



**Branding
Beez**

Company Asset Responsibility Agreement

Employee Name: _____

Employee ID: _____

Designation: _____

Date: _____

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.

 +91 99524 62833
+44 73653 51646

 info@brandingbeez.co.uk

 www.brandingbeez.co.uk

 96, Villankurichi Rd, Kumudham Nagar, Cheran ma Nagar, Coimbatore, Tamil Nadu 641035



**Branding
Beez**


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.



**Branding
Beez**

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:



+91 99524 62833
+44 73653 51646



info@brandingbeez.co.uk



www.brandingbeez.co.uk



96, Villankurichi Rd, Kumudham Nagar, Cheran ma Nagar, Coimbatore, Tamil Nadu 641035