

Toolbox Talk: Protecting Company assets

- In line with the Values and Expectations of 168, all employees have a responsibility to safeguard our company's property, equipment, machinery and vehicles and to use them properly.
- Property includes non-physical things like:
 - Customer data
 - Product formulas
 - Finance and employee records
- We must ensure we handle all company assets with care, like they were our own.
- We must also make sure we only use company assets to fulfil our jobs.
- Any personal use of company assets must be approved by your supervisor and be in line with company personal use policies.
- Examples of misuse would be:
 - Sharing any information on product formulas or manufacturing processes.
 - Using a communal company computer to access prohibited sites during your breaks or lunchtime
 - Misuse of company trucks and forklifts, including for personal use or abusing in the workplace.
- The company does not tolerate any misuse of company assets.
- If you see any misuse of company assets including damage, loss, or theft, report it to a supervisor, HR, legal and compliance, or use the company's anonymous hotline, which is available on RPM's website or listed on the Speak Up posters in the plant.
- The company will thoroughly investigate all reports.
- Should you have concerns about reporting, the Company prohibits retaliation against employees who make reports in good faith.