

<b>AllValue</b>	<b>Accountability and Guidelines on Use of Company-Issued IT Equipment</b>	<b>OPC</b> Operations Planning and Control
OPC-AVIT-2021-07	Rev. 00	21 June 2021

## Scope

These guidelines shall apply to all employees under the All Value Group that have been issued IT Equipment in line with the fulfillment of their job functions.

## Objectives

This policy aims to ensure the following:

- The establishment of accountability of the employee over the safeguard and proper use of the company-issued IT equipment
- The creation and implementation of clear, unified guidelines to ensure proper use and care of the equipment

## General Guidelines

1. These equipment are issued to employees to assist them in carrying out their job responsibilities. As such, requests for such equipment shall be reviewed and approved by the IT Manager and the Chief Technology Officer, subject to the following:
  - Necessity of equipment relative to job description/title
  - Mobility of employee
  - Position Level
2. The issuing company shall retain ownership of the equipment issued to the employee.
3. An employee shall only be issued one unit of an equipment type. Issuance of multiple equipment of the same type to one employee is therefore disallowed.
4. The issued equipment shall be the employee's official workstation. As such, all work functions shall be created, processed and stored in the company-issued equipment.
5. In line with the above guidelines, employee shall further ensure that all Company data, information, processes and applications are kept confidential.

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6. To ensure recovery of data in cases of data loss or damage to equipment, employee shall regularly back up critical files.
7. Only applications approved by the IT Department shall be allowed for installation on the company-issued equipment. Employees are also disallowed from changing the equipment's configurations and network settings unless necessary and with prior approval from the Business Systems Department Head. As such, an officer designated by the Chief Operating Officer or the Chief Technology Officer may inspect the information, data, software, and network configurations of the issued equipment at any given time.
8. Generally, the issued equipment shall be kept within company premises. Employees may take them home with approval from their immediate superior. In which cases, employees shall be continually liable for the proper use, care, and safekeeping of the issued equipment. Strict adherence to the Company's IT Policies shall continue to be enforceable regardless of where the company-issued equipment are used.
9. Damages to or loss of the company-issued equipment shall immediately be reported to the IT Department.
10. The employee further agrees to shoulder all costs of repair for any damage on the issued equipment resulting out of negligence, mishandling or wrongful use. In cases of equipment loss, employee shall reimburse the Company, the cost of the equipment issued less any depreciation at the time of the incidence of loss. The Company reserves the right to deny the re-issuance of equipment to an employee for incidences of damage or loss.
11. A copy of this policy and the details of the equipment shall be given to employees upon release of the issued equipment. A copy signed and conformed to by the employee shall be kept on file by the IT Department.

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**CONFORME AND RECEIVED BY:**

\_\_\_\_\_  
Printed Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designation / Position

\_\_\_\_\_  
Branch Name / Department

QTY	Device Type	Brand	Model*	Serial Number	Specification
1					

Total No. of Unit/s:1

**Items Condition – If used or damaged please make additional comments**

Item	Service Unit	Condition
Computer Desktop	Yes____ No____	New ___ Used___ Damaged___
UPS	Yes____ No____	New ___ Used___ Damaged___
CPU	Yes____ No____	New ___ Used___ Damaged___
Mouse	Yes____ No____	New ___ Used___ Damaged___
Keyboard	Yes____ No____	New ___ Used___ Damaged___

USERNAME:

PASSWORD: