



SalesLabX Equipment Policy

Purpose

The purpose of this Equipment Policy is to establish guidelines for the proper use, care, and management of organization-provided equipment to ensure efficiency, security, and responsible handling.

Equipment Assignment

Equipment assignment is at the discretion of the organization and is for work-related purposes only. Personal use of the organization's equipment is discouraged unless explicitly permitted.

Organization equipment covered by this policy includes but is not limited to:

- Laptops and desktop computers
- Mobile phones and smartphones
- Tablets
- Monitors
- Tools and machinery
- Any other equipment, materials, or resources provided by the organization.

Care and Maintenance

Team members are responsible for the following:

1. Properly using and maintaining organization equipment.
2. Team members must keep boxes for equipment to return upon termination.
3. Returning equipment in good condition, subject to normal wear and tear, when requested by the organization, upon termination of employment, or as specified in the equipment issuance agreement.

Security Measures

Team members must adhere to all security protocols provided by the organization. Equipment should be protected with passwords and encryption where applicable.

Lost, stolen, or compromised equipment must be reported immediately to the HR department.

Return or Disposal Protocols

Equipment issued to team members shall be returned in good condition promptly to the corporate office under the following circumstances:

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- When a team member leaves the organization, either voluntarily or involuntarily.
- When equipment needs to be upgraded or replaced.
- As specified in equipment issuance agreements.

Before returning electronic devices (e.g., laptops, mobile phones), team members are responsible for:

- Backing up and transferring any personal or work-related data they wish to retain.
- Returning equipment with all organization-related data and software removed or securely wiped.

Team members must contact Human Resources to initiate the return process and have shipping arrangements for equipment made.

Equipment Damage or Loss:

Team members are responsible for the care and safekeeping of all company-issued equipment. In the event of damage or loss of company equipment, the team member will be responsible for the cost of repair or replacement. The Company reserves the right to seek legal action to recover the cost of damaged or unreturned equipment.

Equipment Return: Upon termination of employment, the team member agrees to return all company-issued equipment within 15 days of the termination date. Failure to return the equipment within the specified timeframe may result in legal action by the organization to recover the cost of the equipment.

Compliance with Laws and Regulations

All usage of organization equipment must comply with applicable laws, regulations, and organization policies, especially regarding data protection and confidentiality.

Failure to comply with this policy may result in disciplinary actions, including possible financial responsibility for lost or damaged equipment.

Acknowledgment

I acknowledge that I have read, understood, and agree to comply with SalesLabX Equipment Policy. I understand that violations of this agreement may result in disciplinary action up to and including termination of employment.

Team member Signature: _____

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Team member's Name (print): _____ Date: _____