

# STV Vehicle Group

TVG Asset Management

Date: 13/07/2023  
Asset Tag: A000344  
Model: iPhone 6s  
Serial: F17RFRUWGRY9

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## 1.0 Introduction

Below are extracts from the Company Employee Handbook which outlines TVG's policy in relation to all loaned items provided by the Company in order for you to carry out your work orientated duties. We would ask that you familiarise yourself with these requirements and duly sign off the agreement. The term 'Objects' is to be used to refer to all loaned Company property, including laptop computers and mobile devices. You are responsible for all Objects in your possession or control.

## 2.0 Issue / Use and Return of Company Property

1. We reiterate that you must return all Objects immediately upon request or upon termination of your employment.
2. The Company may withhold from your final pay the cost of any items that are not returned when required. The Company may also take all action deemed appropriate to recover or protect its property.

## 3.0 Taking Possession / Checking Out

1. All Objects are to be issued by the HR Department or person(s) assigned / authorised by the HR Department.

2. Objects checked out to employees must be maintained and handled with due care and attention. Damaged, Lost, Stolen or improperly working OBJECTS must be reported immediately (any warranty issues can then be invoked if applicable on broken Objects). Any of these issues must be reported to the HR Department failure to do so can/will result in the Company seeking to re-claim costs or compensation being sought (with holding of a proportion of salary etc.).
3. Settings are likely to be pre-configured on the Objects loaned – allocated users are not to change these settings or introduce new settings/programs without prior approval from the HR Department.
4. Any employee being issued an Objects are bound by these Terms & Conditions governing the loan of the Objects – This will be effective from the day the OBJECT was signed for by the employee.
5. All users / borrowers will have any OBJECTS issued to them registered on the Company's internal computer system once the Employee has taken receipt.

## 4.0 Possession & Use

1. All Objects are for the sole use of the person that the Object has been assigned to. Company policy is not to allow any other users outside of the Company (i.e. family / friends etc.) access to or usage of the Object.
2. Negligence while in the possession of assigned Objects can/will result in the Company seeking to re-claim costs or compensation being sought (with holding of a proportion of salary etc.).
3. Users are not to leave the Object assigned, anywhere where it could be subjected to extremes in temperature, shocks etc. The User should familiarise themselves on the limitations of design by referring to any user documentation applicable to the Object(s) provided.
4. All users will be allowed access to the Network as appropriate to their access agreements.
5. Users are allowed to store temporary files on TVG Object loaned – however this data must be transferred to the Network upon returning to Head Office. In the case of updates / upgrades and maintenance this must be carried out by the HR Department or person(s) assigned / authorised by the HR Department. We would also state that no 2nd or 3rd party data is to be loaded on to any of the Objects assigned; this also extends to pairing up or connecting to any other non TVG devices without express permission of the HR Department.
6. Users must advise the HR Department should they encounter any problems associated with the Objects on loan this includes hardware & software problems.

## 5.0 Return / Checking In

1. Upon resignation, annual leave or termination of contract, all Objects are to be returned to the HR Department or person(s) assigned / authorised by the HR Department and checked back in via our internal Ticketing System. The Company stipulates that this must be done in person and NOT just deposited without explanation or notification.
2. Failure to return Objects as agreed with the Company policy can/will result in the Company seeking to reclaim costs or compensation being sought (with holding of a proportion of salary).
3. If required all OBJECTS are to be returned to the HR Department upon request this will be in accordance with the Issuing Ticket agreed when taking possession of any Objects provided to you in order to carry out your duties with the Company.

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Date Assigned: 2023-07-13  
Assigned to: Simon Hodgson  
Date Accepted: 2023-07-13

