

EQUIPMENT RESPONSIBILITY AGREEMENT

This Equipment Responsibility Agreement ("Agreement") outlines the general duties and responsibilities of the employee for the management and care of USAA-issued equipment both pre-employment and while employed with USAA, including, without limitation, any laptops, desktops, cell phones, assigned ergonomics equipment, peripherals (e.g., keyboards, monitors, headset, cameras), badges, and other USAA-issued equipment provided in the course of employment (collectively, "Equipment").

By signing this Agreement, I acknowledge and agree to the following:

- All Equipment is the sole and exclusive property of USAA. Therefore, I have **no expectation of privacy** relating to the access or use of any such Equipment. USAA reserves the right to review, monitor, record, copy, inspect, disclose, intercept, or otherwise access the Equipment and any related communications or information at any time, with or without notice, in USAA's sole discretion.
- My use of the Equipment will comply at all times with applicable USAA policies, including, without limitation, the Acceptable Use of Electronic USAA Resources Policy, the Protecting USAA Information Policy, and the USAA Corporate Wireless Program: Guidelines for Use of a Personal or Corporate Smartphone. I understand that the failure to comply with any such USAA policies or with this Agreement may result in disciplinary action, up to and including termination of employment.
- I am responsible for the proper care and use of all Equipment issued to me. If any Equipment is broken, stolen, damaged, or no longer needed, I will immediately report this to the appropriate channels at USAA.
- If I move from the address where my assigned Equipment was delivered, I will move the Equipment, including any assigned ergonomic items, to my new address and update my address in OneSource.
- As required, I will perform all updates to authorized software when prompted by USAA and will not install unauthorized software without appropriate approval.
- If directed, I will return all Equipment to USAA in proper working order by the requested return date.
- Upon my separation from USAA, whether voluntary or involuntary, I will return all USAA Equipment issued to me on or before my last day of employment or immediately upon request.
- If I lose or damage any USAA Equipment issued to me, or I fail to promptly return any Equipment in proper working order at separation or upon request, I understand and agree that I may be held financially responsible for the cost of such Equipment.
- To the fullest extent permitted by applicable law, I authorize USAA to deduct the replacement cost(s) relating to any lost, damaged, and/or unreturned Equipment from my paycheck(s) and further agree to execute any additional authorization that may be requested by USAA to lawfully deduct such amounts.
- In the event my paycheck(s) are insufficient to cover any balance due to USAA arising from lost, damaged, or unreturned Equipment, I agree to remit the remaining balance to USAA within fifteen (15) calendar days following the termination of my employment, to the fullest extent permitted by applicable law.
- If I received USAA Equipment before my start date, and then fail to begin my employment with USAA, I will be held financially responsible for the cost of any damaged USAA-issued Equipment or Equipment that I fail to promptly return.
- I acknowledge and agree that my failure to timely return any Equipment upon request and/or repay USAA any amounts owed pursuant to this Agreement shall entitle USAA to pursue any and all collection remedies it may have, to the fullest extent permitted by applicable law.

Signature: {{Sig_es_:signer1:signature}}