



POLICY: <p style="text-align: center;">Use of MITT Equipment</p>		POLICY NUMBER: <p style="text-align: center;">FM-2</p>
		PREVIOUS/REPLACES: <p style="text-align: center;">Use of MITT Equipment Use of College Equipment and Program Facilities</p>
APPROVED BY: <p style="text-align: center;">Executive Council</p>	EFFECTIVE DATE AS OF: <p style="text-align: center;">September 12, 2018</p>	PRIOR VERSIONS: <p style="text-align: center;">July 20, 2017 March 11, 2008</p>

1. Policy Statement:

The Manitoba Institute of Trades and Technology (to be referred to as MITT) recognizes the importance of allowing employees and alumni access to MITT Equipment for both personal use and to support continued professional development.

1. The intent of this policy is to provide guidelines for the temporary borrowing and use of MITT Equipment by employees for work/program use both on and off MITT facilities.
2. To outline the process for MITT employees and alumni to have limited borrowing opportunities for personal use of Equipment.

Students are not permitted to borrow MITT Equipment for any purposes or use Equipment for personal use. Students are permitted access to MITT Equipment outside of normal class hours with Instructor approval and access. This policy does not apply to recreational equipment which may be borrowed by students.

Principles:

MITT Equipment is to be available on campus for its intended purposes during regular working hours and for scheduled class time (including evening programs and courses). Borrowing Equipment must not impact the operations of MITT.

Any temporary borrowing or removal of Equipment for work purposes must be authorized in advance by the appropriate Program Manager or designate in consultation with the Manager, Operations or designate.

Any temporary borrowing or removal of Equipment for personal purposes will typically be of short duration and is generally restricted to overnight and/or weekends and must be approved by the Dean, Director, Principal or Equivalent in consultation with the Manager, Operations. If the duration is greater than seven days, approval is required by any member of Executive Council. Use for personal purposes will not be allowed during extended vacation periods or when inventory and/or maintenance may be undertaken.



Only current MITT employees in good standing are eligible to borrow Equipment for off-campus use.

MITT reserves the right to deny the borrowing of Equipment.

Alumni, with the Dean or Director approval, may use Equipment within the Facilities only. Alumni must be accompanied at all times by a staff member of MITT while using the Equipment. MITT is not responsible for any injury or damage that may occur as a result of the use of the Equipment.

MITT Equipment shall not be used for illegal activities or personal profit.

Equipment may be rented to external entities only with the approval of a member of the Executive Council of MITT, or designate.

The use of MITT Equipment for personal use on or off campus is subject to the Intellectual Property Policy. In the absence of any agreement on ownership of the Intellectual Property created through the use of the Equipment, MITT will have an ownership claim.

2. Scope: This policy applies to all employees of MITT and any alumni using MITT equipment.

3. Procedure:

There may be particular Equipment that an area does not want to lend or allow to leave its designated area due to the expertise level needed to use the piece, or the value, or the difficulty of replacing the Equipment. The Dean, Director, Principal or Equivalent or any member of Executive Council may restrict the use of the Equipment for personal purposes.

Terms and Conditions

1. Temporary Borrowing and Use of Equipment for Work/Program Related Purposes

- a. Employees must complete the Temporary Loan Form and submit to the appropriate Program Manager or designate in advance of borrowing or using the Equipment (or directly to the Manager, Operations in the case of borrowing MITT vehicles).
- b. The Program Manager or designate will assess the request in consultation with the Manager, Operations or designate and ensure that it does not impact MITT operations and that the employee has the necessary qualifications, training and experience to use the Equipment.
- c. The Program Manager or Designate must itemize and record borrowed items, including the appropriate identification numbers, the condition of the Equipment, obtain the signature of the borrower, and record the in and out dates and times of the Equipment.



- d. The borrower shall use due care and exercise due diligence to ensure that the Equipment is not damaged or lost and no rights, including any copyrights, are infringed.
- e. The borrower must report any malfunctioning or defect to the Program Manager or designate that occurred to the Equipment while out on loan, or upon the borrower's receipt of the Equipment.
- f. The borrower shall not sell, lease, or otherwise dispose of the Equipment, or loan the Equipment to any person for any reason.
- g. The borrower is responsible for the replacement value or insurance deductible (whichever is lower) for any lost, stolen or damaged Equipment.

2. Temporary Borrowing and Use of Equipment for Personal Use by Employees

In addition or in conjunction with the above terms and conditions, the following applies to MITT employees who borrow Equipment for personal use.

- a. Employees must complete the Temporary Loan Form and submit to their Manager, Dean, Director, Principal or Equivalent. If the request is to borrow the equipment for greater than seven days, the form must be submitted to a member of Executive Council. The Manager, Operations shall be consulted for all requests.
- b. The Manager, Dean, Director, Principal or Equivalent or member of Executive Council in consultation with the Manager, Operations will assess the request and ensure that it does not impact MITT operations and that the employee has the necessary qualifications, training and experience to use the Equipment. If approved, the request will then be referred to the appropriate Program Manager or designate.
- c. All other sign-out procedures as detailed above must be adhered to;
- d. The borrower shall accept all financial responsibility and liability for any loss, damages, or injury arising from the use of MITT Equipment for personal use. The employee must reimburse MITT for any costs to repair or replace damaged or lost property.
- e. The employee must return the property in the same or better condition.
- f. MITT is not responsible for any injury or damage that may occur to the borrower, any third party, other Equipment or property as a result of the use of the Equipment while out on loan for personal purposes.



- g. Borrowers must be made aware prior to approval of the request, of the terms and conditions for utilizing MITT Equipment for personal use.
- h. Employees are not covered under the Workers Compensation Act or MITT insurance policies when using MITT equipment for personal purposes.
- i. Equipment is used at the borrower's own risk.
- j. Borrowers must not alter, disassemble, or attempt to repair the Equipment or any of its component parts. Equipment must be returned to MITT in the same proper working condition in which it was when released by MITT (excluding regular wear and tear). Qualified repair technicians may undertake repairs at the borrower's expenses.
- k. Borrowers must provide their own supplies required for the operation of the Equipment including gas, oils, glues, film, paper, electronic media, etc. They must also cover any additional costs associated with the use of the Equipment, e.g., photocopy usage, and agree not to use MITT supplies for personal purposes.
- l. The employee may not use the Equipment for personal profit or profit for a family member or close personal relationship.
- m. MITT vehicles including cars, trucks, vans, recreational vehicles, etc., shall not be used for personal purposes.

4. Administration:

The Dean, Director and Principal and/or any member of Executive Council are responsible for administration of this policy.

5. Review:

This policy will be reviewed by Executive Council every five years.

6. Reference:

Administration of Research Policy
Conflict of Interest Policy
Intellectual Property Policy
Rental of MITT Facilities



7. Definitions:

Equipment includes but is not limited to: audio/visual equipment, electrical and electronic machinery, computers and computer accessories, medical equipment, furniture, written material, etc.

Intellectual Property means any form of expression or knowledge created by one's intellect including inventions, literary and artistic works, musical works, computer software, patents, designs, symbols, names, and trademarks.