

# RECRUITER COMMUNICATION EQUIPMENT AND SOFTWARE POLICY AGREEMENT

**Date:** [Insert Date]

**Employee Name:** [Insert Employee Name]

**Employee ID:** [Insert ID Number]

## 1. Equipment Assignment

The Employee acknowledges receipt of the following company-owned equipment:

- Laptop/Computer (Serial Number: [Insert Number])
- Mobile Phone (IMEI/Number: [Insert Number])
- Headset/Peripherals: [Insert Details]

## 2. Authorized Software and Communication Channels

The Recruiter agrees to use only company-approved software and platforms for business communications, including but not limited to:

- Applicant Tracking System (ATS): [Insert Name]
- Email Client: [Insert Name]
- Professional Networking: [Insert Name, e.g., LinkedIn Recruiter]
- Messaging Apps: [Insert Name, e.g., Slack/Teams]

## 3. Usage Policies

- Equipment is to be used strictly for business purposes.
- The Employee shall not install unauthorized third-party software.
- All candidate data and communication logs remain the sole property of the Company.
- The Employee must maintain the confidentiality of login credentials and candidate information.

## 4. Loss and Damage

The Employee is responsible for the physical care of the equipment. In the event of loss, theft, or damage, the Employee must notify the IT Department within 24 hours.

## 5. Return of Property

Upon termination of employment or at the request of management, the Employee agrees to return all equipment and provide access codes to all software accounts immediately.

## Acknowledgment

I have read, understood, and agree to comply with the Recruiter Communication Equipment and Software Policy.

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Employee Signature

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Date