

## EMPLOYEE LAPTOP AGREEMENT FORM

Employee Information	
<b>First Name</b>	<b>Last Name</b>
<b>Email Address</b>	
<b>Department</b>	
<b>Job Title</b>	
<b>Supervisor Name</b>	

Laptop Information	
<b>Model</b>	<b>Serial Number</b>
<b>Accessories Included</b>	
<b>Remarks</b>	

In acceptance of this device (Laptop) for usage, I agree to the terms and conditions stated below:

I understand that I am responsible for the laptop whilst in my possession.

I am responsible for keeping the laptop in good condition while using it and until the time of return.

I understand that I should not install any program or software that is not permitted for use by the company for privacy and security reasons.

I should be the only authorized person to have access to and use this laptop. Any unauthorized access to this laptop is a violation of this company's policy and employment regulation and employment contract.

I should remove all data that does not belong to the company and/or is not work-related before turning over the laptop to the designated department.

In the event of loss, theft, or damage, this must be reported to the police within 24-48 hours, and a copy of a Police report or incident report must be submitted to the company for verification purposes.

I understand that any violation of these policies is a violation, and I am subject to any disciplinary action by the company.

**Signature Date:**

**Signature:**