



Employee Name:

Date:

Company: Soulstice Consulting (Pty) Ltd

Asset Category: Laptop

Soulstice Consulting has issued the following equipment to you:

Specification:

Serial Number	Laptop Serial Number: S/N 8F70WB2 Laptop Model: DELL LATITUDE 3470
Power Supply	Included (Replacement AC Adapter, Model EA90PM111)
Battery and Charger	Included
Carry Case	Not Included
Present Value of the equipment:	

Company's Laptop Policy

The company hereby sets out the rules regarding the laptop supplied to you by Soulstice Consulting:

By signing this letter, you are accepting the laptop in its current configuration.

You acknowledge and agree to the following policy conditions:

- All employees are only permitted access to those parts of the computer system, which they need in order to carry out their normal duties.
- Employees are required to comply with local procedures to ensure that all software introduced into the company or unto client sites is virus free
- Local procedures should be defined by your manager or Client manager on request
Access to internet is strictly limited and should be used for business purpose only
- Downloading offensive material including, but not limited to, graphics or text of a sexual, racist, or otherwise offensive nature is prohibited.
- Distributing confidential, proprietary, and/or sensitive corporate information to external internet sites, clients/customers or users without appropriate authority is unacceptable.
- Employees with access to personal data are in a particularly sensitive position and must bear in mind

at all times the provisions of their employment contract with particular reference to section dealing with the "Intellectual Property Rights of Soulstice Consulting"

- Passwords must be used at all times and changed regularly. Employees must not select obvious passwords and must keep them confidential.
- Employees must not purchase on behalf of the company, install or use unlicensed software on company or client equipment. Should the event arise whereby unlicensed software has caused damage to the operating of their computer the Employee will be charged at the agreed SLA level for repair.
- No computer game playing is permitted
- An Employee must not remove a Company computer from Soulstice premises, without prior approval from the line manager. The company cannot ensure laptops whilst in transit, therefore all employees must take all due care
- E-mail messages should be treated as permanent written records which may be read by people other than the addressee and which could result in personal or company liability.
- E-mail messages which are abusive, defamatory or make any improper or discriminatory reference to a persons gender, sexual orientation, race, religion, nationality, culture, age, marital status and physical characteristics or appearance are prohibited
- Periodic Email check to ensure adherence to policies and procedures: HR and Management have the right to review any or all email sent from the computers belonging to the company. This may be done to ensure that the company policy and all employees adhere to procedures at all times with regards to emails and information security. This may also be done in cases where the employee is off from work for an extended period and management need to review the emails to ensure that business continuity is achieved despite the protracted absence
- Copying, downloading or forwarding to third parties, via E-mail, the work of other people projected under copyright, without their consent is prohibited.
Excessive personal use of the electronic mail system is prohibited
- Other examples of Computer misuse include fraud and theft, system sabotage and hacking. This list is not exhaustive - other actions of a similar nature could render an employee liable for disciplinary action for other reasons.
- Employees are expected to protect company laptops from damage and theft. Each employee is monetarily responsible for any hardware damage that occurs off work premises and/or software damage (including labor costs).
- Employees will not be held responsible for computer problems resulting from regular work-related use; however, Employees will be held personally responsible for any problems caused by their negligence as deemed the Company's policies.

Acceptance

I understand that all laptop computers, equipment, and/or accessories the Company has provided to me are the property of Soulstice Consulting (Pty) Ltd. I agree to all of the terms in the Company Laptop Policy. I will return the equipment to the Company in the same condition in which it was provided to me.

I understand that I am personally responsible for any damage to or loss of any laptop computer and/or related equipment and accessories. In case of damage or loss I will replace or pay the full cost of replacement of the damaged or lost equipment with equipment of equal value and functionality subject to the approval of the Company.

I will not install any additional software or change the configuration of the equipment in any way without prior consultation with Tech Support.

I will not allow any other individuals to use any laptop computer and/or related equipment and accessories that have been provided to me by the Company.

I understand that a violation of the terms and conditions set out in this policy will result in the restriction and/or termination of my use of the Company's laptop computers, equipment, and/or accessories and may result in further discipline up to and including termination of employment and/or other legal action.

SIGNED FOR SOULSTICE CONSULTING

DATE

Hachonda Choongo



SIGNED FOR EMPLOYEE

26 January 2022

DATE