



## Equipment Responsibility Policy

### 1. Overview

This policy addresses the actions that must be taken by all SproutLoud employees who have company-issued equipment, specifically laptops and peripherals.

### 2. Purpose

Each employee provided with a laptop by SproutLoud is responsible for the physical security and care of the laptop. All laptops acquired for or on behalf of SproutLoud are deemed to be company property. To ensure the physical security and care of SproutLoud laptops, all employees must take the actions listed in this document.

### 3. Scope

The scope of this policy includes appropriate use, care, and responsibilities for damage of computers and related equipment.

### 4. Policy

#### 4.1 Appropriate Use

The Company does not tolerate inappropriate use of any company property. Use your laptop only for business purposes. Offensive, pornographic, racist or abusive content found on company laptops will be referred to as necessary under SproutLoud's disciplinary proceedings. Serious offenses will be reported as necessary to the police.

#### 4.2 General Responsibilities

- 4.2.1 When not in use, the laptop must be locked with a password. Caution must be taken for social engineering hacks when entering passwords on the laptop or any software.
- 4.2.2 Don't allow anyone else to use your laptop — it is company equipment and provides access to our networks.
- 4.2.3 Only connect to approved or known wireless networks. When possible, connect to personal hotspots instead of public WiFi.
- 4.2.4 Do not leave your laptop in your vehicle. If it is necessary to leave the laptop in your vehicle for a very short period, the laptop must be locked in the trunk of the vehicle.



- 4.2.5 When using the laptop in public areas, do not leave the laptop unattended for any length of time.

### **4.3 Caution During Travel**

- 4.3.1 Do not pack your laptop in checked luggage.
- 4.3.2 Attach a name tag or business card to your laptop to easily identify it during security checks or if lost.

### **4.4 Damages**

#### Laptops

- 4.4.1 All laptops are covered under warranty for a minimum of three (3) years from the purchase date. The warranty covers defects, not accidental damage (liquid spillage, drops, cracks, excessive wear & tear, etc.). If damage occurs to the laptop due to negligence and it is not a defect or otherwise covered under warranty, the SproutLoud employee will be responsible to cover the cost of the repair.
- 4.4.2 If a laptop is lost or stolen, the SproutLoud employee will be responsible for the cost of the laptop.

#### Peripherals

- 4.4.3 Monitors have a replacement cost of \$150-250 (depending on the model) if it is determined that damage was incurred due to negligence.
- 4.4.4 Computer docking stations have a replacement cost of \$200 if it's determined that damage was incurred due to negligence.
- 4.4.5 Keyboards, mice, and headsets will be replaced as needed due to wear & tear.

### **4.5 Equipment Recovery**

- 4.5.1 Laptops and peripherals are to be returned to the company once employment has concluded.
- 4.5.2 The equipment should be returned in the condition it was received, barring normal wear & tear. The employee may be held liable for all replacement/restoration costs if equipment is not returned, or returned with damage or excessive wear & tear. The repair/replacement costs will be deducted from the former employee's final paycheck.



- 4.5.3 Offsite employees or employees otherwise unable to access either office location will be provided a shipping label to ship the equipment back to the office. Offsite employees should make every effort to retain their equipment boxes for eventual return. Otherwise the employee should have the equipment packaged professionally.
- 4.5.4 In the United States, employees should take their equipment to a FedEx location to have them box the equipment. The SproutLoud FedEx account number will be provided to cover the costs in those instances.
- 4.5.5 In Colombia, it is the employee's responsibility to box and ship the equipment at their cost. Once the equipment is received and inspected, the final payment will be released and the employee will be reimbursed the cost of shipping.
- 4.5.6 In Mexico, employees in Monterey should take their equipment to a FedEx location to have them box the equipment. The SproutLoud FedEx account number will be provided to cover the costs.

#### **4.6 Data Erasure**

- 4.6.1 Once laptops are returned to the company after employment, all data that remains on the laptop is erased according to NIST guidelines (see the Data Retention Policy for more details). Temporary exceptions can be made at the manager's request for data pertaining to the position of the former employee.
- 4.6.2 Google Workspace accounts and associated data pertaining to the former employee are archived.

### **5 Policy Compliance**

Violation of this policy may be grounds for disciplinary action. If an employee's laptop is stolen due to negligence, the employee will be responsible for the cost of replacing the laptop.



## 6 Revision History

Date of Change	Responsible	Summary of Change	Version ID
3/2021	James Aggrey	Initial Release	1.0
12/2021	James Aggrey	Added Section 4.5 - Equipment Recovery	1.1
2/2023	James Aggrey	Revised verbiage in Section 4.5.1	1.2
4/2023	James Aggrey	Added Section 4.6 regarding Employee Data Erasure	1.3