



NWT Seniors' Society REPORTING LOSS OF TECHNOLOGY POLICY

PURPOSE

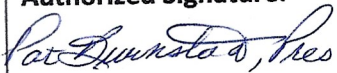
All losses of any NWT Seniors' Society technology will be promptly reported, and actions will be taken to address this situation in a timely manner.

SCOPE

This policy applies to loss of any technology (e.g., computers, MiFi, cell phones, or printers) provided to the NWT Seniors' Society Board members or employees of the Society.

POLICY

1. The President of the NWT Seniors' Society, or in their absence, the Executive Director (ED) must be informed immediately if a piece of technology has been lost or destroyed.
2. The person who is making the report will assist with and provide any required information pertaining to an investigation related to the property loss.
3. The ED will inform the organization's insurer of the loss and will act according to the direction provided by the insurer.
4. The person making the report will be asked to complete the Loss of Asset Reporting Form (see attached).
5. If any equipment is lost or stolen, how it will be replaced will be agreed to through a Board resolution.

Authorized Signature: 	Effective Date: Passed by Board resolution February 11, 2025 Cancels & Supersedes: N/A Date of Last Review: N/A Date of Next Review: Winter 2029
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Loss of Asset Reporting Form