

**ICT UNIT**

**Department of Infrastructure**

**Employee Laptop Agreement Form**

**Employee**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**First Name** **Last Name**

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**Position/Title** **Department**

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.

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**Date Signed Employee Signature**

Power Adaptor Carry bag Display adaptor Ethernet Cable

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Releasing Officer**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Full Name Signature**