

Motor Werks Auto Group

Employee Equipment Policy

All Employees are required to adhere to the following policy regarding company equipment.

All equipment given to an employee through management are the property of Motor Werks Auto Group and must always be treated in this manner. Motor Werks has invested substantially in these tools and systems to help employees be more responsive with our customers. It is important to understand that these tools and systems are the property of Motor Werks Auto Group and the use of these systems and tools are provided solely for business purposes and to increase the employee's efficiency.

Employees agree to the following actions regarding Company equipment:

- Employee will not install personal software/hardware on company equipment.
- Employee will not use company equipment for personal use such as personal emails, IMs, web browsing, etc.
- Employee will report Loss or Theft of company equipment to IT or management immediately.
- Employee will take all reasonable measures to ensure the physical and digital security of the equipment including:
 - Equipment is not to be taken home unless it is deemed necessary by their manager
 - Locking the equipment in a secure location when it is not in use.
 - Changing the password as often as required by employer.
 - Ensuring that Company provided Anti-virus, Firewall, or Encryption software is functioning
- In the event of termination or role change, all company property must be returned. This equipment includes but is not limited to;
 - Cell Phones
 - Tablets(iPad, Android Tablet, iPod, Surface Pro) and Laptops
 - Charging Cables, Power Block Adapters and other Miscellaneous Cables
 - Wireless Phone(Cisco)


Equipment Replacement/Repair and Policy Violations

If you damage or lose a company owned device or tool, you will be responsible for the cost of its replacement. Costs of the replacement equipment will be determined by current market values and availability. If the device can be repaired, then the costs of repairs will be passed along to the party responsible for the device.

Violations of this policy can result in disciplinary action, up to and including, termination. Anyone using the equipment for defamatory, illegal, fraudulent or other inappropriate purposes deemed by management, may also be subject to civil liability or criminal prosecution, when appropriate. Any questions or concerns regarding the use/misuse of a company owned device, should be brought to management.

I acknowledge that I have received a written copy of the Motor Werks Employee Equipment Policy, that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow the policy.

Equipment Distribution:

Employee Signature	 Manager Signature
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Employee Name(printed)	James L. Cook Manager Name(printed)
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Type	Name	Serial #	MAC/Other	Date

Equipment Returned:

Employee Signature	Rcvd By Signature
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Employee Name(printed)	Rcvd By Name(printed)
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Type	Name	Serial #	MAC/Other	Date