



Platinum
MOTOR GROUP

LAPTOP/TABLET COMPUTER AGREEMENT

The Company provides a laptop/tablet computer to employees where the provision of a laptop/tablet has been agreed. The make and model will be of the Company's choosing and may be replaced at anytime at the Company's discretion.

The Company will meet the cost of the laptop/tablet computer, which must be kept in a good condition and may only be used for business use. Maintenance costs will be the responsibility of the Company.

If the Company decides for business reasons to withdraw the use of a laptop/tablet computer it may do so without notice. If a laptop/tablet computer is withdrawn for any reason it is the employee's responsibility to return the laptop/tablet computer to Head Office in a good condition.

Should a Company laptop/tablet computer be lost, stolen or broken the recovery cost may be deducted from the employee's salary, this will be at the Company's discretion. All faults must be reported immediately to the IT Support Manager at Head office.

On leaving the Company the laptop/tablet computer with any accompanying equipment must be returned to Head office before or on the leave date. If an employee leaves the Group and has not returned a Company laptop/tablet computer or it is returned in an unsatisfactory condition, a reasonable cost will be confirmed to the employee and this amount will be deducted from the employee's final salary.

By signing the below declaration you agree to abide by the terms as set out in this Agreement.

COMPANY LAPTOP/TABLET COMPUTER SUPPLIED TO:

Name: Date:

Model / Accessories:

DECLARATION

Signature: Print Name:

Location: Department:

Date Received: