

EQUIPMENT USE AND RETURN AGREEMENT FOR ASSIGNMENT AT JM FAMILY ENTERPRISES, INC.

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, and its affiliates, subsidiaries, and other related entities (collectively referred to as “JMFE”). Agency Employee is employed by Agency and will be, or is currently, assigned to provide services for JMFE. Agency Employee’s execution of this Agreement is a necessary condition for Agency Employee to begin or continue his/her assignments with JMFE. In consideration for Agency Employee signing this Agreement, JMFE will allow Agency Employee to begin or continue assignments with JMFE.

In connection with its assignment at JMFE, Agency Employee may be assigned to use and be entrusted with JMFE 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 JMFE shall remain the property of JMFE 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 JMFE’s Acceptable Use Procedures, Code of Business Conduct and information security requirements.

Upon completion or termination of Agency Employee’s assignment with JMFE, Agency Employee will return all Equipment to JMFE within ten (10) business days. Agency Employee agrees to return the Equipment to JMFE 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 JMFE 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: _____