



## **Personal Property Policy**

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### **Policy Statement**

UK Research and Innovation (UKRI) is prepared to consider claims for damage to or loss of personal property in specific circumstances, provided that the damage or loss occurs on UKRI premises or whilst on official duty. This policy sets out the procedure for claiming compensation in such cases.

Before following this policy, please consult the HR Policy Framework.

### **Management Statement**

The Personal Property Policy and Procedure (the 'Personal Property Policy') has been agreed with the Trade Union Side and complies with statutory legislation.

### **References**

[Damage to or Loss of Personal Property Policy](#)

<b>Version Number</b>	<b>Status</b>	<b>Revision Date</b>	<b>Summary of Changes</b>
Version 1.0	Complete	January 2020	New policy created

## **1. Principles**

- 1.1 UKRI 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 UKRI 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 UKRI that the employee agrees to refund to UKRI the amount of the award to the extent that compensation is obtained for the same loss or damage from any other source.
- 1.3 When considering claims from employees account will be taken of:
  - 1.3.1 the actual value, at the time, of the article damaged or lost rather than its replacement cost,
  - 1.3.2 the cost of repair when this is less than the actual value,
  - 1.3.3 compensation received following a claim against a third party or under the terms of an insurance policy,
  - 1.3.4 the extent to which the claimant may have failed to take reasonable precautions against such damage or loss.

## **2. Procedure**

- 2.1 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.
- 2.2 Where a claim arises from an incident occurring on UKRI 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 HR using the form at [Appendix A](#). The line manager will, normally within 21 days:
  - 2.3.1 add a brief report of their own investigations into the incident,
  - 2.3.2 describe what precautions have been taken to prevent similar occurrences in the future,
  - 2.3.3 make their recommendations on the amount of compensation they consider should be paid, and
  - 2.3.4 obtain sign off from their Director on this report.
- 2.4 In determining the amount of compensation to be paid from UKRI funds, the line manager will be guided by the general principle that no employee should suffer a financial loss as a direct result of their employment by UKRI, provided they have taken all reasonable precautions to protect their personal property.

**Appendix A - Compensation claim for damage to or loss of personal property**

<b>COMPENSATION CLAIM FOR DAMAGE TO OR LOSS OF PERSONAL PROPERTY</b>			
To: UKRI HR team			
I wish to claim compensation for loss/damage sustained on UKRI premises or attributable to the work done by me during my employment by UKRI.			
Name			
UKRI 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 agree that any compensation that may be awarded to me in respect of this claim implies no admission of liability by UKRI and I agree to refund to UKRI the amount of the award to the extent that I obtain compensation for the same loss or damage from any other source.			
Signed		Date	
<b>Line Manager's Statement:</b> I have investigated and am satisfied that the particulars given in this claim are correct. Mv report is appended.			
Signed (Director)		Date	