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**USE AND RETURN OF COMPANY EQUIPMENT**

1. **Purpose.** This policy outlines the handling, responsibilities, and scope of the Information Technology (IT) resources and equipment and acts as an extension of the Information Security Policy for ORGANIZATION NAME (“ORGANIZATION NAME” or “Company”).

Employees are entrusted to behave responsibly and use good judgment to conserve Company resources. Company resources, including time, material, equipment, and information should primarily be utilized for Company-related purposes and objectives. While occasional personal use is permissible, such use should not affect job performance, cause a disruption to the workplace, or result in an expense to the Company. Personal use of Company resources must also comply with the Company’s standards of conduct and policies as more fully outlined in the Employee Handbook.

In order to protect the interests of the Company and its employees, ORGANIZATION NAME reserves the right to monitor or review all data and information contained on an employee’s Company-issued computer, contained on an electronic device, concerning the use of the Internet, and concerning the use of the Company’s intranet with or without employee notice. The use of Company resources to create, access, store, print, solicit, or send any materials that are harassing, threatening, abusive, sexually explicit, or otherwise offensive or inappropriate will be grounds for discipline up to and including termination.

1. **Assets Covered by Policy.** Hardware devices and software programs purchased and provided to the employee by the Company are to be used only for creating, researching, and processing Company-related e-mail, documents, presentations, and Internet materials. Hardware devices and software programs are to be used ethically, lawfully, and appropriately at all times.

This policy includes but is not limited to use of the following hardware devices:

* Desktop computers, monitors, and laptop computers
* Printers
* Cable modems
* Cell phones and chargers

This policy includes but is not limited to use of the following software products:

* Microsoft Office applications
* Adobe Acrobat software
* Presentation tools
* E-mail
* Encryption software
* Cloud-based CRM and document storage software

Questions about the proper use of Company resources should be directed to the Executive Director or Chairman of the Board of Directors.

1. **Asset Administration.** No alterations, upgrades, or modifications should be made to hardware and software purchased by the Company and provided to the employee, unless approved in writing by the Executive Director. The Company retains ownership of all hardware and software provided to the employee. Employees are required to ensure the hardware devices and software programs provided by the Company are protected from theft and physical damage, using reasonable precautions.
2. **Acknowledgement.** I acknowledge that while I am working for ORGANIZATION NAME, I will take proper care of all Company equipment that I am entrusted with. I further understand that upon termination, I will return all Company property and that the property will be returned in proper working order, undamaged except as can be reasonably expected from normal use. I understand that failure to return Company equipment will be considered theft and could lead to criminal prosecution. Further I acknowledge and agree in advance that if I fail to return any Company issued property in accordance with this policy and Agreement, I authorize the Company to deduct the then current market value as determined by the Company, from my final paycheck, reimbursement and expense checks, bonus payments, or recovered through other legal means as necessary.

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Employee Signature

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Employee Name Date

List of Equipment Issued:

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