



Computer Printer Policy

Intent

Paws for Hope Animal Foundation (Paws for Hope) has adopted this policy to govern the use of computer printers provided for business use.

Scope

This policy applies to all Paws for Hope employees, volunteers and board members (herein “representatives”) who have printer owned by Paws for Hope.

Permission to use or access our Information Systems may be revoked at any time without notice. Subject to applicable laws, Paws for Hope reserves the right to access, monitor, and record activities on our Information Systems, which may include personal communications and data.

COMPANY COMPUTER PRINTERS

The following general protocols apply to uses of all computing devices and software.

1. All personnel should take all reasonable precautions to prevent unauthorized access, loss, or damage to the Computer Printer, particularly to portable computing devices in their possession. Each personnel should report any unauthorized access, abnormal or malicious activities, loss, or damage to the Computer Systems.
2. Using Computer Printers for personal use is allowed, however, supplies such as paper and ink will not be provided for extensive personal use.
3. All personnel are responsible for returning all Computer Printer to Paws for Hope upon request or within 48 hours of termination.

4. Repair or replacement of the Computer Printer due damage that is the result of undue care and attention by user will be the responsibility of the user.

Acknowledgement and Agreement

I, (Employee/Volunteer Name), acknowledge that I have read and understand the Mobile Phone Policy. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this Policy as well. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including the termination of my employment, and any legal action pursued by Paws for Hope.

Name: _____

Signature: _____

Date: _____

Witness: _____