



Community Housing Development Corporation Information Technology Equipment Policy

Purpose

Community Housing Development Corporation may provide computers and laptop computers or other hand-held or similar computing devices to certain employees for the express purpose of enhancing their productivity and to better serve our clients' and/or community needs. The purpose of this policy is to establish general guidelines for the issuance and use of all such devices.

Definition

The term "Portable Computing Device" or "PCD" shall mean and be inclusive of all laptops or other similar hand-held computing devices. Other hand-held computing devices shall include all computer tablets, cellular phones, printers, mobile "hot spots", and other microcomputers. Any such device, including all desktop computers, that are provided by CHDC shall be used for e-mail communication, Internet access, and running approved software applications only.

Guidelines

1. All employee desktop computers, laptops, and PCDs shall be used for the sole and express purpose of conducting official business and maintaining the operations of CHDC.
2. An employee may be issued a desktop computer, laptop, or PCD for the performance of specific job-related duties and responsibilities as determined by the appropriate manager and if the employee's job-related duties and responsibilities require regular use of a computer. Laptops and PCDs may be issued as an employee work device during their employment with CHDC or as a temporary device if the employee is required to perform their duties away from their primary work location.
3. An employee should be issued either a desktop or a portable computer for the performance of their duties, but not both. Exceptions to this policy must be reviewed and approved by the Ops Department before an employee is issued multiple computing devices or unless the employee has an employment contract that specifies otherwise.
4. Persons not directly employed by CHDC including, but not limited to, volunteers, retired employees, consultants, or employees on extended leave or with an employment status of 'inactive' shall not be eligible for the issuance of any computing device.



5. Although issued to an individual employee, all computing devices are considered the property of CHDC and shall be returned upon termination of employment with CDHC after reassignment of job duties, or immediately upon request at any time by the management team of CHDC. If equipment is lost or damaged, associated charges will be deducted from the employee's final pay.

6. Employees are expected to take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized use of their issued devices. Some of these expectations include the following:

- Keep the computing device in a locked and secured environment when not being used.
- Do not leave the computing device for prolonged periods of time in a vehicle, especially in extreme temperatures.
- Keep food and drinks away from all computing devices.
- Do not leave the computing device unattended at any time in an unsecured location (e.g., an unlocked vehicle or office); and
- Always keep the computer device in sight while in public places, such as public transportation, airports, restaurants, etc.
- No one other than the assigned employee should use CHDC equipment.

7. Should an employee's computing device be lost or stolen, the employee MUST: (i) immediately report the incident to their immediate supervisor and to the Ops Department; (ii) obtain an official police report documenting the theft or loss; and (iii) provide a copy of the police report to their immediate supervisor. If the employee fails to adhere to these procedures, the employee may be held legally and financially responsible replacement of such equipment at the discretion of CHDC.

8. For all warranty and non-warranty repairs and maintenance of all such computing devices, the employee must contact the Ops Department. All repairs and maintenance will and must be performed in accordance with CHDC current repair and maintenance policies and procedures. If an employee causes a computing device to need repair through obvious neglect or intentional damage, they may be held financially responsible at the discretion of CHDC.

9. CHDC is under no legal, financial, or other obligation to provide for a replacement computing device to any employee whose device is lost, stolen or damaged as a result of negligence or adhering to the precautions listed in this document.

10. CHDC may add security and other tracking technology to all computing devices we own. All information stored on CHDC equipment is owned by CHDC and access to that information and



usage is subject to management review, monitoring and auditing at any time and for any reason.

11. Staff should notify the IT Department immediately if they suspect any type of virus or threat to any device that is owned by CHDC.

CHDC will not retaliate against anyone who reports possible policy violations or assists with investigations.

Employee Name: _____

Employee Signature: _____

Date: _____