

Company Property Guidelines

The purpose of this policy is to ensure that all property used for remote work (including hardware, software, modems, phone and data lines and other office equipment) maintained by PAQ, Inc. is kept in the best possible working condition and to ensure proper use of such property and PAQ, Inc. networks.

General Guidelines on the Use of Company Property

On a case-by-case basis, PAQ, Inc. will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, cell phones, data lines and other office equipment) for each remote work arrangement. Equipment supplied by the company will be maintained by the organization. If any equipment needs maintenance attention, you are required to immediately notify I.T. Do not attempt to repair the item.

Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. PAQ, Inc. accepts no responsibility for damage or repairs to employee-owned equipment.

PAQ, Inc. property issued (including computers, laptops, and cell phones) is intended for business use only. Limited personal use is allowable but should be the exception and not the rule. PAQ, Inc. reserves the right to discipline employees for excessive personal use of company property.

All PAQ, Inc. employees who have been issued company property for remote work agree to take appropriate steps to protect the items from damage or theft. Any employee who is found to have neglected or misused PAQ, Inc. property may be subject to disciplinary action up to and including termination.

PAQ, Inc. licenses the use of its computer software from several outside vendors. PAQ, Inc. does not own this software or its related documentation, and unless authorized by the software developer, does not have the right to reproduce it. Employees shall use the software only in accordance with the license agreement.

All software for use on company computers must be approved by the I. T. Director and installed by the I.T. Team. This will ensure that all software is properly licensed and the opportunity for malware introduction is reduced. Employees who make, acquire, distribute, obtain access to and use unauthorized software, will be disciplined appropriately, up to and including termination of employment, and is subject to prosecution within the state and federal laws.

Employees will refrain from using public or unsecured network connections while using any company property for work.

Do not share your "ID" or password; lock your PC when not in use. PAQ, Inc. considers the unauthorized use of passwords as a serious breach of integrity and security. Employees who access computer files without proper authorization are subject to disciplinary action, up to and including termination of employment.

Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

Employee Acknowledgement Form

I acknowledge that I have received and read the above **Company Property Guidelines**. I understand that it is my responsibility to follow this policy otherwise disciplinary action may occur. I should consult the Director of Information Technology if I have questions regarding these Guidelines. I understand that neither this policy or any other Food 4 Less/Rancho San Miguel policy, practice or procedure is intended to provide any contractual obligations related to continued employment, compensation or employment contract.

Employee Name (Printed)

Employee Signature

Date

Location