

Personal Belongings Replacement Policy

1. Purpose

This policy outlines the process and conditions under which employees or approved individuals may claim replacement or reimbursement for personal belongings that have been lost, damaged, or stolen during official duties.

2. Scope

This policy applies to all employees when involved in approved organizational activities, events, or operations as specified by management.

3. Policy Details

1. Claims must be submitted within [X] days of the incident.
2. Only items necessary for work-related activities are eligible for replacement or reimbursement.
3. Maximum reimbursement per item is [Amount].
4. Original receipts and proof of ownership are required wherever possible.
5. Losses due to negligence or non-compliance with security measures may not be covered.
6. All claims are subject to review and approval by [Relevant Department or Manager].

4. Claims Procedure

1. Report the loss or damage immediately to your supervisor and/or security as appropriate.
2. Complete the Personal Belongings Replacement Claim Form.
3. Attach all supporting documents (receipts, photos, police report if applicable).
4. Submit the completed form and documents to [Designated Contact].
5. Allow [Number] days for review and notification of outcome.

5. Exclusions

- Personal items not related to work duties.
- Loss or damage occurring outside of approved activities.
- Replacement requests for items lost due to employee negligence.
- Items not reported within the specified timeframe.

6. Review Cycle

This policy will be reviewed annually or as required by changes in organizational needs.

Authorized Signature

Date