

# Employee Equipment Agreement

This Employee Equipment Agreement ("Agreement") is entered into on [Date], by and between:

Employer:

Name of Company/Organization: [Employer's Company Name]

Address: [Employer's Address]

Contact Information: [Employer's Phone Number and Email Address]

Employee:

Full Name of Employee: [Employee's Full Legal Name]

Position/Job Title: [Employee's Job Title]

Employee ID or Badge Number: [Employee's ID or Badge Number]

Contact Information: [Employee's Phone Number and Email Address]

## 1. Equipment Provided

The Employer agrees to provide the following equipment to the Employee for the duration of their employment:

[List the equipment provided, including details such as serial numbers, if applicable.]

## 2. Purpose of Equipment

The equipment provided is intended for use in the performance of the Employee's job duties and responsibilities.

### 3. Ownership and Responsibility

The equipment remains the property of the Employer. The Employee is responsible for the care, maintenance, and safekeeping of the equipment.

### 4. Care and Maintenance

The Employee agrees to:

Use the equipment in accordance with the Employer's policies and guidelines.

Keep the equipment in good working condition.

Report any equipment damage, loss, or malfunction to the Employer promptly.

### 5. Return of Equipment

Upon the termination of the Employee's employment, the Employee agrees to return all equipment to the Employer in the same condition as when received, except for normal wear and tear.

### 6. Prohibited Actions

The Employee agrees not to:

Use the equipment for personal purposes or outside of work-related activities.

Share, lend, or transfer the equipment to any third party without prior written consent from the Employer.

## 7. Loss or Damage

The Employee acknowledges that they may be held financially responsible for any loss, damage, or theft of the equipment that occurs due to their negligence or intentional actions.

## 8. Legal Compliance

The Employee agrees to comply with all applicable laws and regulations related to the use of the equipment.

## 9. Data and Security

The Employee is responsible for safeguarding any sensitive or confidential data stored on the equipment.

## 10. Termination

In the event of the Employee's termination, resignation, or employment separation, the Employee agrees to return all

equipment to the Employer on or before the last day of employment.

## 11. Amendments

This Agreement may be amended only in writing and with the mutual consent of both parties.

## 12. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the state of [State], without regard to its conflict of laws principles.

## 13. Entire Agreement

This Agreement constitutes the entire agreement between the parties and supersedes all prior understandings, agreements, representations, and warranties.

## Signatures

Employer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_