

Equipment Return Policy

Document ID: IT-HW-010 **Last Updated:** 2024-02-15 **Owner:** IT Operations **Classification:** Internal

Overview

All NovaTech-provided equipment remains company property and must be returned under the circumstances outlined in this policy. Timely equipment return ensures security and enables device reuse.

When Equipment Must Be Returned

Employee Departure

All equipment must be returned by the last day of employment: - Laptop and charger - External monitors - Keyboards, mice, webcams - Headsets - Mobile devices (company-provided) - Security keys (YubiKey) - Access badges

Equipment Upgrade

When receiving replacement equipment: - Return old equipment within **14 days**
- Use same shipping method/label provided - Keep accessories with original device

Extended Leave

For leaves exceeding **90 days**: - Discuss equipment retention with manager - May be required to return based on business needs - Equipment returned will be re-provisioned upon return

Role Change

If new role has different equipment needs: - Return equipment no longer needed
- Request new equipment through standard process

Return Process

Remote Employees

1. **Notification:** IT sends return instructions via email
2. **Shipping Label:** Prepaid FedEx label provided
3. **Packing:**
 - Use original packaging if available
 - If not, use sturdy box with adequate padding
 - Include all accessories (chargers, cables)
4. **Ship:** Drop off at FedEx location within **7 days**
5. **Confirmation:** IT confirms receipt via email

Office Employees

1. **Appointment:** Schedule return with local IT
2. **In-Person:** Bring equipment to IT desk
3. **Checklist:** IT verifies all items returned
4. **Receipt:** Receive confirmation email

International Employees

1. **Contact IT:** Special shipping arrangements required
 2. **Customs:** IT provides customs documentation
 3. **Carrier:** DHL or local equivalent provided
 4. **Timeline:** Allow 14 days for international shipping
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Equipment Checklist

Laptop Return

- ☐ Laptop
- ☐ Power adapter/charger
- ☐ USB-C adapters/dongles (if provided)
- ☐ Laptop bag (if provided)

Peripheral Return

- ☐ External monitor(s)
- ☐ Monitor stand/arm
- ☐ Keyboard
- ☐ Mouse
- ☐ Webcam
- ☐ Headset

Security Items

- ☐ YubiKey / security key
- ☐ Access badge
- ☐ Parking pass

Mobile Devices

- ☐ Phone/tablet
 - ☐ Charger and cable
 - ☐ Case (if provided)
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Data and Privacy

Before Returning

- **Do NOT** factory reset company devices
- Back up any personal files to personal storage
- Remove personal accounts from browsers
- IT will handle secure data wiping

IT Processing

1. Device received and logged
2. Asset tag verified
3. Secure wipe using NIST 800-88 compliant process
4. Device reimaged for reassignment or recycled

Personal Data

Limited personal use is permitted on company devices. However: - NovaTech is not responsible for personal data - Personal data will be wiped during processing
- Back up personal data before returning

Non-Return Consequences

Unreturned Equipment

Equipment not returned within specified timeframe: 1. **Reminder:** Email reminder sent at 7 days 2. **Escalation:** Manager notified at 14 days 3. **Final Notice:** Written notice at 21 days 4. **Payroll Deduction:** Equipment cost deducted from final paycheck (where legally permitted) 5. **Collections:** May be referred to collections for significant amounts

Equipment Value Reference

Item	Approximate Value
MacBook Pro 14"	\$2,500
MacBook Pro 16"	\$3,500
Dell XPS 15	\$2,000
27" Monitor	\$500
34" Ultrawide Monitor	\$800
Standard peripherals	\$200

Lost or Stolen Equipment

- Report immediately to IT Security
 - File police report if theft suspected
 - Not subject to payroll deduction (with documentation)
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Exceptions

Low-Value Items

Items under **\$50** typically do not require return: - Basic mice and keyboards - Cables and adapters - Laptop bags

IT will specify which items to return in offboarding instructions.

Charitable Donation

Employees departing in good standing may request to donate older equipment: -
Subject to IT approval - Must be equipment scheduled for recycling - Employee
responsible for data wipe verification

Support

For questions about equipment return: - Email: it-operations@novatech.com -
Slack: #it-help - Phone: +1-512-555-0150

*Related Documents: Laptop Provisioning (IT-HW-001), Offboarding Account
Procedures (IT-ACC-006), Exit Interview Process (HR-OFF-002)*