

The Provision of laptop computers is subject to the following conditions

1. The laptop will remain the property of Totally PLC.
2. The named individual below is solely responsible for securing the laptop whilst in their possession
3. The laptop is only to be used for work purposes
4. The named individual below agrees to keep the laptop in good working order and report any defect of malfunction to the IM&T Service Desk
5. The named individual below will not download / install any unauthorised software or applications
6. The named individual below will not allow unknown or unauthorised persons to use the laptop
7. The named individual below agrees to abide by all IM&T policies for Acceptable Use and Information Security as found on the group Intranet, specifically but not limited to
 - Mobile Device, Teleworking, Handling Asserts Policy
8. The named individual below is aware that any breach of these polices may result in disciplinary action under Totally's procedures
9. If the laptop is lost, stolen or damaged the incident must be reported to line manager of the named individual below and IM&T within 24 hours
10. If the lost, stolen, or damaged laptop is determined to be caused by negligence or intentional misuse, the named individual below shall assume the full financial responsibility for repair or replacement
11. The named individual below agrees to return the Laptop in the same condition to which it is received (accounting for fair wear and tear) at the end of their employment with Totally PLC (or any of its subsidiaries)
12. Return of the laptop to IM&T for repair or at the end of the named individual's employment should be in the same or identical quality packaging to which it was received, to ensure safe and secure transport
13. The named individual below agrees to IM&T installing Security and auditing software on the laptop

Acceptance of Conditions

<div style="border-bottom: 1px solid black; width: 30%; margin: 0 auto; margin-bottom: 5px;"></div> <div style="text-align: center; margin-bottom: 5px;"><i>(Name of Staff Member)</i></div> <div style="text-align: center;">Accepts the conditions, as outlined above, for the provision of a Laptop Computer</div>

Details of your allocated Device

Laptop Name	
Serial Number	
Make/Model	
IT Asset Number	

Signed

Dated