



Technical Assets & Equipment Agreement

Organization:	Encora Confidential	Policy Number:	ENC-GBL-ITD-PLY-TAP-002
Contact:	Tech IO Site Lead	Revision:	1.0
Owner(s):	Tech IO Office	Effective Date	1st July 2021

Encora Equipment Agreement

This Agreement is entered into between Encora Digital Inc. and the undersigned employee. During an Employee's employment, Encora will be providing certain assets and other equipment to Encorians. Any hardware or software provided by Encora to employee for use in providing services to Encora and/or its clients (the "**Equipment**") is governed by the terms of this Agreement.

Scope

This policy applies to all employees or future employees of Encora and those of any subsidiary or associated registered company. Encora reserves the right to amend, suspend or withdraw any section or part of this policy without notice at its absolute discretion.

The policies and principles of the use of IT assets may also apply to independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with Encora.

Care for Encora's IT Assets and Equipment

1. Keep your liquids away from the Equipment. Liquid damage is not covered by the warranty and is your responsibility.

2. Return your Equipment in the same condition you received it. Dents, gouges, scratches, cracked screens, warped cases are costly to repair at approximately \$1000 per incident. Consider purchasing a hard-shell Equipment case and use the provided bag.
3. Never leave this Equipment unattended in an unsecure location. Never leave your Equipment in your car where it is visible. Preventing crimes of opportunity is your responsibility.
4. Return your Equipment promptly by the end of your employment with Encora or sooner if requested by Encora. We run security updates and install new software on our Equipment and sometimes upgrade your equipment.
5. Use your Equipment. We strive to provide Equipment to all our users and pay for licensing: we do not have sufficient inventory to support more than one computer per user.

Employee Responsibility

- Return borrowed equipment and materials to Encora at the end of your employment or sooner if requested by Encora, whereupon equipment and materials will be evaluated for their condition and that all items on the loan list are present. Penalties will apply to late returns and abandoned equipment.
- The Equipment is to be used for Encora and Encora client purposes only.
- Keep borrowed equipment and materials in your custody and agree not to loan, or otherwise entrust or provide the equipment or materials to any other person.
- Do not permanently relocate the Equipment outside of your assigned country. Of course, it may be used for travel, but it must be returned by you on the specified date or at end of employment.
- Assume full responsibility for damage, loss or theft of the equipment and/or materials. All costs associated with the loss, theft or damage to the equipment while on loan to you shall be your sole obligation. All Equipment must be in good working order and be circulation quality.

Return of IT Assets

Equipment Loans are restricted to one laptop or desktop computer per user. If you require an accommodation, please work with IT Services and People & Culture to support you. Users must provide necessary documentation prior to signing out any equipment.

Ownership

- The loaned Equipment is the property of Encora or a financial services company under a lease agreement and must be returned upon completion of employment or the loan term, whichever is first.
- You are fully responsible for all loss, damage, and theft regarding this Equipment, and Encora assumes no liability, insurance or warranty for loss, damage and theft while the Equipment is in your possession.
- The software on the Equipment is licensed by Encora for your use, while you are employed at Encora only.
- You should not download or install any other software on the Equipment without the express written consent of the Encora IT department.

Security and Privacy

If IT Services at Encora is concerned that the security of your Equipment has been compromised in any way or your Equipment is overdue for return, we will take steps to ensure the security of the Equipment. Encora IT Services installs a management client on all our Equipment: this software allows us to inventory, track, lock and update software and settings to computers.

Encryption

Encora employs encryption to keep institutionally owned data private from loss or theft. While the Equipment we loan are encrypted, Cloud locations are only as secure as your password. All Encora data should be stored on our Corporate OneDrive or SharePoint and not on local drives.

Support

Support for the Equipment is provided through the Encora IT Services Help Desk.

Miscellaneous

Any or all provisions of this policy are subject to revision and/or amendment in accordance with the guidelines on the subject as may be applicable to regional or country specific legislative requirements.

The company reserves the right to review the policy regularly based on the changing needs of Encora and make modifications, as may be necessary and in conjunction with local labor laws.

References

[Global Use of Technical Resources Policy](#)

[IT Security Policies](#)

[IT Asset Loan Agreement](#)

Acknowledged and Agreed

List of Equipment:

Employee Name: Sharon Renold Kotian

Title: I2H(Intern to Hire)

Department: IT

Date: 26/05/2022

Address: 161/27A Pradhikaran,
Pune 411044