

<XYZ CO.>

LAPTOP SECURITY POLICY

Last Updated: <date>

Purpose

This policy addresses the actions that must be taken by all <XYZ CO.> personnel who have a company-issued laptop, or who are temporarily using a 'shared' company laptop, or the laptop of another employee.

Requirements

All laptops acquired for or on behalf of the company shall be deemed company property. Each employee issued with a laptop is responsible for the security of that laptop, regardless of whether the laptop is used in the office, at the employee's place of residence, or in any other location such as a hotel, conference room, car or airport.

<XYZ CO.> personnel must use a Kensington security cable to keep the laptop physically attached to an immovable object at all times, whether or not the laptop is in use. <XYZ CO.> will provide a Kensington security cable for this purpose to each employee issued a laptop.. Employees are responsible for understanding how the cable works and finding an appropriate object to which to attach their laptop.

Where possible, employees must avoid leaving their laptop unattended in an automobile. If they must do so temporarily, the laptop must be placed in the trunk and secured with a Kensington security cable.

Employees must keep the key to the security cable in a safe but accessible place (for example, on their key chain) so the cable to the laptop can be easily locked or unlocked.

Laptops that will not be used for several days or longer must be locked out of sight in a secure cabinet or safe.

Special Circumstances

Where it is impractical to secure the laptop with a cable, <XYZ CO.> personnel must keep their laptop with them and use common sense to prevent its theft.

Violations and Penalties

Violation of this policy may be grounds for disciplinary action, up to and including termination of employment.

(Optional:) If an employee's laptop is stolen while a security cable is not in use, the employee will be responsible for the cost of replacing the laptop.