

Reference : FINANCE AND ADMINISTRATION
Section : ADMINISTRATIVE SERVICES
Title : USE OF AUTHORITY ASSETS
Policy Number : 03-02-09
Issue Date : 07/12/2005
Revision Date :

I PURPOSE

The purpose of this policy is to define the Company's policy on the use of its assets.

II APPLICABILITY

This policy applies to all employees of NFTA/NFT Metro System, Inc.

III POLICY

All NFTA/Metro assets are provided for the purpose of conducting Company-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 Company 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 Company business or the employee's assigned duties.

Use of Company postage machines for non-Company 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 Company 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.