

### **Toolbox Talk: Protecting Company assets**

- In line with the Values and Expectations of 168, all employees have a responsibility to safeguard our company's property, equipment, machinery and vehicles and to use them properly.
- As an employee, one of your primary responsibilities is to use company assets wisely and for work-related purposes only. However, unfortunately, there are cases where employees may misuse or abuse company assets for their personal gain.
- Misuse of company assets can take many forms, such as using office supplies for personal projects, taking company equipment home without prior approval, or using company vehicles for personal errands. These actions violate company policies and can result in financial losses for the company.
- Company Assets can come in all shapes and sizes and can be things we cannot see or touch, examples include:
  - Cellphone, Laptop or other electronic equipment;
  - Equipment, Machinery & Vehicles;
  - Inventory;
  - Customer & Supplier Data;
  - Marketing & Financial Data;
  - Product Formulations & Trade Secrets.
- We must ensure we handle all company assets with care, like they were our own.
- We must also make sure we only use company assets to fulfil our jobs.
- Any personal use of company assets must be approved by your supervisor and be in line with company personal use policies.
- Other examples of misuse would be:
  - Sharing any information on product formulas or manufacturing processes.
  - Using a communal company computer to access prohibited sites during your breaks or lunchtime
  - Misuse of company trucks and forklifts, including for personal use or abusing in the workplace.
- The company does not tolerate any misuse of company assets.
- If you see any misuse of company assets including damage, loss, or theft, report it to a supervisor, HR, legal and compliance, or use the company's hotline, which is available on RPM's website or listed on the Speak Up posters in the plant. Remember report all lost or stolen devices through our [Reportable Event Portal](#).
- Should you have concerns about reporting, the Company prohibits retaliation against employees who make reports in good faith and takes efforts against retaliatory actions.