



ADVOCACY UNLIMITED, INC.

Techquity Portable Equipment Loan Policy

Policy:

Advocacy Unlimited, Inc. (AU) loans laptops and other portable equipment, when available, to independent contractors registered with the organization who need improved technology in order to provide support. If you are borrowing AU's equipment, we require that you follow the guidelines listed below for your own and others' safety.

Always be professional and conscientious when using laptops or other equipment.

Usage:

You are responsible for the safety and security of the equipment and related accessories whether the equipment is used on AU premises, at your place of residence, or in any other location. It is expected that equipment will be kept safe, and users will not eat or drink near the equipment, or neglect the equipment in any other way. AU may recover costs from you toward loss or damage of the equipment due to improper or irresponsible handling.

AU is not responsible for anything you may do while using our equipment or which may occur as a result of using our equipment.

You are required to follow the terms outlined in both this document, and the respective guidelines specific for each type of equipment loaned. For example, if you are loaned a laptop, you must follow the terms outlined in the document "Techquity Laptop Usage Guidelines".

Files and Programs

As outlined in our Techquity Laptop Usage Guidelines, AU is not responsible for any files, programs, videos, images, history, or information of any sort stored on any of our devices. No user content should be stored on the computer itself - it should all be saved either on Google Drive, another internet-based platform, or on a personal USB drive or other external storage device.

When laptops and other devices are returned to AU, they are wiped of all personal information and files for everyone's safety and security. After equipment is returned to AU, no information the user may have saved directly to the laptop will be retrievable. AU is not responsible for any loss which may occur as a result of this policy.

Lost, Damaged or Stolen:

If your laptop or other equipment is lost, damaged or stolen, you are expected to notify AU immediately. A stolen laptop needs to be reported to the police and a police report completed as soon as possible. A damaged or malfunctioning laptop needs to be examined for repair or replacement as soon as possible. AU reserves the right to choose not to re-issue any equipment, at any time.

AU reserves the right to amend or alter the terms of this policy without notice. AU reserves the right to require the return of loaned equipment at any time.

Security

Our laptops are equipped with security software which can be used to monitor the location of the laptop and check the status of the laptop, including for viruses or other malware. AU reserves the right to check the location and status of the laptop at any time.

Our laptops are equipped with anti-viral and browse-safe software. This software must remain running at all times, while the equipment is powered on. It is a violation of AU policy to disable anti-viral, browse-safe, or security software.

Terms of Agreement:

By signing the form, "Advocacy Unlimited, Inc. | Techquity Equipment Loan Form," you agree to all terms outlined above. You will be required to review and sign the documents on an annual basis. Loan agreements will be reviewed annually in the first week of February. If at anytime, AU requires forms to be updated, you will be notified.

You may choose to return all borrowed equipment in to AU at any time, at which point you will be required to sign a "Advocacy Unlimited, Inc. | Techquity Equipment Return Form". Borrowed equipment will be inspected upon return.