**Declaration and Acknowledgement – Work From Home (Equipment owned by the Employee)**

I hereby agree and give my consent to use the following in adherence to the remote work policy:

* My own personal space for home office and equipment set up.
* Personally owned devices to connect to company network and services and meet business needs of the organization. These devices may include Computer/ Laptop System, Internet Bandwidth, Web Camera (only if specified), USB or 3.5mm Headset with Microphone or any other device as specified by the organization.
* The type of device, the operating system, firmware and configurations for connectivity to the organization network from the personally owned device shall be approved by IT.
* I shall refrain from uploading any personal data / information through own device on the company network/ server storage.
* Privately owned devices connected to the company network can be subject to inspection by authorized company personnel in connection with investigations of possible wrongdoing or legal action.
* In the event of my separation from the company, connectivity shall be de-activated on the close of my last working day.
* I shall comply with the ‘Acceptable Use Policy’ outlined and available with IT and the ‘Remote Work Policy’ in the HR policy manual at all times during my work from home tenure.

By signing below, I understand and agree that, I shall be responsible for ensuring safety and security of my own device, even when not in use. The organization shall not be responsible for technical support or loss due to theft or damage of the personally owned device. Lost or stolen device shall be reported immediately to my supervisor and IT team so that organizational information, if any that resides on the device can be wiped out remotely.

I further understand and agree that nothing herein constitutes a guarantee of ongoing employment and my employment with the Company remains at-will, meaning that it is subject to termination by me or the Company, with or without cause, with or without notice, at any time, unless I have a separate employment agreement with the Company that states otherwise.

Employee's Signature: \_\_\_HUMA KHAN\_\_\_\_\_\_\_\_

Employee's Name: \_\_\_\_\_HUMA KHAN\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_20/05/2022\_\_\_