

Universal Companies Equipment Policy

Effective Immediately:

Here at Universal we pride ourselves on being more than a company we are a family. A family that believes in a work place with Values & Ethics. Like Dedication, Integrity, Accountability and Collaboration. We believe in working efficiently, and effectively. To do this we allow some leeway with procedures and policies and are not as restrictive as most companies in the usage of company equipment or property. To some degree, we allow personal usage of company Cell Phones and Laptops to help ease the workload, to achieve the best way to communicate and not to mention lowering the load of devices you carry. In the past few months we have been inundated with cases of defective phones, broken phones, stolen phones and each time the company has replaced them free of charge. Due to the overwhelming volume of such cases, we must put a Cell Phone & Laptop Policy in place that is effective immediately.

Policy Purpose

The purpose of this policy is to inform those who have been allocated company equipment or property of the procedures governing the care of this equipment. This policy covers item such as Laptops, Cell Phones, iPads, USB Drives, Two way radios etc. and all assigned company equipment and the requirements for its use. Theft, loss or damage to company equipment is becoming increasingly commonplace. The costs of replacements are not just financial, it includes loss of data, lost productivity, and the time to configure and set up a new device. There are also risks associated with the loss or exposure of sensitive, unique or personal information, including reputation, commercial and privacy. This policy seeks to minimize these risks.

Usage

Although we allow business and personal usage of Universal Companies equipment or property, there are limitations as explained in the following rules that are effective immediately. We recognize that distractions can occur in everyday life especially during driving, however curbing the use of equipment or property. (Laptops, Cell Phones, iPads, USB Drives, Two way radios etc.), while driving, is one way to minimize the risk, for our employees, of accidents. Therefore, you are required to stop your vehicle in a safe location so that you can safely use your cell phone laptop iPad or similar device. Engaging in your company business using a cell phone laptop iPad or similar device while driving is prohibited. Engaging in your company business using a cell phone, laptop, iPad or similar device that is supplied by the company, while driving a company-supplied vehicle, is prohibited. No cell phone usage allowed without using blue tooth hands free technology when driving.

Responsibility

1. Universal Companies does not tolerate inappropriate use of any company property. Offensive, pornographic, racist or abusive content found on company equipment is considered a violation of company rules and regulations.
2. Your company equipment or property is supplied with software. These are the only applications licensed for use. Do not install additional software without the permission of the IT department.
3. Don't leave company equipment or property unattended, don't allow anyone else to use company equipment or property it is company equipment and provides access to our networks.
4. Universal Companies equipment must not be altered or changed, including but not limited to software and hardware changes, without authorization from the IT Department.
5. The employee must report damaged, lost or stolen equipment to the IT Department immediately, via phone, text or email no later than the next business day.
6. If Universal Companies equipment or property is stolen; the employee/user must initiate a police report before the equipment can be replaced.
7. If company equipment or property is apparently negligently handled and damaged, or is lost, the department may determine that the employee is responsible for paying the comparable equipment replacement cost.
8. Comparable equipment replacement cost will be based on the cost to Universal Companies to replace the company equipment using the then current hardware standards of the Department, not to exceed the original cost of the equipment.
9. At termination of employment, company equipment must be returned to Universal Companies in good working order or else be considered lost or damaged, wherein the employee may be held responsible for paying the comparable equipment replacement cost.

Please refer all questions to the IT Department.