

BP 6310 Personal Use of District Property, Facilities and Equipment

- 1.0 No District employee shall use the District, College, or NOCE names, facilities, equipment, or staff position in selling a commercial product or in promoting service to gain financial or material advantage.
- 2.0 The use of District property for the sale of any publications or merchandise, or for the conduct of business ventures of any kind to the benefit of any individual, group, or organization not under direct control of the District, shall be prohibited unless specifically authorized by the Board of Trustees.
- 3.0 Personal use of District equipment such as phones, copiers, fax machines, etc. should be kept to a minimum. District employees shall reimburse the District for all costs related to personal use.

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Date of Last Revision: March 28, 2023