

# EQUIPMENT USE AND RETURN AGREEMENT FOR ASSIGNMENT AT JM FAMILY.

Agency Employee: \_\_\_\_\_ Agency: \_\_\_\_\_  
(Print Name) (Name of Employment Agency)

This Equipment Use and Return Agreement (“Agreement”) is entered into on the date signed below by Agency Employee for Agency Employee’s assignment at JM Family Enterprises, Inc., JM Family Automotive LLC (including its subsidiaries), and JM Family Holdings Group LLC (collectively, “the Company” or "JMF"). Agency Employee is employed by Agency and will be, or is currently, assigned to provide services for JMF. Agency Employee’s execution of this Agreement is a necessary condition for Agency Employee to begin or continue his/her assignments with JMF. In consideration for Agency Employee signing this Agreement, JMF will allow Agency Employee to begin or continue assignments with JMF.

In connection with its assignment at JMF, Agency Employee may be assigned to use and be entrusted with JMF owned equipment (“Equipment”), including but not limited to laptops, desktop terminals, tablets, peripheral equipment such as keyboards, mice, monitors, or headsets, and cell phones. Agency Employee understands that any Equipment supplied by JMF shall remain the property of JMF at all times. By signing this Agreement, Agency Employee agrees to take proper care of the Equipment at all times and to use the Equipment in accordance with JMF’s Acceptable Use Procedures, Code of Business Conduct and information security requirements.

Upon completion or termination of Agency Employee’s assignment with JMF, Agency Employee will return all Equipment to JMF within ten (10) business days. Agency Employee agrees to return the Equipment to JMF in the same condition and appearance as when it was issued (reasonable wear and tear excepted) and in good working order. Agency Employee understands and agrees that failure to return Equipment to JMF may result in legal action.

Below are samples of Equipment replacement cost(s). The Samples are estimates and provided for illustrative purposes only. Exact replacement costs for the Equipment will vary based on the specific type, brand, models, etc.

Laptop: \$1500    Mouse (Wired) \$15    Keyboard (Wired) \$15

Monitors: \$180    VoIP Phone: \$210    E-work order device \$400

Signed By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_