



EQUIPMENT RESPONSIBILITY AGREEMENT

Aylara Pelvic Health provides employees with company-owned equipment and resources—including computers, phones, email, internet access, furniture, and other tools—solely for job-related use. All company property must be used responsibly and for authorized business purposes only. The Company reserves the right to access, inspect, or monitor all company property and systems, with or without notice, including workspaces, equipment, and electronic communications.

Employees are expected to exercise care in the use of company property. Misuse, negligence, unauthorized removal, damage, or personal use of company property may result in disciplinary action, including liability for repair or replacement costs. All company property must be returned upon termination of employment or upon request.

I have received the following physical items, which must be returned upon employment separation:

(Check all that apply)

Financial

- ☐ Company Credit Card
- ☐ Purchasing Card
- ☐ Other: _____

Physical Access

- ☐ Office Key
- ☐ Master Key
- ☐ Key Fob
- ☐ Security Code Access
- ☐ Alarm Code
- ☐ Other: _____

Technology

- ☐ Laptop
- ☐ Tablet
- ☐ Company Phone
- ☐ Desktop Computer
- ☐ External Hard Drive
- ☐ Monitor



- ☐ Printer
- ☐ Other: _____

By signing below, I acknowledge that I have received a copy of this agreement and as a condition of my employment to abide by its terms. I acknowledge and understand that, if I fail to return the above-listed equipment in good working condition at the time of my employment separation, the value of the described items above shall be deducted from my final paycheck in accordance with applicable laws, including applicable state and federal minimum wage laws. If such deduction does not fully satisfy the debt owed, I understand that the Company may pursue the value of the associated loss to the fullest extent allowed by applicable law.

SIGNATURES:

Employee Printed Name

Date

Employee Signature

Date