



## TEAM MEMBER GUIDE

### **904 RETURN OF PROPERTY**

Team Members are responsible for all Company property, materials, or written information issued to them or in their possession or control. Team Members must return all Company property immediately upon request or upon termination of employment.

In accordance with agreements signed by Team Members, the Company may withhold from the Team Member's pay, the cost of any items that are not returned when required, or the cost of damaged property. In addition, any outstanding financial obligations owed to the Company will be deducted from the Team Member's final deposit. The Company will comply with provincial legislation in this matter.

Furthermore, the Company may take all action deemed appropriate to recover or protect its property.