



**WASHINGTON COLLEGE POLICIES**

**USE OF WASHINGTON COLLEGE PROPERTY**

Washington College provides its employees with appropriate supplies, facilities and equipment necessary to effectively perform their job duties. Equipment and supplies should not be removed from campus unless it is approved and a work assignment requires use of the College property outside the physical facility of the College.

Employees are encouraged to use College resources prudently and efficiently. Misuse of these resources is regarded as a serious violation of College policy and may lead to disciplinary action. The Code of Conduct policy specifically addresses employees' responsibility for careful use of College resources. In addition, the College's Use Policy for Washington College Information Technologies Resources covers the appropriate use of those resources.

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