

COMPANY ISSUED CELL PHONE AGREEMENT

Location: _____ Date: _____

Employee Information:

Full Name: _____

Employee ID: _____

Department: _____

Contact Number: _____

Company Issued Cell Phone Details:

Device Make/Model: _____

IMEI / Serial Number: _____

Phone Number Assigned: _____

Accessories Included: _____

Agreement Terms:

1. Ownership and Use

The Company retains sole ownership of the cell phone and all related equipment. The Employee is granted use of the device solely for business purposes. Personal use must be reasonable and comply with Company policies.

2. Employee Responsibilities

Employee agrees to take reasonable care of the device, protect it from loss, theft, or damage, and promptly report any issues to the Company's IT department. Employee shall not remove or alter any identification or labeling on the device.

3. Prohibited Uses

The device shall not be used for illegal activities, unauthorized commercial purposes, or to access inappropriate content. The Employee shall comply with all applicable laws, regulations, and Company policies governing device use.

4. Security and Privacy

Employee shall maintain the confidentiality of all data and access credentials. The Company reserves the right to monitor device usage consistent with applicable law. Employee consents to such monitoring as a condition of device use.

5. Loss, Theft, or Damage

In case of loss, theft, or damage, Employee shall immediately notify the Company and cooperate in any investigation. Employee may be held financially responsible for negligence or misuse resulting in repair or replacement costs.

6. Return of Device

Upon termination of employment or upon Company request, Employee shall return the device and all accessories in good working condition, reasonable wear and tear excepted, within the timeframe specified by the Company.

7. Software and Updates

Employee shall not install unauthorized software or applications. The Company will manage software installations and updates to ensure security and compliance.

8. Reimbursement and Charges

The Company will cover costs related to business use including service plans and repairs not caused by misuse. Employee agrees to reimburse the Company for unauthorized charges or damages.

9. Limitation of Liability

The Company is not liable for any loss of data, damages, or interruptions resulting from use or malfunction of the device. Employee assumes all risk associated with usage.

10. Modifications and Amendments

This Agreement constitutes the entire understanding between the parties regarding the device. Any modifications must be in writing and signed by authorized representatives of both parties.

11. Governing Law and Venue

This Agreement shall be governed by the laws of the United States and the state in which the Company is headquartered, without regard to conflict of law principles. Any disputes shall be resolved in the appropriate courts located within that jurisdiction.

12. Severability

If any provision is found invalid or unenforceable, the remainder of this Agreement shall remain in full force and effect.

13. Acceptance

By signing below, Employee acknowledges having read, understood, and agreed to comply with all terms of this Agreement.

EMPLOYEE SIGNATURE

COMPANY REPRESENTATIVE SIGNATURE

Signature: _____

Signature: _____

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