



PERSONAL PROPERTY

1. All employees are responsible for the security of all items in their own offices, be they City of London Corporation items or privately owned items.
2. Chief Officers should ensure that there are adequate facilities to enable employees to lock away their valuables, as many of the City Corporation's offices are open to the Public.
3. Privately owned items, ie. money for the coffee fund, a collection for a wedding present etc. should not be left in desk drawers, they should be locked away. Pen and pencil sets should be locked away. Handbags and wallets should not be left unattended.
4. If your office is one that has visitors, ensure they are only allowed into areas set aside for them. Visitors should not be left alone in an office.
5. If you do have the misfortune to lose or damage an item of personal property, please report it to your Head of Section/Department. Your Departmental HR/ Administrative Officer will then contact the Insurance Section, Chamberlain's Department who will advise further about your claim and send you a claim form to complete.