

1.0 PURPOSE:

Describe procedure to obtain a Property Pass when removing company owned or personal items from facilities. This procedure will help prevent the unauthorized removal of company and / or personal property from the facilities.

2.0 SCOPE:

This policy is for all hourly employees in Southern Indiana.

3.0 REFERENCE DOCUMENTS:

3.1 CORP-01-06-03-01 Property Pass Procedure

4.0 DEFINITIONS:

4.1 Property Pass: A three (3) part form that must be used to remove any company owned or personal items from the facilities. (Commonly known as Gate Pass). The form requires information such as:

- Item(s) to be removed from the facilities
- Name of the requesting employee
- Signature of authorized management personnel

4.2 Authorized signature: Management personnel designated by Facility Leadership to authorize the removal of items from the facility.

4.3 Company owned items: Office equipment, meeting room equipment, production equipment, non-production equipment.

5.0 GUIDELINES:

5.1 Employees representing local church, civic, or school organizations are permitted to borrow, to a reasonable extent, company office and meeting room equipment for organization activities. Such equipment could include media projectors, film screens, portable chalkboards, etc.

5.2 Motor vehicles owned or leased by the Company and equipment normally used in shop environments such as tools and related items will not be loaned.

5.3 Employees borrowing company office and meeting room equipment for outside organization use are responsible for returning it in good working condition.

5.4 The list of authorized management personnel is kept at security stations.

5.5 Any Company owned property that is considered excess or obsolete, that is to be sold, given away, or donated and not going to another Cummins facility or being returned must have an approved Property Pass signed by the authorized management personnel.

5.6 The property pass consists of three (3) parts:

- 5.6.1 The white or yellow copy, dependent upon site at which you reside, stays with the item(s).
- 5.6.2 The pink copy goes to the authorizing management personnel.
- 5.6.3 The green copy is sent to CEP Gate 1 for processing.
- 5.7 Process for obtaining a property pass:
  - 5.7.1 Obtain blank Property Pass from one of the Security Stations or authorized management personnel.
  - 5.7.2 Complete pertinent information and have authorized management personnel sign the pass.
  - 5.7.3 Present property pass and item(s) to security when leaving the facility.

**RESPONSIBILITY:**

Security is authorized and held accountable to stop the transport of any items from the facility without authorized Property Pass. It is also the responsibility of Security to check item(s) being removed and sign Property Pass.

It is the responsibility of the Employee to obtain and complete the Property Pass.

It is the responsibility of Management Personnel to ensure validity of item(s) to be removed and sign Property Pass.

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**Approvals:**

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OCU President: [Signature] Date: 12/2/2021