

COMPANY DEVICE AND EQUIPMENT AGREEMENT

Badger Technologies LLC

TECHNOLOGY EQUIPMENT LOAN AGREEMENT

Employee: _____
Position: _____
Department: _____
Employee ID: _____
Agreement Date: _____

1. EQUIPMENT PROVIDED

1.1 Technology Equipment Issued

The following company-owned equipment is being provided to Employee for business use:

Computer Equipment:

- ☐ Laptop: _____ Serial #: _____

Total Estimated Value: \$ _____

2. TERMS AND CONDITIONS

2.1 Purpose and Use

- Equipment is provided solely for legitimate business purposes related to Employee's position
- Equipment shall be used in a professional manner consistent with company policies
- Personal use is permitted but must not interfere with business operations
- Employee is responsible for maintaining equipment in good working condition

2.2 Care and Maintenance

Employee agrees to:

- Handle all equipment with reasonable care and protect from damage
- Keep equipment clean and in good working condition
- Store equipment securely when not in use
- Perform basic maintenance as recommended by manufacturer
- Report any malfunctions, damage, or theft immediately to management
- Allow company IT support to perform updates, maintenance, and security scans

2.3 Security Requirements

Employee shall:

- Use strong passwords and enable multi-factor authentication where available
 - Install and maintain company-approved security software
 - Not install unauthorized software or modify system configurations
 - Keep all software updated with latest security patches
 - Encrypt sensitive data and use company-approved cloud storage
 - Never leave equipment unattended in public places
 - Lock screens when away from workstation
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3. ACCEPTABLE USE POLICY

3.1 Authorized Uses

Equipment may be used for:

- Sales activities, client communication, and business development
- CRM management and prospect tracking
- Email marketing and social media business activities
- Professional development and training
- Reasonable personal use that doesn't interfere with business operations

3.2 Prohibited Uses

Employee shall NOT use equipment for:

- Illegal activities or violation of any laws or regulations
- Accessing, downloading, or distributing inappropriate content
- Personal business activities competing with Badger Technologies
- Gambling, gaming, or entertainment that interferes with work productivity
- Unauthorized software installation or system modifications
- Sharing login credentials or allowing unauthorized access by others
- Activities that could damage company reputation or client relationships

3.3 Internet and Communication Usage

- Internet access is provided for business purposes with reasonable personal use allowed
 - Company reserves the right to monitor internet usage and communications
 - Employee shall not engage in activities that consume excessive bandwidth
 - All email communications using company accounts are considered business records
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4. DATA AND PRIVACY

4.1 Company Data Protection

Employee acknowledges that equipment may contain:

- Confidential client information and contact details

- Proprietary sales processes and pricing information
- Financial data and business intelligence
- Technical specifications and service delivery information

4.2 Data Backup and Recovery

Employee agrees to:

- Regularly backup important business data to company-approved cloud storage
- Store all critical files in designated company folders/systems
- Not store confidential information on personal devices or accounts
- Participate in company data recovery procedures if needed

4.3 Privacy Expectations

Employee understands that:

- Company equipment and communications may be monitored for business purposes
- Company has the right to access any data stored on company-owned equipment
- Personal files stored on company equipment are subject to company access
- Privacy expectations are limited when using company-provided technology

5. MAINTENANCE AND SUPPORT

5.1 Technical Support

- Company will provide reasonable technical support for business-related issues
- Employee should report technical problems promptly to management
- Company reserves the right to access equipment remotely for troubleshooting
- Major repairs or replacements will be handled by company IT support

5.2 Software Updates and Maintenance

- Employee must allow installation of security updates and patches
- Company may install monitoring or management software as needed
- Software licenses and subscriptions will be managed by company
- Employee should not attempt major troubleshooting without approval

5.3 Replacement and Upgrades

- Company will replace equipment that becomes obsolete or non-functional
- Upgrades will be provided based on business needs and budget considerations
- Employee may request equipment upgrades with business justification

6. LOSS, THEFT, AND DAMAGE

6.1 Reporting Requirements

Employee must immediately report:

- Any theft, loss, or damage to equipment
- Security breaches or unauthorized access attempts
- Malfunctions that prevent normal business operations
- Any incidents that could compromise data security

6.2 Financial Responsibility

Employee may be held financially responsible for:

- Equipment loss due to negligence or failure to follow security procedures
- Damage caused by misuse, abuse, or failure to follow care instructions
- Costs associated with data recovery due to employee negligence
- Replacement costs for equipment lost due to inadequate security measures

6.3 Insurance and Protection

- Company maintains insurance coverage for equipment under normal business use
- Employee should report any homeowner's/renter's insurance coverage that might apply
- Theft or damage should be reported to appropriate law enforcement when applicable

7. RETURN OF EQUIPMENT

7.1 Return Conditions

Employee must return all equipment when:

- Employment is terminated for any reason
- Position changes that no longer require the equipment
- Equipment is being replaced or upgraded
- Requested by management for any business reason

7.2 Return Requirements

Upon return, equipment must be:

- In good working condition with normal wear and tear expected
- Clean and free from damage beyond normal use
- Accompanied by all original accessories, cables, and documentation
- Wiped of all personal data (company will perform security wipe)

7.3 Final Inspection

- Company will inspect all returned equipment for damage or missing components
- Employee will be notified of any damage charges within 30 days
- Final paycheck may be adjusted for any equipment charges owed

8. LEGAL PROVISIONS

8.1 Ownership

- All equipment remains the property of Badger Technologies LLC at all times
- Employee has no ownership rights or interest in any company equipment
- Equipment may not be sold, transferred, or disposed of by Employee

8.2 Compliance with Laws

Employee agrees to:

- Use equipment in compliance with all applicable federal, state, and local laws
- Respect intellectual property rights and software licensing agreements
- Not use equipment for any activities that could result in legal liability for the company

8.3 Agreement Modifications

- This agreement may only be modified in writing with signatures from both parties
- Company policies referenced in this agreement may be updated periodically
- Employee will be notified of significant policy changes affecting equipment use

9. ACKNOWLEDGMENT AND AGREEMENT

9.1 Employee Acknowledgment

I acknowledge that I have:

- Received the equipment listed in Section 1 in good working condition
- Read and understood all terms and conditions of this agreement
- Been provided with company IT policies and security procedures
- Understood my responsibilities for care, security, and proper use of equipment
- Been informed of consequences for loss, damage, or misuse of equipment

9.2 Agreement to Terms

I agree to:

- Comply with all terms and conditions outlined in this agreement
- Use equipment solely for authorized business and reasonable personal purposes
- Maintain equipment security and report any issues immediately
- Return equipment in good condition when requested or upon employment termination
- Accept financial responsibility for loss or damage due to negligence

10. SIGNATURES

BADGER TECHNOLOGIES LLC

By: _____ Date: _____

Benjamin Sherman, Founder/CEO

EMPLOYEE

_____ Date: _____

Employee Signature

Employee Printed Name

EQUIPMENT RECEIVED CONFIRMATION

I confirm that I have received all equipment listed in Section 1 in good working condition:

Employee Initial: _____ Date: _____

EQUIPMENT RETURN LOG *(To be completed upon return)*

Return Date: _____

Returned By: _____

Received By: _____

Condition Notes: _____

Damage Charges: \$ _____

Final Approval: _____

This agreement protects both company assets and employee responsibilities. Please review carefully and contact management with any questions before signing.

Badger Technologies LLC

Benjamin Sherman, Founder/CEO

benjamin@badgertechnologies.us

<https://badgertechnologies.us>