## COMPANY EQUIPMENT POLICY

Employees are responsible for items issued to them by [Shortnened Name] or in their possession or control, including without limitation the following: sales reports, client, customer, and vendor lists, leasing information, price lists, identification badges, parking permits, uniforms, [Shortnened Name] manuals, desks, cabinets, chairs, credit cards, phone cards, computer equipment and software, office equipment, building access keys, pagers, and cellular phones.

All employees must return [Shortnened Name] property on or before their last day of work. [Shortnened Name] may also take all action deemed appropriate to recover or protect its property.