

Policy on Accessing PIPSC IT Equipment

Effective Date: March 20, 2024

1. Purpose and Scope The purpose of this policy is to provide guidance on how PIPSC Consultation Teams and Constituent Bodies may access PIPSC IT assets for the purpose of performing consultation or constituent body business.

2. IT Equipment Each Consultation or Constituent Body President is eligible to receive a laptop from PIPSC for conducting institute business. The laptop may be requested from PIPSC IT services and will be returned at the end of the Consultation or Constituent Body President's term.

(BOD – March 2024)

An additional device is available with the submission of a PIPSC-approved business case to the Board of Directors via The Office of the Executive Secretary.

Activities such as but not limited to those below are examples of official Institute business:

- Bargaining
- Consultation
- Representation
- Constituent body meetings
- Training and education
- Mobilization

Note 1: Any additional laptop purchases are done at the expense of the constituent body and are subject to the approval of the membership at the constituent body's Annual General Meeting (AGM). Consultation Teams must budget for additional IT assets. (BOD – March 2024)

Note 2: If for any reason the Consultation or Constituent Body President cannot complete their term, the IT asset is to be forwarded to the new President until the term has been completed and PIPSC IT informed of the change to update asset tracking. If the new President does not require an IT asset, it is to be returned to PIPSC IT.

3. Accommodation for additional IT assets With the approval of an accommodation request submitted to PIPSC IT, further equipment may be provided. This includes the following equipment.

- Separate keyboard
- Separate mouse
- Separate monitor
- Docking station
- Headset

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4. Institute Assets

In accordance with the Policy on Constituent Body Allocations, all IT assets greater than \$200 value are the property of the Institute. The Constituent Body treasurer must notify the Institute of any purchase, movement, or disposal of assets.

Additionally: After a minimum of two years the asset may be purchased by a PIPSC member for their personal use. The value of the asset will be determined by PIPSC IT according to policy. Prior to the sale, the asset must be returned to PIPSC IT to ensure any sensitive information is deleted.

- All IT assets are to be registered with the institute within ten days of purchase.
- A PIPSC asset tracking number will be assigned and must be affixed to each asset.
- All IT assets provided by PIPSC that are at their end of life, must be returned to the Institute for disposal.

5. Roles and Responsibilities

The role of the president is:

- To care for the asset and be responsible for its safety
- Ensure the assets software is kept up to date
- Store the asset in an appropriate bag and in a secure location
- Do not install software that is not authorized by the Institute

The role of PIPSC IT staff is:

- Support the asset in the state in which it was assigned. PIPSC IT staff are not responsible for unauthorized software or hardware installed by PIPSC members on PIPSC IT Assets.

6. Finance

7. References
