

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

LAPTOP USER AGREEMENT



1. NALSC has issued you a business lap top/computer for work-related purposes. Employees in possession of NALSC equipment are expected to use the equipment for business purposes only and to maintain the equipment from misuse, damage or theft.
2. Employees who are provided with NALSC lap tops are accountable for any damage that may occur.
3. If a NALSC-owned lap top is damaged, lost, or stolen, it must be reported immediately to the Manager and the Finance department.
4. If a NALSC-owned lap top/computer is damaged, lost, or stolen through the negligence of the authorized user, that individual will be responsible for reimbursing NALSC for all repair or replacement costs. He or she will be required to reimburse NALSC the purchase price of the equipment.
5. At any time the manager of the employee may request for the lap top/computer to be returned.

Employee Declaration

I, Carly Winters, have read and understand the above Lap top/Computer Agreement and consent to adhere to the rules outlined therein.

Carly Winters

Legal Aid Ontario

Employee Signature

Program

Renzo Caron

2024-04-12

Supervisor/Manager

Date

Laptop <u>or</u> Computer	Serial #	Colour
Laptop	0F01GMN23293FB	Silver/Grey
Brand/Model Microsoft Surface Laptop 5 12th Gen Intel	Brand New? Y/N Yes Purchase Date: April 2nd, 2024 (day recieved)	Accessories Included? Y/N Please List: Mini Dock