

# LAPTOP COMPUTER POLICY AND AGREEMENT

## Purpose

This policy addresses the actions that must be taken by all Company employees who have a company-issued laptop.

## Procedures for Laptop Physical Security

Each employee provided with a laptop by Paket is responsible for the physical security of the laptop. All laptops acquired for or on behalf of the Company are deemed to be company property.

All employees must take the following actions to ensure the physical security of Company laptops and its software:

- Do not attempt to install software or hardware or change the system configuration including network settings.
- You will not be held responsible for computer problems resulting from regular work-related use; however, you will be held personally responsible for any problems caused by your negligence.
- You will provide access to your laptop computer or accessories assigned to you when requested by your Supervisor.
- Personal use of the laptop is prohibited unless approved in writing by the President/CEO or Executive Vice President.
- When not in use, the laptop must be locked with a password and caution 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 your laptop in your vehicle.
- If using the laptop in public areas, do not leave the laptop unattended.

## Policy Violations

Violation of this policy may be grounds for disciplinary action up to and including termination of employment. If your Company assigned laptop is stolen, lost or damaged due to your negligence, you will be responsible for the cost of replacing or repairing the laptop.

Please sign below to indicate receipt and of the laptop security policy.

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

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_