authorized and approved to drive Sand Stew, Inc. vehicles. It is the responsibility of the driver of a Sand Stew, Inc. vehicle to ensure that the vehicle is in full operational condition before each use. The driver will report any damage to the Director of Transportation before each use. Should the driver return the vehicle with damage to the vehicle, the vehicle log report given to the Director of Transportation will be used as support evidence of the condition of the vehicle before it was used by the driver. Any vehicle found to be unsafe will be removed from the operational fleet until appropriate maintenance or repairs have occurred.

Use and Dissemination of Company Information

“Information,” as the term is used in this policy, includes without limitation any information owned or used by Sand Stew, Inc., such as:

- Any volunteer, customer or client lists.
- Any company database information, including addresses and telephone numbers.
- Any social media, website, photographs, videotapes, and sound clips of any Sand Stew, Inc. volunteer, customer or client authorized for Sand Stew, Inc. use.



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Only those employees who are authorized by Sand Stew Inc.'s board of directors, may speak on behalf of Sand Stew, Inc. notwithstanding the foregoing, specific permission from the Sand Stew Inc.'s Executive Officers will be required before any Sand Stew, Inc. volunteer may disseminate confidential Sand Stew, Inc. information.

No volunteer may knowingly dispense such information to any outside party unless authorization has been granted. This could include other volunteers who do not have the right to know such information. Any breach will be considered a violation of Sand Stew, Inc. policy concerning confidentiality, and it may constitute a violation of state or federal law.

All persons volunteering for any event held by Sand Stew, Inc. shall relinquish all properties of Sand Stew, Inc. at the time of retirement, dismissal, or end of service term for the organization. In addition, all persons must produce all properties owned by Sand Stew, Inc. when requested by an Executive Officer of the Board of Directors.

By signing this Property Usage and Release Agreement, you agree to be bound by the terms stated within.

Signature:

Date: