CP2.3 – POLICY (vsn 1):   
Asset Management - Portable Equipment

# Objectives

Company Inc. has concerns regarding equipment that employees can ‘carry around’, such as cell-phones, laptops, cars, toolboxes, ID-cards, etc. In order to address these concerns, this policy specifies rules for the purpose of achieving the following objectives:

* 1. employees must dispose of all company equipment that is necessary for doing their jobs.
  2. total cost of ownership of company equipment must be controlled, which includes costs for stocks and usage/license fees, in particular when equipment is not or no longer in use.
  3. risks associated with company equipment must be at an acceptable level, not just for company-owned equipment, but also for equipment owned by employees themselves.

# Policy Rules

* 1. In order to enable the proper management, safety and security of equipment, all equipment must be registered. This inventory must be kept complete, truthful, and up-to-date. It shall contain sufficient information about such equipment (e.g. approvals, whether it is operational or lost, etc.) to support all requirements of this policy. The inventory also contains the policy that states which kinds of equipment are standard issue for the various organizational roles.
  2. All company equipment must be marked (e.g. with a sticker) so that it can be visually recognized as being owned by Company Inc., and identified. Personal equipment must either be in the possession of its owner, or must be marked so that it can be visually recognized who owns it. All other equipment must be removed from Company Inc. premises, as the responsibility of such equipment cannot be quickly established.
  3. All personal equipment and company equipment that is issued to an employee, must be (implicitly or explicitly) approved for use by our Security Officer; (s)he may impose requirements for specific brands and/or types of equipment in order to prevent insecure usage of such equipment.
  4. Equipment Issuers must ensure that every employee disposes of the standard issue equipment that goes with the organizational role(s) that (s)he fulfills. Company equipment may only be issued to employees. Any other company equipment may be issued to an employee provided that it is in stock, functional, and for as long as his manager approves of this.
  5. Equipment Issuers must also ensure that all stocked equipment must become and/or remain functional. Stock levels must be managed in such a way as to minimize total cost, in particular when contracts, subscriptions, licenses, etc. are involved.

# Terminology

The following terms are defined for use within this policy:

* 1. **Employee**: a person that has been issued a personal ID-card of Company Inc. While employees can be both male and female, we use the masculine form to refer to either.
  2. **Manager**: an employee that fulfills the organizational role of ‘Manager’, which includes the responsibilities of managing (other) employees.
  3. **Organizational role**: a set of (related) responsibilities as defined by Company Inc., assigned to employees. Examples: Manager, Security Officer, Equipment Issuer, Programmer, Salesperson.
  4. **Equipment**: an (identifiable) object that can be moved/taken away with relative ease, and that employees may need to do their job. Examples include mobile phones, laptops, cars, toolboxes, ID-cards, etc. Objects that (are meant to) stay at the same location, such as desktop computers, are not considered to be equipment under this definition.
  5. **Company equipment**: equipment that is owned by Company Inc.
  6. **Personal equipment**: equipment that is owned by an employee of Company Inc. and registered as such.
  7. **Standard issue equipment** (for a specific organizational role): equipment that must be disposed of by every employee that fulfills this organizational role.
  8. **Stocked equipment**: company equipment that has not been issued to an employee, or that has been returned.