

SOP Subject	Use of Company Property	Authorized By	Ken Fong
Category	Standard Operating Procedures	Status	Draft
Version	1.0	Effective Date	
Date Prepared	January 29, 2007		

Introduction	
Purpose	Provide guidelines relating to use of ResQSoft property that may be assigned to an employee or consultant or available for staff or clients generally
Personnel Concerned	All ResQSoft staff
Directives Cancelled	None
Distribution	Email and SharePoint
Originator	ResQSoft Project Management Office

Revision History	
1.0	

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1.0 Standard Operating Procedure Summary: Use of Company Property

- ResQSoft, at its discretion, may furnish company-owned equipment for employees and consultants to facilitate job duties.
- Company-furnished equipment is for ResQSoft business-related use.
- Employees and consultants using company-owned equipment should care for and use the equipment with, at a minimum, the same degree of care with which personal property of similar nature and value would be treated.
- Employees and consultants using company-owned equipment shall not, without authorization, change configuration or otherwise alter the equipment.
- Company-furnished equipment shall be returned upon demand by ResQSoft management.
- ResQSoft FTP, provided to facilitate large file transfers among employees, consultants, partners and clients, shall comply with the FTP SOP.

2.0 Standard Procedures

2.1 General Policy on Company-Furnished Equipment

From time-to-time, ResQSoft may, at its sole and absolute discretion, provide staff with ResQSoft-owned property for the staff member's individual job-related use; provide general corporate equipment resources for organizational use; and/or provide corporate equipment resources for client use. In each of these circumstances, ResQSoft retains full right and ownership in such resources, including any information stored on such resources.

Any equipment furnished to a staff member is that staff member's responsibility and such equipment should be treated with no less than the same degree of care with which personal belongings of similar nature and value are treated. All company-furnished equipment shall be returned (in substantially the same condition as when furnished) upon request of the staff member's supervisor or ResQSoft management.

Staff use of company-furnished equipment shall comply with this Section and such use is considered a privilege and not an employment-related right. Failure to comply with SOPs or other supervisory directives relating to use of company-furnished equipment may result in disciplinary action and reclamation of the equipment.

2.2 Computers & Peripherals

ResQSoft may furnish computers and peripherals to staff members for purposes of configuration management and other reasons. Any such equipment shall be used for ResQSoft business purposes and the recipient of such equipment shall not:

1. Change or alter the configuration of the equipment without prior approval of the Technology Department.
2. Install personal or unlicensed software on the equipment.
3. Use the equipment in a negligent or illegal manner or enterprise.
4. Use the equipment for personal gain.



2.3 Email

ResQSoft will furnish a company email account, in the domain resqsoft.com, for purposes of communications relating to work for the company. All emails sent and received may be subject to monitoring and recording, and no expectation of privacy is granted or should be assumed for these communications. Emails shall not be retained for longer than 30 days, or until the information contained therein becomes obsolete, whichever is earlier. No emails containing source code shall be retained for any time longer than needed to transfer the source code, for security reasons. Upon termination of employment, all email messages and copies thereof sent to or from the resqsoft.com domain in his or her possession shall be deleted by the employee and a written certification to that effect shall be provided by the employee if requested.

2.4 File Transfer Protocol

ResQSoft makes FTP available to employees, consultants, partners and clients to facilitate transfer of large files that cannot be transmitted effectively using standard email. FTP access is governed by the attached FTP SOP.



3.0 Questions and Comments Relating to Use of Company Property

Any questions or comments relating to this SOP should be directed to the employee's or consultant's immediate supervisor or the ResQSoft PMO. Any deviations from policy must be requested and approved in writing by the [ResQSoft PMO](#).

PMO Use Only

Status	Active SOP
Next Action	Quarterly Progress Review
Next Action Date	April 1, 2007

