**TPC Laptop and Cell Phone Agreement**

Company Laptop Policy:

The laptop is issued to you in your current position -Business Development Representative. If you change positions, the laptop may be reassigned. Each laptop is equipped with security software. It is essential that the employee assigned a laptop notify the Technology Department (webattpc@gmail.com) immediately if the laptop is lost or stolen.

The laptop will need to be returned to the technology department from time to time to receive regular maintenance and upgrades. You will be notified when this becomes necessary. TPC policies regarding appropriate use, data protection, computer misuse, health and safety must be adhered to by all users of the laptop.

Appropriate Laptop Use:

Company laptops must be used for business purposes only. It may not be used for personal use. Each employee provided with a laptop by TPC is responsible for the physical security of the laptop. When not in use, the laptop must be locked with a password and caution must be taken when entering any company passwords on the laptop. Store the laptop in a locked cabinet or desk when not in use. Do not leave the laptop in your vehicle for extended periods of time in extreme weather, cold or hot as damage could occur. It is mandatory to leave location services enabled in case of lost or stolen devices.

Company Cell Phone Policy:

The TPC cell phone policy offers general guidelines for using personal and company cell phones during work hours. The purpose of this policy is to help us all get the most out of the advantages cell phones offer our company while minimizing distractions, accidents, and frustrations improper cell phone use can cause. This policy applies to all TPC employees.

Company Cell Phone Use Guidelines:

The following are TPC's basic guidelines for proper employee cell phone use during work hours. In general, cell phones should not be used when they could pose a security or safety risk, or when they distract from work tasks:

* Never use a cell phone while driving.
* Never use a cell phone while operating equipment.
* Do not use cell phones for surfing the internet or gaming.
* Avoid using work cell phones for personal tasks.
* Do not use cell phones during meetings.
* Do not use cell phones to record confidential information.

We realize the cell phones can be great tools for our employees. We encourage employees to use cell phones when:

* For making or receiving work calls in the appropriate place and situation to do so.
* For other work-related communication, such as text messaging or emailing in appropriate places and situations.
* To schedule and keep track of appointments.
* To carry out work-related research.
* To keep track of work tasks.
* To keep track of work contacts.

Disciplinary Action:

Improper use of cell phones may result in disciplinary action. Continued use of cell phones at inappropriate times or in ways that distract from work may lead to having cell phone privileges revoked. Cell phone usage for illegal or dangerous activity, for purposes of harassment, or in ways that violate the company confidentiality policy may result in employee termination. It is mandatory to leave location services enabled in case of lost or stolen devices.

ACKNOWLEDGEMENT OF RECEIPT OF COMPANY PROPERTY

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Description of Equipment or Property Issued to Employee:

Laptop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing this form, I agree to the following: I am responsible for the equipment or property issued to me; I will use in the manner intended; I will be responsible for any damage done (excluding normal wear and tear); upon separation from the Company, I will return the item(s) issued to me in proper working order (excluding normal wear & tear); I will replace any items issued to me that are damaged or lost at my expense; I authorize a payroll deduction to cover the replacement cost of any item issued to me that is not returned for whatever reason or is not returned in good working order.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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