OFFICE SUPPLIES/UTILITIES

Office Supplies: Personal Use

You may take office supplies for your personal use if your employer allows you to. If you are uncertain, ask!

Office Supplies: Permission from Boss

If your boss gives you permission to take or use things in an office where he is not the owner, we assume the boss has the authority to allow you to do whatever he tells you.

Office Supplies: Employee Directing Employee

An (non-owner) employee may not tell another (subservient) employee to take or use things for the benefit of that superior employee, unless the superior employee has the authority to take the items for himself.

EXAMPLE A doctor may not tell a secretary to take hospital envelopes and postage and mail personal items for the doctor.

Utilities: Personal Use

You may use telephone and other services that do not cost your employer anything as long as you do not have any work to do for your employer.

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