



Contract Agreement – Use of Comprehensive Early Autism Service Property

Purpose

The purpose of this policy is to ensure that all property maintained by Comprehensive Early Autism Services is kept in the best possible working condition and to ensure proper use of such property and Comprehensive Early Autism Services networks.

“Property,” as the term is used in this policy, is defined as any piece of equipment, furnishing, vehicle, building or supply leased, owned, donated or otherwise in the custodial care of Comprehensive Early Autism Services or any person acting as its agent.

No Comprehensive Early Autism Services employee should expect any privacy on Comprehensive Early Autism Services premises or when using Comprehensive Early Autism Services property or networks, except that which is required by law.

Note: Comprehensive Early Autism Services employees designated to care for such property is liable for cost of damages including stolen, lost or corrupted electronics. This contract serves as an agreement between the employee and CEAS to make the necessary deduction against the employee's pay for the cost of lost, stolen, corrupted and/or damaged item caused by the employee. Employee's Signature of approval: Brian White

General Guidelines on the Use of Company Property

All Comprehensive Early Autism Services employees must maintain his or her work environment in an orderly fashion and follow all Comprehensive Early Autism Services rules to ensure its proper use and maintenance.

Any employee who is found to have neglected or misused Comprehensive Early Autism Services property will be subject to disciplinary action up to and including termination. If an employee's misuse of Comprehensive Early Autism Services property damages the property, Comprehensive Early Autism Services reserves the right to require the employee to pay all of the cost to repair or replace the property. The cost will be deducted from your paycheck. Misappropriation of Comprehensive Early Autism Services property is grounds for immediate termination and possible criminal action.

No employee may use Comprehensive Early Autism Services property (including iPads, computers, laptops, pagers, telephones, cellphones, copiers, faxes, Internet services and printers) for personal use unless specific permission has been granted by the employee's Clinical Director. If such permission is granted, the employee will be responsible for the care and return of the loaned property. Special care should be taken to identify any concerns regarding its condition before the property is removed or used by the employee for personal use.



CEAS Company Equipment Entrusted to Employee:

- ☒ iPad ☐ Laptop
☐ iPhone ☐ Other _____

Use and Dissemination of Company Information

“Information,” as the term is used in this policy, includes without limitation any information owned or used by Comprehensive Early Autism Services, such as:

- Any company employee or client lists.
- Any company database information, including addresses and telephone numbers.
- Any information from Comprehensive Early Autism Services employee personnel files, including employee addresses, telephone numbers, employment status and wage history.
- Any photographs, videotapes and sound clips of any Comprehensive Early Autism Services employee or client.

Only those employees who are authorized by Comprehensive Early Autism Services’ board of directors or executive team, or whose job description permits them to do so, may speak on behalf of Comprehensive Early Autism Services. Notwithstanding the foregoing, specific permission from the Comprehensive Early Autism Services’ board of directors or executive team will be required before any Comprehensive Early Autism Services employee may disseminate confidential Comprehensive Early Autism Services information.

No employee may knowingly dispense such information to any outside party unless authorization has been granted. This could include other employees who do not have the right to know such information. Any breach will be considered a violation of Comprehensive Early Autism Services policy concerning confidentiality, and it may constitute a violation of state or federal law.

Monitoring of Network Communications

Comprehensive Early Autism Services reserves the right to monitor at any time any communications that use Comprehensive Early Autism Services networks in any way, including data, voice mail, telephone logs, Internet use and network traffic, to determine proper use.

Comprehensive Early Autism Services will review network communications activity and will analyze use patterns. Comprehensive Early Autism Services may choose to publish these data to ensure that company resources in these areas are being used according to this policy.

No employee may knowingly disable any network software or system identified as a monitoring tool.



Other Options Available:

For CEAS employees in possession of iPads Only:

It is an option for the employee with a designated iPad to purchase AppleCare on their own volition. If the employee decides to purchase AppleCare, it will be at their own cost. CEAS will not be responsible for the payment of the application.

Employee Statement of contract Acknowledgement (Please read carefully)

I acknowledge that while I am working for Company, I will take proper care of all company equipment that I am entrusted with. I further understand that upon termination, I will return all property of Company and that the property will be returned in proper working order. ***I understand I may be held financially responsible for lost, stolen and/or damaged CEAS equipment or property. I understand that the cost will be deducted from my paycheck. I understand that the purchase of AppleCare is of my own choosing and CEAS is not responsible for any payments.*** This agreement includes, but is not limited to, the following: (Pads, iPhones, laptops and other equipment). I understand that failure to return equipment will be considered theft and may lead to criminal prosecution by Company.

Brian White

Employee Name (Please Print)

Brian White

Employee Signature

10/8/2019

Date

Note to all contract holders:

All completed contracts MUST be sent to Jordan Malos @ jmalos@earlyautismservices.com or call Jordan at 734.795.3164



Company Equipment provided to CEAS Employee

Equipment Name: _____

Model: iPad

Serial: DMP21W2YJF8J

Date Received: 10/8/19

Approving Supervisor/Director Michelle Palk-Moreno

Accessories:

Employee Initial Upon Receipt

Laptop

IPad

IPhone

Pager

Notebook

Protective Cover

Screen Protector

Keyboard

Charger

Earphones

USB Flash Drive

Stylus Pen

BW

BW

BW

IMPORTANT NOTE FOR IPAD USERS:



COMPREHENSIVE
EarlyAutism
SERVICES

*Employee receiving an iPad has the ability to add AppleCare at a discounted price of \$60.
Please contact (630) 481.3473 to talk to our Business Liaison and immediately apply it over
the phone or go the nearest Apple Store to add AppleCare.*