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## INSURANCE OF ITEMS BELONGING TO THIRD PARTIES

<b>Section</b>	Physical Resources		
<b>Approval Date</b>	08.06.2009	<b>Approved by</b>	Directorate
<b>Next Review</b>	20.10.2019	<b>Responsibility</b>	Director of Finance and Business Improvement
<b>Last Reviewed</b>	20.10.2016	<b>Key Evaluation Question</b>	6

### POLICY

Nelson Marlborough Institute of Technology (NMIT) insurance policies cover assets owned by NMIT, both on NMIT property and, where appropriate, at other locations as agreed by Heads of Department or Business Support Team Managers.

NMIT insurance also covers items owned personally by NMIT staff where:

- i. they are used in the course of the staff member's employment; and
- ii. there is a written agreement and equipment schedule authorised by their Head of Department or Business Support Team Manager.

NMIT material damage insurance cover has an excess per claim specified in the policy that will be applied to all claims.

All claims made for personal items must be reviewed and approved by the Director of Finance and Business Improvement. A copy of the written agreement (ii. above) must be provided with the staff member's claim.

NMIT insurance does not cover student owned property. Students are responsible for insuring their own property.

### REFERENCES

#### INTERNAL

NMIT Insurance policies