



Warwickshire Pride

Registered Charity Number: 1162449

Company Laptop Policy

The following policy applies to all employees of the Company who are issued with a Company laptop. The following guidelines should be adhered to:

1. Company laptops are provided to you in order for you to fulfil your duties professionally and efficiently. The laptop provided does not belong to you. It is to be used strictly for business purposes, only except in the case of an emergency.
2. Software must not be added to Company laptops without express prior authorisation from your manager.
3. Under no circumstances should a Company laptop be taken on holiday or abroad.
4. If you lose or have your Company laptop stolen, you must report this immediately to your manager. You must also report it immediately to the local police station and obtain a crime reference number.
5. On termination of employment, your Company laptop and accessories should be handed in to your manager on your last date of employment.
6. Company laptops, computers and emails can be checked at any time by authorised management. No notice needs to be given and spot searches will be done to ensure all company business stays confidential.
7. All passwords need to be confidential and must not be given to another member of staff, unless it is the authorised management.

Last reviewed: February 2026

Next review due: January 2027