

**RESEARCH COUNCIL POLICY ON DAMAGE TO OR LOSS OF
PERSONAL PROPERTY**

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Policy Statement

The Research Council is prepared to consider claims for damage to or loss of personal property in specific circumstances.

For the purposes of this policy the use of the word 'employee' covers Research Council employees on permanent or temporary contracts as well as persons who are on secondment to the Research Council and non-employees such as visiting workers, students and those workers provided by a third party agency.

The Damage to or Loss of Personal Property policy has been agreed with the Trade Union Side.

The UK Shared Business Services Ltd (SBS) provides HR Services across the Research Councils. However some employees are deployed at establishments/facilities/ships that do not access services from SBS. In these cases references to the SBS or System will not apply and employees should refer to their Research Council HR team for assistance.

Whether a worker is deemed to be a worker or employee is not always clear under employment legislation. In cases where managers or individuals have any doubt as to whether the Policy should apply, advice should be sought from the Research Council HR team.

1. Principles

- 1.1 The Research Council is prepared to consider a claim for compensation from an employee who has suffered damage to, or loss, of their personal property, provided the damage or loss occurs on Research Council premises or whilst on official duty.
- 1.2 An employee should always take steps to obtain compensation by claiming against a third party or under the terms of an insurance policy. It is a condition of any award made by the Research Council that the employee agrees to refund to the Research Council the amount of the award to the extent that compensation is obtained for the same loss or damage from any other source.

2. Procedure

- 2.1 When considering claims from employees account will be taken of:
 - a) the actual value, at the time, of the article damaged or lost rather than its replacement cost;
 - b) the cost of repair when this is less than the actual value;
 - c) compensation received following a claim against a third party or under the terms of an insurance policy;
 - d) the extent to which the claimant may have failed to take reasonable precautions against such damage or loss.

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- 2.2 Compensation cannot be paid for personal property which has been stolen unless entry has been forced into premises or into locked receptacles; it is appreciated that some articles, such as reference books, cannot conveniently be kept locked up but employees are asked to take reasonable care that they are not left in easily accessible positions. Where a claim arises from an incident occurring on Research Council premises, it will be met only in respect of personal property which the employee had good reason to have or to leave on the premises.
- 2.3 An incident which gives rise to a claim should be reported to the Research Council HR team using the form on the following page. Directors will, normally within 21 days:
- a) add a brief report of their own investigations into the incident;
 - b) describe what precautions have been taken to prevent similar occurrences in the future;
 - c) make their recommendations on the amount of compensation they consider should be paid.
- 2.4 In determining the amount of compensation to be paid from Research Council funds the Research Council HR team will be guided by the general principle that no employee should suffer a financial loss as a direct result of their employment by the Research Council, provided they have taken all reasonable precautions to protect their personal property.

3. Policy Review

- 3.1 This policy will be regularly reviewed to incorporate any legislation changes. The TU may request that a policy is reviewed.

4. Amendment history

Version	Date	Comments/Changes

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COMPENSATION CLAIM FOR DAMAGE TO OR LOSS OF PERSONAL PROPERTY	
To: Research Council HR team	
I wish to claim compensation for loss/damage sustained on Research Council premises or attributable to the work done by me during my employment by the	
Name	
Research Council Establishment	
Date and time of damage or loss	
Articles involved	
Nature of damage or loss and how it occurred (full details to be given and statements of any witnesses to be attached)	
Is the damage or loss covered by your personal insurance?	Yes/No
If yes, have you submitted a claim?	Yes/No
Date of purchase and original cost	
Cost of repair if practicable	
Replacement cost	
Conditions e.g. half worn etc and estimated market value at time of loss or damage	
Amount claimed	
I understand and agreed that any compensation that may be awarded to me in respect of this claim implies no admission of liability by the Research Council and I agree to refund to the Research Council the amount of the award to the extent that I obtain compensation for the same loss or damage from any other source.	
Signed	Date
Line Manager's Statement: I have investigated and am satisfied that the particulars given in this claim are correct. My report is appended.	
Signed (Director)	
Date	