



TriMetrix®HD Respect for Property

Respect for Property

The ability to see and appreciate the value of protecting and correctly using company property.

Why is this skill important?

People who have a good Respect for Property generally have a clear perception of the real value and correct use of company property. They will not likely be wasteful, yet they will effectively use company property and resources in the execution of their responsibilities.

Company property includes everything that is provided for you to use on the job, including but not limited to:

1. The desk and office or cubicle you sit in.
2. The computer, telephone, and other technology you use.
3. The office supplies you are provided and/or ordered.
4. The company car or other equipment that is loaned to you, either temporarily for one use or semi-permanently as a condition of your job.

I'm sure you can think of all kinds of examples of company property, most of which you take for granted every day when you go to work. The truth is, all of the property you have and use is specifically provided for you to use on the job—to enable you to do a good job and benefit the company. Equipment and supplies you receive are not supposed to be used for personal gain or personal purposes. Nor should they be abused or wasted.

People who don't adequately respect company property may feel that company property and resources are only there to aid them in the execution of their duties. As a result, they may not pay proper attention to care and maintenance, or they may intentionally damage or misuse company property.

If you often misuse or undervalue company property, it will be noticed. At least, you may be required to pay for repair or replacement costs for any items that you damage or misuse while on the job. At worst, you will become perceived as disrespectful and wasteful, and your trustworthiness will suffer.

In short, the only way to be truly respectful of company property is to treat it as if it were your own. In the following sections, we'll discuss this concept in greater detail.

What are the skills associated with Respecting Property?

Someone who has mastered skills associated with respecting Property:

- Recognizes that company property has a real replacement value for the company.
- Strives to treat property and supplies with as much respect as they would their own.
- Believes that community office property should be maintained and cared for by all who use it.
- Doesn't intentionally damage or misuse company property or supplies.
- Follows regular maintenance plans or schedules for items in their possession.
- Does not steal company property for personal use.

How do you develop your own skills in Respecting Property?

- Make an inventory of the property you use daily. Think about why you have it and what function it serves for you.
- Fill in all proper forms for use of equipment or supplies.
- Report problems with equipment or supplies in your possession promptly and accurately.
- Recognize the replacement costs for items—be careful with them and try not to put extraordinary wear and tear on them.
- Imagine how effective you would be at doing your job WITHOUT each item you have in your cubicle or office.
- Think about the effect it has on your associates if you abuse or misuse company property such as motor pool vehicles, restroom facilities, or supplies.
- Use all property and equipment as if it were your own—be responsible!
- Maintain items placed in your care according to scheduled maintenance rules or requirements.
- If you find company property lying around, secure it and determine to whom it should be restored.
- Don't move or alter company property without permission—this goes for physical property such as furniture or supplies, as well as for intellectual property such as logos, software, or ideas.
- Treat all property in your possession with security and respect.
- Make sure any new items that become company property are properly added to inventory, insured, and reported to the proper authorities.
- Obey all confidentiality agreements and licensing agreements—ideas are company property, too.
- Report any misuse of company property that you observe.
- If using communal property, return it at the specified time and place in good condition.
- Don't hoard company property—it's not YOURS, but the company's, and everyone has the right to use it.
- Don't be wasteful. Imagine that YOU are paying the replacement or replenishment costs.
- Consolidate maintenance/replacement tables for all equipment in your care.

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Activities

Activity 1: Confession

Have you used company property on business not related to the company? Have you used the company phone to make personal calls? Have you taken office supplies to use at home? What else have you done to use or abuse company property or supplies?

Describe to yourself how and why you misused company property and supplies. Why did you do it? How much do you think you have cost your company? Do you think you have a right to do the things you do? Why?

Activity 2: You're the Boss

How would you feel if you were the CEO of your company, and you saw an employee "offroading" in a company sedan?

What would you think of the employee?

What would you think of the behavior?

What would you do about it?

Activity 3: Money Money Money

Make an inventory list of everything that is in your office or cubicle. List each item. Next to each item, write what you think the item costs—if you can, find a real amount by looking in an office supply catalog or Internet store.

What is the total value of what you have been provided?

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