Company Property Policy Template

Lockers, furniture, desks, computers, cell phones, data processing equipment/software, vehicles, warehouse equipment and tools are *insert company name* property and must be maintained according to company rules and regulations. All property must be kept clean and is to be used solely for work-related purposes.

*Insert company name* reserves the right to inspect all company property, including computer or phone data or messages, to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee’s presence. Prior authorization must be obtained before any company property is to be removed from the premises.

Company voicemail and/or e-mail, including texting and mobile e-mail, are to be used for business purposes. *Insert company name* reserves the right to monitor voicemail messages, e-mail messages, and text messages to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee’s presence.

*Insert company name* may periodically need to assign and/or change “passwords” and personal codes for:

- E-mail
- Voicemail
- Cell Phones
- Laptops
- Desktop Computers
- CRM Software
- Inventory & Order Management Systems
- Accounting Systems
- Time Clock Systems
- Selling Channel/Vendor Sites
- VoIP Communication Systems

These communication technologies and related storage media and databases are to be used solely for company business and remain the property of *insert company name*.

*Insert company name* reserves the right to keep a record of all passwords and codes used and/or the right to override any such password system. Messages on company voicemail and e-mail platforms are subject to the same company policies against discrimination and harassment as are any workplace communications. Offensive, harassing or discriminatory content in such messages will not be tolerated.

For security reasons, employees should not leave personal belongings of value in the workplace. Terminated employees should remove all personal items at the time they leave
insert company name. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee’s termination.

This policy also addresses the actions that must be taken by all insert company name employees who have a company-issued laptop.

**Procedures for Laptop Physical Security**

Each employee provided with a laptop by insert company name is responsible for the physical security of the laptop. All laptops acquired for or on behalf of insert company name are deemed to be company property.

Employees are prohibited from downloading software or other program files or online services from the Internet without prior approval from the IT department. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into company systems and networks.

Internet access and e-mail use is for job-related activities only.

All employees must take the following actions to ensure the physical security of insert company name laptops:

- When not in use, the laptop must be locked with a password and caution taken when entering any company passwords on the laptop.
- Store the laptop in a locked cabinet or desk when not in use.
- 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.
- When using the laptop in public areas, do not leave the laptop unattended for any length of time.

During travel:

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

Store the laptop in a hotel room safe or locked suitcase when you are not in the room.
**Employee Productivity Software**

Company laptops are equipped with employee monitoring software. The sole purpose of this software is to:

- Monitor productivity levels
- Monitor completed tasks
- Monitor emails sent and received about work
- Monitoring of sales phones calls, and customer service phone calls
- Monitor details of Internet usage and sites visited

**Policy Violations**

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

I hereby certify that I have received a copy of *insert company name* updated Company Property Policy.

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Employee Name

______________________________  ________________

Employee Signature  Date