### amEmployee Laptop Agreement Form

This policy is put in place to offer directives for employees whose work requires accessibility through a laptop computer, without regard to the time of day, day of the week, or their geographical location.

The company-issued laptop is meant for business purposes ONLY. The Company will prioritize providing laptop to employees who require frequent business associates, those who travel frequently for business, or those who need to maintain constant contact with our clients.

Employee Name: David (First Name) Lao (Last Name)

Position/Title: Junior Cloud Engineer

Laptop Details: Microsoft Surface Laptop Go 3

Laptop Model: Surface Go 3 Laptop

Laptop Serial Number: 0B33J8X23353GP

What accessories came with the laptop?

Carry Bag

Power Adapter

Ethernet Network Cable

Display Adaptor

Laptop Stand

Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In acceptance of this device (Laptop) for usage, I agree to the terms and conditions stated below:

* I understand that I am responsible for the laptop whilst in my possession.
* I am responsible for keeping the laptop in good condition while using it and until the time of return.
* I understand that I should not install any program or software that is not permitted to use by the company, for privacy and security reasons.
* I should be the only authorized person to have access to and use this laptop, any unauthorized access to this laptop is a violation of this company's policy and employment regulation and employment contract.
* I should remove all data that is not the company or work-related before turning over the laptop to the designated department.
* In the event of loss, theft, or damage, this must be reported to the company within 24-48 hours.
* I understand that any violation of these policies is a violation and I am subject to any disciplinary action by the company.

Signed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_