

	HUMAN RESOURCES CANADA POLICY	NUMBER HR-04	EFFECTIVE DATE 11/01/2013
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NEW HIRE NETWORK ACCESS & WIS ASSET ACKNOWLEDGEMENT		APPROVED BY VP Human Resources	

NETWORK ACCESS

Name (PLEASE PRINT CLEARLY)

Employee Signature

Khaled Ramadan

Employee Number

Supervisor

Inventory Supervisor

Hamilton 7636

Job Title

Office Name and Number

ACCESS NEEDED (please check applicable box)

☐ **Network/Email Access**

☐ **Web Access** (please circle level needed)

IS (Level 1)

IM (Level 2)

AM (Level 3)

ADMIN (Level 4)

Admin only ☐ ERA ☐ FRX ☐ JABS ☐ WISCAMS

☐ Canada
☐ US
☐ UK

ASSET ACKNOWLEDGEMENT

By signing below, I hereby acknowledge that any and all assets I receive during my employment at WIS International are to be used in the performance of my job. I fully accept the responsibility for the reasonable and proper care and maintenance of these assets as part of my normal job duties. I acknowledge that I may be disciplined, up to discharge for failure to adhere to my responsibility. In the event that I do not return these assets to WIS upon termination of employment, or the assets are defaced, damaged, or lost, I understand that I am responsible for the costs of the assets. I understand that I will not be responsible for ordinary wear or damage to any asset. In the event that WIS needs to institute court proceedings to recover the cost of any assets, I agree to pay WIS for all court costs and attorney's fees.

Employee Signature: _____

Fax or e-mail signed form to DVP for approval, then send DVP approval and form to IT San Diego at
Fax 858-492-1850 or e-mail HR-04@wisintl.com.

If not signed by employee, access will not be provided.