

**AGREEMENT FOR USE AND ADMINISTRATION OF
LAPTOP COMPUTERS AND OTHER MOBILE EQUIPMENT**

This policy applies to any individual ("User") using Somatic Systems Institute's ("SSI") Laptop Computers and other mobile equipment ("Equipment").

It is understood that the Equipment is the property of SSI. As such, the User does not have the right to make any changes or alterations to the unit without written permission. Such alterations include but are not limited to installation of additional software, music and decoration or physical alteration of the unit.

In consideration of being furnished SSI Equipment, the assigned User must sign and agree to the following terms:

1. The User's use and possession of the Equipment is at the sole discretion of Somatic Systems Institute.
2. The equipment is intended for business related to SSI, and not for personal use. Downloading information not related to SSI and its operation is not permitted.
3. The User is responsible for any and all damage to and theft/loss of the Equipment assigned to the User, regardless of how, when or where the damage or loss occurred. If repair or replacement is required, the User will pay the costs in full immediately.
4. Equipment stored in vehicles must be out of sight, preferably in the trunk of a vehicle. Do not leave in the vehicle in extreme temperatures. No Equipment should be left outside in a vehicle overnight.
5. Upon termination of employment or other business relationship with SSI, whether voluntary or involuntary, User agrees to deliver any and all Equipment to SSI's headquarters immediately. Any damages will be considered User's responsibility.

This agreement shall apply to any SSI Equipment that is assigned to me while I am employed by or otherwise working with Somatic Systems Institute.

I hereby acknowledge that I have read and understand the preceding conditions and agree to abide by them.

Equipment Identification/Serial Number:_____

Date Equipment Issued to User:_____

Date Equipment Returned by User:_____

User Name:_____

User Signature: _____ Date:_____

Witness Signature: _____ Date:_____