



## **Equipment Return Policy**

**Company Policy No:** 12SA  
**Company:** Greencastle Solutions Ltd  
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# **Equipment Return Policy**

## **Purpose**

This Policy aims to control expenditure and management on IT equipment, and to ensure that users have equipment that is appropriate for them to effectively perform their functions. It also addresses the actions that must be taken by all employees who have the use of a company laptop or phone. The intentions for publishing this policy are not to impose restrictions that are contrary to the company's established culture of openness, trust and integrity but rather to protect the company and its employees from any actions that may be damaging to the business.

## **Application/Scope**

This Policy applies to all employees who are issued with a company laptop or mobile phone. All employees issued with the laptop or mobile phone are required to abide by the terms and conditions of this policy.

## **Return of Equipment Upon Termination or Transfer**

All employees are required to return company issued laptops and mobile phones upon leaving the company, transferring to another department, or taking an extended leave of absence.

Equipment must be returned in good working conditions, along with all accessories (charges, carrying cases, etc.) within 48 hours of termination. Mobile phones should be returned in the original box with the charger included.

## **Condition of Returned Equipment**

It is the responsibility of the line manager to ensure that all equipment being returned is in good working condition. Managers must assess the equipment's condition before return. All broken or malfunctioning items must be reported to the IT department immediately.

## **Reporting Broken or Unused Equipment**

Line managers are responsible for updating the IT department on the status of any equipment that is broken or not in use. This includes notifying IT of any issues with laptops assigned to employees on long-term leave or those who have left the company.

## **Return of Unused Equipment**

Laptops and mobile phones that are not actively assigned to employees must be returned to the IT department as soon as possible. This includes:

- Equipment assigned to employees who have left the company.
- Laptop charger, phone charger, and headphones.
- Equipment assigned to employees on extended leave.

## **Responsibility For Equipment**

Employees are responsible for the care and maintenance of their assigned equipment during their tenure with the company. If the equipment is damaged, stolen or destroyed and it is found that this was due to the employee's negligence, the employee will be liable for the cost of replacement. Any damages or loss must be reported immediately to the line manager and the IT department.

## **Failure to Comply**

This policy is effective immediately and will be reviewed annually.