

Workplace Equipment Usage Agreement

Date: _____

Employee Name: _____

Employee ID: _____

Department: _____

Agreement

This Equipment Usage Agreement outlines the terms and conditions for the use of company equipment provided to the employee listed above.

1. Equipment Provided

The following equipment is being provided to the employee:

- _____
- _____
- _____

2. Responsibilities of the Employee

The employee agrees to:

1. Ensure proper handling and maintenance of the equipment.
2. Report any damage or malfunction immediately.
3. Return the equipment in good condition upon termination of employment or upon request.

3. Acknowledgment

By signing below, I acknowledge that I have read and understood the terms of this Equipment Usage Agreement.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____