

Property and Asset Responsibility Policies

Employees at Kingsmen Real Estate are entrusted with company assets and are responsible for their proper use and safekeeping. This includes physical assets like laptops, mobile phones, sim card and tools, as well as digital resources such as company data, software, and access credentials. Employees must ensure assets are used strictly for business purposes and maintained in good working condition. Upon termination, all company property must be returned promptly. Failure to return assets or damage caused to them may result in deductions from the final settlement or legal action. Digital assets, including data stored on personal devices, must be securely deleted or transferred back to the company. The company provides an inventory list to track assigned assets, which employees must verify and acknowledge. Any unauthorized use or mismanagement of assets will lead to disciplinary actions. This policy ensures responsible asset management and protects the company's resources, fostering accountability and professionalism among employees.



Signature



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