

Equipment Agreement

I, _____ Acknowledge receipt of the equipment listed on the attached sheet and the equipment policy set forth below, from HESCO (Hartford Electric Supply Co. Inc.) on this date _____.

I agree to bear the cost of any damage or excessive wear and tear to this equipment, whether it is software or hardware in nature, aside from normal wear. I may be excluded from any costs associated with repair of the equipment if HESCO or its authorized representative deem it appropriate to wave such costs, a copy of this waiver will be issued to me and to the company at the time this decision is made. This equipment will be returned upon request or at time of separation from the company, and I understand that the equipment may be requested at any time by the company for audit, maintenance, or repair. Should equipment not be returned upon separation from the company the company may take measures to secure the return of the equipment or require I pay the cost for comparable replacement equipment.

I further understand that I may occasionally use the equipment for personal use as set forth by current or previous policy, written and verbal. However, I may not have personal documents backed up to HESCO servers, and I realize that any personal data that is found on HESCO servers may be deleted permanently without warning. I realize I may be asked to delete personal data from the equipment, and that should I separate from the company or I am asked to surrender the equipment for audit, maintenance, or repair that data may be deleted, lost, or corrupted and I will not necessarily be given the opportunity to remove, copy or delete any personal data from the equipment.

Software that is not directly related to my work duties that I have installed on equipment provided by HESCO will be treated similarly to personal data that I may have on my equipment and is subject to not being backed up and being deleted or removed at the company's discretion.

If I find that a security policy in place prevents me from doing something I would like to do on the equipment, or that I need to do to perform my job function, I will make a request to my manager and to HESCO's IT department and these will be evaluated on a case by case basis and I will not try to circumnavigate protection placed by the company in order to maintain the security or equipment or data.

If I have been issued a laptop Computer (or Desktop Computer for home use) I agree to place or save all documents related to work in the company folder which will be occasionally copied to HESCO servers to ensure backup of the data. I agree that if I am I am required to manually backup company data to HESCO servers I will do so on a regular basis, which is defined as a minimum frequency of every two weeks, preferably weekly or when new documents or changes are added.

Signature: _____

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