



Returning IoM Government Property (proximity cards, equipment, library books etc.)

Department	Instructions
All Public Services Commission	<p>Please return all IoM Government property to your line manager on or before your last day including:</p> <ul style="list-style-type: none">➤ Electronic devices➤ Keys➤ Security entrance cards➤ All documents in all formats (including electronic documents)
DHSC	<p>Please return all DHSC property to your line manager on your last day, including:</p> <ul style="list-style-type: none">➤ Proximity cards➤ Library books➤ Library cards
DESC (excluding Youth)	<p>Please return all DESC property to your line manager on or before your last day including:</p> <ul style="list-style-type: none">➤ All documents in all formats (including electronic documents)➤ Electronic devices*➤ Keys➤ Security entrance cards <p>* Return electronic equipment to your place of work, or you can return it to the ICT team based at the GTS Office Lord Street Douglas or to the DESC offices at Hamilton House.</p>
DESC Youth	<p>Please return all DESC property to your line manager on or before your last day including:</p> <ul style="list-style-type: none">➤ Electronic devices*➤ Keys➤ Security entrance cards➤ All documents in all formats (including electronic documents) <p>*Return electronic equipment to your place of work, or you can return it to the ICT team based at the Pulrose Youth and Community Centre or to the DESC offices at Hamilton House.</p>