

Reference: FINANCE AND ADMINISTRATION
Section: ADMINISTRATIVE SERVICES
Title: USE OF AUTHORITY ASSETS
Policy Number: 03-02-09
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I. PURPOSE

The purpose of this policy is to define the policy on the use of the assets of the Niagara Frontier Transportation Authority and the Niagara Frontier Transit Metro System, Inc. (collectively referred to as "NFTA" or "Authority").

II. APPLICABILITY

This policy applies to all employees of the Authority

III. POLICY

All Authority assets are provided for the purpose of conducting Authority-related business and not for personal gain.

Every effort should be made to refrain from personal use of office equipment, such as computers, typewriters, fax and copy machines. Any incidental use for a personal purpose should be minimal and infrequent. Further, such use must not be for any unlawful or unethical purpose, must not involve solicitation for an outside business, must not cause embarrassment to the Authority or other employees, must not involve any objectionable, offensive, harassing or discriminatory purpose/material and must not be in support of any religious, political or other outside organization activity. Any such use is to occur on designated breaks, including lunch or outside of normal working hours and must not cause disruption or interference with Authority business or the employee's assigned duties.

Use of the Authority postage machines for non- Authority purposes is specifically prohibited.

All personal use of Authority owned vehicles, tools, and maintenance and building supplies is also prohibited.

There exist separate policies concerning the use of Authority-owned telephones (Finance and Administration Number 3-02-03) and the use of the internet (Administrative Services – MIS Number 6-01-05).

IV. ENFORCEMENT

Any violation of this policy will subject the employee to disciplinary action, up to and including termination.