

Use of Equipment and Systems

Salem provides the supplies, equipment, systems, and materials necessary for you to perform your job duties. These items are to be used solely for Salem activities and endeavors. You are expected to exercise care in the use of Salem equipment, property, and systems and use such property only for authorized purposes. Loss, damages, or theft of the Institution's property should be reported immediately. Negligence in the care and use of that property may be grounds for discipline, up to and including termination.