

Hardware policy for new and current employees

eFileCabinet's IT department has collaborated with our executive team to determine the standard equipment needed for each employee's role. Below is a list of standard equipment we issue, note there are variations to the below based on role and business need. As a reminder, all such equipment is provided at the cost of the company and must be returned by the employee at the time employment is terminated.

Office Only or Hybrid Employees

Standard equipment provided in the office:

- Laptop computer
- Hub or dock
- External keyboard or mouse
- External monitors
- Headsets for those employees who are required to make phone calls in their position
- Desk phones as needed for employees who are required to make phone calls in their position

Equipment available upon request for an employee's home office:

- External monitor
- Additional power supply for computer

Equipment available upon request for an out-of-state employee's home office:

- Laptop computer
- Hub or dock
- An external keyboard and mouse
- An external monitor
- A headset if the job position requires them to make phone calls

Computer Life Cycle

- Each employee computer has a life cycle of three years. The start date of the life cycle is the day it was purchased and not the day it was given to an employee. When a computer

reaches the end of three years, the IT team will reach out to the employee with instructions for moving to a new computer.

- There is some flexibility to this policy based on employee preference and current budget.
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