**Equipment and Technology Agreement**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that the equipment assigned to me remains the property of the Company.

As a condition of my employment with Wise Staffing Group or its member companies (Wise Staffing Services, Inc., Labor Source, LLC, One Source, LLC, and Resource Management Group, LLC), I acknowledge and agree that the following items have been provided for my use for business purposes only:

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM | MODEL/  DESCRIPTION/ACCESSORIES | ID #/SERIAL # | RETURN  DATE |
| Office Keys |  |  |  |
| Parking Pass |  |  |  |
| Bldg Access Code |  |  |  |
| Credit Card |  |  |  |
| Laptop |  |  |  |
| Other |  |  |  |

Please initial each applicable item below:

1. **Security and Protection**

\_\_\_ I agree to use company property for company use only.

\_\_\_ I understand that my equipment needs to be with me every day.

\_\_\_ I understand that I am permitted to take my equipment home at the end of the workday.

\_\_\_ I will secure my equipment in my office when not in use.

\_\_\_ I understand that leaving the equipment in a car can promote theft and damage from temperature extremes, and that I will be required to pay for loss or damage as a result of leaving the equipment in a car.

\_\_\_ I understand and acknowledge that logging in to any personal accounts and saving passwords/login information on the company device assigned to me is not advised by Wise Staffing Group IT, and if I choose to leave any websites or accounts logged in, I am doing so at my own risk and will not hold Wise Staffing Group or its affiliates liable for any breach of my personal data that results from my failure to log out, secure personal passwords, or leave personal information open in a browser window.

\_\_\_ I understand that I am expected to protect my equipment from damage, and that I will be responsible for the damage.

\_\_\_ I understand that if my equipment is lost or stolen, I will immediately notify Management and file a report with the police.

**2. User Interface**

\_\_\_ I understand that I will not install any programs or applications onto my desktop or laptop and that all software installation will be handled by the Company's IT team.

\_\_\_ I understand that specialized software must be cleared by authorized Management prior to purchase and installation.

\_\_\_ I understand that I will not permit others to use my laptop, with the exception of instruction or demo.

\_\_\_ I understand that this laptop computer will be in my possession at all times, and I am not to lend my laptop to anyone, including members of my family, for any reason.

\_\_\_ I understand that I am responsible for the appropriate use of my desktop or laptop computer, including anything stored or websites accessed on the device, by anyone, for any length of time.

\_\_\_ I understand that I must return my laptop to the office if I resign or if I am planning an absence of more than two weeks.

\_\_\_ I understand that any repairs will be handled through the Company.

\_\_\_ I understand that I will not be held responsible for computer problems resulting from regular work-related use, but may be held responsible for any problems caused by my negligence as deemed by Management.

I further agree that, in the event my employment with Wise Staffing Group or its member company (Wise Staffing Services, Inc., Labor Source, LLC, One Source, LLC, and Resource Management Group, LLC) is terminated for any reason whatsoever, I will immediately either (a) return the above listed items to Wise Staffing Group in the same condition as I received them, notwithstanding reasonable wear and tear, or, (b) purchase and pay Wise Staffing Group or its member company for the unreturned equipment/assets at the cost set forth above.

I understand that if I separate from the Wise Staffing Group that I am to return my equipment immediately. Additionally, I understand that any and all wages owed to me by Wise Staffing Group may be held until all company equipment is returned. Failure to return any company property will result in the value of the property being deducted from my check. I agree to hold Wise Staffing Group harmless in the event that they exercise this right. I understand that I may revoke this assignment of wages at any time by giving written notice to Wise Staffing Group or its member companies (Wise Staffing Services, Inc., Labor Source, LLC, One Source, LLC, and Resource Management Group, LLC).

Equipment issued as of the date of signatures below:

|  |
| --- |
|  |
| Employee Signature of Receipt and Date |
|  |
| Employee Printed Name |
|  |
| Wise Staffing Group Representative and Date |
|  |
| Printed Name and Title |

Equipment returned as of the date of signatures below:

|  |
| --- |
|  |
| Employee Signature of Return and Date |
|  |
| Employee Printed Name |
|  |
| Wise Staffing Group Representative and Date |
|  |
| Printed Name and Title |