
**Asset Acknowledgement of Company Property**

**Employee Name:**

**Employee ID Number:**

**Date:**

**Description of Equipment or Property Issued to Employee:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Asset tag** | **Asset type** | **Product name** | **Serial number** | **Notes** |
|  | Laptop |  |  |  |
|  | Monitor |  |  |  |
|  | Monitor |  |  |  |
|  | Headset |  |  |  |
|  | Mouse |  |  |  |
|  | Keyboard |  |  |  |
|  | Hub |  | N/A |  |
|  | Webcam |  |  |  |
|  | Mobile phone |  |  |  |
|  | Printer |  |  |  |
|  | Power bank |  |  |  |
|  | Tablet |  |  |  |

 **Description of Equipment or Property Issued to Employee**

As part of this agreement, I acknowledge that I must document the credentials and passwords for any devices issued to me, including but not limited to phones and Google accounts. This information will be securely maintained by Harwell Home Care for the following reasons:

1. Business Continuity: Ensuring that critical services and systems remain accessible in cases of emergency or unforeseen events, such as employee absence or departure.

2. Security Compliance: Preventing unauthorized access and ensuring that devices and accounts adhere to company security protocols.

3. Accountability: Allowing Harwell Home Care to manage, monitor, and secure company data and property effectively.

 All credentials provided will be handled according to company security and privacy policies to ensure confidentiality.

Phone Pin Code / Password

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Google Account email:

harwelldevices@gmail.com

Google Account password:

Harwell1!!!

I acknowledge receipt of the above items from Harwell Home Care and commit to exercising the utmost care in protecting them from damage and theft. I agree to use these items solely for work-related purposes and will not make any alterations, configurations, updates, or changes to the hardware or software or their packaging without proper coordination and approval from Harwell Home Care. I further acknowledge that all these items remain the property of the company and must be returned to Harwell Home Care immediately upon request or upon termination of my employment. In the event of loss, damage, or failure to return the equipment. If legal action is necessary to recover these items, I will be responsible for any costs incurred by Harwell Home Care, including attorney’s fees. This agreement does not preclude Harwell Home Care from pursuing appropriate criminal charges, such as theft or misappropriation, or violations under the Cybercrime Prevention Act and other applicable laws.

I understand and acknowledge that Harwell Home Care reserves the right to monitor, track, and access data on all company-owned devices, including but not limited to real-time location tracking, application usage, and stored information. Location tracking may be used for security, compliance, and operational purposes. I agree not to disable or interfere with any security or tracking features on these devices.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | [SIGNATURE HERE] |  |  |  |
|  | [NAME HERE] |  | Jordan Hardy |  |
|  | Name of Employee and Signature |  | Executive Head of Technology and Digital Infostructure |  |