
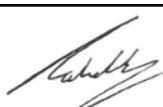
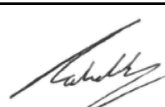
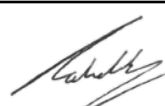


## TASKEEN HEALTH INITIATIVE

### USE OF ORGANIZATIONAL RESOURCE POLICY

Prepared By	Department: Human Resource	Date: 13th June, 2020
Approved By COO/CEO	Signature: 	Date: 16th June, 2020

Revision History Table			
Revision	Date	Description of Change	Approved by COO/CEO
1.0	1st July, 2023	First Annual Revision	
2.0	1st July, 2024	Second Annual Revision	
3.0	1st January, 2025	Third Annual Revision	

#### Taskeen Health Initiative

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## **USE OF ORGANIZATIONAL RESOURCES POLICY**

### **POLICY STATEMENT**

Taskeen Health Initiative requires all individuals to use organizational resources responsibly, professionally, and exclusively for approved business purposes. Employees and associates are entrusted with resources that must be protected against loss, damage, theft, and misuse. This policy outlines expectations for the proper use, handling, and return of all resources, as well as the consequences of violations. Additionally, this policy includes a detailed document retention clause to support accountability, auditing, and legal compliance.

### **SCOPE**

This policy applies to:

- Full-time and part-time employees
- Interns and volunteers
- Consultants and contractors
- Board members and management
- Partner organizations, where applicable

### **DEFINITION**

The term “Resource” includes all organizational assets, including but not limited to:

- Office furniture, computers, telecommunication devices, cameras, storage cabinets, and workstations
- Software, networks, and email/internet systems
- Organizational vehicles
- Company premises and physical infrastructure

### **1. USE OF OFFICE EQUIPMENT**

- Taskeen resources must be used strictly for work-related purposes authorized by the organization.
- Employees are responsible for maintaining equipment in a secure and functional condition.
- Any issued equipment will be documented using a standardized Asset Handover Form signed by the recipient and stored in the employee’s personnel file.
- On resignation, termination, or internal transfer, employees are required to return all assigned equipment and submit a signed clearance form to HR.

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- Employees agree, via the Asset Handover Form, that Taskeen may deduct the cost of lost or damaged resources from their dues if such loss or damage results from negligence, misconduct, or refusal to return the item.

## **2. INSPECTION, PRIVACY, AND MONITORING**

- Taskeen reserves the right to inspect, monitor, and audit all organizational resources at any time, without notice.
- Such inspections may occur during or outside of work hours, and with or without the employee's presence.
- Employees have no expectation of privacy on organizational systems, including but not limited to email, voicemail, data storage, and internet access.
- Personal use of organizational equipment and networks during working hours is strictly prohibited.

## **3. INTERNET USE AND PROHIBITED ACTIVITIES**

- All internet usage must be aligned with professional standards and should not hinder operational performance.
- Downloading unauthorized software or accessing restricted websites is strictly forbidden unless prior written approval is granted by IT or management.
- Employees must avoid engaging in any activity that could compromise network security or productivity.

## **4. USE AND PROTECTION OF TASKEEN INFORMATION**

**“Information” refers to:**

- Employee, patient, and client contact and identification details
- Donor information and project-specific databases
- Internal communication records and operational materials
- Images, recordings, or data linked to Taskeen stakeholders

Only authorized personnel may access or share this information. Unauthorized use or disclosure constitutes a serious policy violation and may trigger disciplinary or legal action.

## **5. EMPLOYEES' RESPONSIBILITIES**

- Employees working remotely or in the field must treat all resources with the same level of care

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as on-site use.

- Employees are prohibited from using or installing personal software on company systems.
- Responsibility for the safekeeping and proper use of Taskeen equipment lies with the assigned employee.
- Sharing devices or login credentials is strictly prohibited.
- Upon separation from Taskeen, employees must return all assigned resources and complete all documentation as part of the clearance process. For detailed procedures, timelines, and responsibilities, employees should refer to the **Employee Separation Policy**.

## **6. DOCUMENT RETENTION**

Taskeen Health Initiative maintains a rigorous document retention policy to ensure transparency, compliance, and accountability in all administrative and operational matters. The following provisions apply specifically to the management of employee-related documents:

### **6.1. Documentation of Issuance and Separation**

All documents related to employment, such as offer letters, contracts, performance reviews, disciplinary actions, and separation records, must be properly archived. In the case of employee separation, all clearance documentation, including resignation letters and clearance forms must be formally signed and submitted to HR for secure retention.

### **6.2. Retention Period**

Employee documentation must be retained for a minimum of **seven (7) years** from the date of employee separation. This includes:

- Employment agreements and amendments
- Clearance and offboarding forms
- Disciplinary records
- Resignation or termination letters

Digitally generated records such as email logs, login activity, or other system-based employee records may be retained for **at least five (5) years**, and longer if required for legal, audit, or investigative purposes.

### **6.3. Storage and Access**

- **Physical documents** will be securely stored in the HR archives with controlled access protocols.

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- **Digital records** will be maintained on Taskeen's HR data servers, with access restricted to authorized personnel from HR.
- Access to such records is strictly on a need-to-know basis, particularly in the context of audits, internal investigations, or legal proceedings.

## 7. VIOLATION

- Any employee found to have misused Taskeen's resources may face disciplinary actions ranging from warnings and suspension to termination, depending on the severity of the violation.
- Employees responsible for damage or loss due to misconduct may be required to reimburse Taskeen for replacement or repair costs.
- Intentional misappropriation or theft of organizational resources will result in immediate termination and may be referred to law enforcement.

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