



Equipment Responsibility Agreement

I, _____ [Print Name] ("**Employee**"), have been entrusted with the **Equipment** described below owned by Bennett International Group, LLC or one of its affiliates (collectively referred to hereafter as the "**Company**"):

Cell Phone: Model: _____, S/N: _____, Cost: _____

DSK: _____ IMEI: _____ ICCID _____

Tablet: Model: _____, S/N: _____, Cost: _____

DSK: _____ IMEI: _____ ICCID _____

Laptop: Model: _____, S/N: _____,

DSK: _____ COST: _____ (the "**Equipment**").

CONDITION: The **Equipment** detailed above has been issued in good working order and condition. By signing this agreement, **Employee** accepts full responsibility for the **Equipment** while in **Employee's** possession. **Employee** acknowledges and understands that **Employee** will be responsible for any costs of repair or replacement that comes from damages, theft, or improper use, which could have prevented the exercise of ordinary care and diligence. **Employee** also acknowledges that using a non-**Company** issued Apple ID to access iCloud® with the **Equipment** is an improper use of the **Equipment** and may cause the **Equipment** to be in a non-reissuable condition.

DATA LIMIT: **Employee** acknowledges that while **Company** does not require **Employee** to bear the cost of the monthly service charges for the **Equipment** or the cost of the standard data allotment of two (2) gigabytes per device, per month ("Data Limit"), **Employee** agrees to reimburse the **Company** for any additional charges resulting from **Employee** exceeding the Data Limit on any device in any month.

CONFIDENTIAL INFORMATION: Under no circumstances shall **Employee** permit any information or data belonging to a third party that is, or may be deemed to be, proprietary, sensitive, or confidential including, but not limited to, documents, spreadsheets, presentations, databases, contacts, and any other files or data, to be written or stored on any property owned by **Company** without first obtaining the third party's written consent.

RETURN OF EQUIPMENT: All **Company** issued property and **Equipment** (e.g. computer, cell phone, uniforms, etc.) must be returned to the **Company** in good order and condition (normal wear and tear excepted) upon the event of termination for any reason whatsoever. Should any **Company** property or **Equipment** not be returned within three (3) days of the effective termination date, the parties agree that the fair market value of such **Company** property or **Equipment**, as determined in the **Company's** reasonable business discretion, shall be charged to the **Employee** and **Employee** hereby expressly authorizes the **Company** to deduct such amount from any compensation due **Employee**.

Employee: Printed: _____ Signature: _____ Department: _____ Date: _____	Issuing Company IT Technician: Printed: _____ Signature: _____ Date: _____
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