



# Employee Agreement Form

## (Computer & Handheld Devices)

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### Employee Name

Mercy

First Name

Abu

Last Name

### Position/Title

Backend developer

### Department

Sovereign tech Dev

### Job Description

I develop and maintain server-side logic, databases, and APIs. My focus is on building scalable, reliable systems that support seamless web applications and deliver high-quality user experiences.

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 police within 24-48 hours, and a copy of a Police report or incident report must be submitted to the company for verification purposes.
- I understand that any violation of these policies is a violation and I am subject to any disciplinary action by the company.

**Date Signed**

4/3/2025

Month / Day / Year

**Employee Signature**

## Laptop Details

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### Laptop Model

MacBook Air

### Laptop Serial Number

CO2XROCMJK7L

### What accessories came with the laptop?

☐

Carry bag

☐

Display adaptor

☒

Power Adapter

☐

Laptop Stand

☐

Ethernet network cable

☐

Other

## Releasing & Approval

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### Authorized Officer

First Name

Last Name

### Authorized Signature & Date

