

Company Asset Responsibility Agreement

Purpose:

This agreement establishes the responsibilities of employees regarding company
owned assets, including but not limited to laptops, office equipment, and other
company -provided tools. By signing this document, the employee
acknowledges their obligation to handle company assets with care and agrees to
accept full liability for any damage resulting from negligence or intentional
misconduct.
Terms and Conditions:
1. Company provided assets, such as laptops and office equipment, are
intended strictly for official use.
2. Employees must exercise due diligence in handling company assets and
ensure their safekeeping and proper maintenance.</p><p>3. Any loss, theft, or damage caused due to negligence, mishandling, or
intentional actions will be the sole responsibility of the employee.
4. If an asset is found to have been deliberately damaged, the employee will
be held financially responsible for repair or replacement costs, as
determined by the company.
5. In the event of accidental damage, the employee must report the incident
to the administration immediately for further assessment.
6. The company reserves the right to deduct repair or replacement costs
from the employee's salary if the damage is deemed intentional or results
from gross negligence.
7. Non-compliance with these terms may result in disciplinary action,
including but not limited to formal warnings, salary deductions, or
termination, depending on the severity of the violation.
8. Employees are prohibited from installing unauthorized software or
making modifications to company assets without prior approval from the
IT department.
9. upon resignation or termination, employees must return all company assets in
good working condition; failure to do so may result in deductions from the final
settlement.
10. The employee agrees that any damage, loss, or misuse of company assets,
whether accidental or due to negligence, will be their full responsibility, and
they will bear all costs associated with repairing or replacing the damaged
assets.</p><p>Acknowledgement and Agreement:
I, _____
_____ acknowledge that I have read and understood
the terms of this agreement. I accept full responsibility for the proper handling
and maintenance of company assets and agree to abide by the company's

policies regarding asset care.

Signature: Signature:

Name: Athira Name

Designation: HR Designation:

Date: 13/09/25 Date:</p>