



# STEWARDSHIP OF COMPANY ASSETS: WHAT YOU NEED TO KNOW



**Course No: 103-3**

**Competency: Ethical Expectations**

**Audience: All**

**Duration: 15 minutes**

**Format: Online/Video**

**Quiz: 5 questions**

## **Summary:**

This is the third of a four-part course on respecting company assets. This section covers the various kinds of assets in the workplace and guidelines for appropriately caring for those assets. This course provides the helpful information that employees need to know about in order to protect the company's assets from theft, abuse, waste, and fraud.

## **Outline**

1. Responsibility for Physical Property
2. Responsibility for Funds
3. Responsibility for Intangible Property
4. Responsibility for Company Records