

Method Schools Board of Directors POLICY

Board Approval: 7/12/2022

3050 Asset/Equipment Care and Return Policy

The Board of Directors of Method Schools has reviewed and approved the following policy regarding assets/equipment provided to students and employees. The purpose of the policy is to safeguard Method School assets.

Employee Issued Equipment/Assets:

During the onboarding process, employees may be issued company property including a computer, laptop, monitor, printer, or similar device. Employees will be provided a Property Issuance Form for items provided which will be maintained by HR. Employees are expected to take proper precautions to care for company equipment and use appropriately as outlined in the employee handbook. Upon termination, employees are required to return all company equipment in proper working order. Method Schools reserves the right to deduct the value of any unreturned asset against the employee's final paycheck and collect any balance due via the collections process. Method Schools reserves the right to prosecute for any failure to return equipment if the failure to do so constitutes theft.

Method Schools reserves the right to inspect company owned equipment, as outlined in the Method Employee Handbook.

Computers/Devices on Loan to Students

As part of enrollment with Method Schools, students may be issued a Chromebook, laptop, or similar device for their academic use. Students are expected to take proper precautions to care for Method Schools equipment and use appropriately.

The equipment will be returned to the school on a date to be requested or sooner if the student is discharged from school prior to the end of the school year as per the computer loan agreement form signed by the parent and student. If the laptop equipment is lost, stolen or damaged while in the Borrower's possession, the Borrower is responsible for the replacement or repair thereof of the device they are loaned. Borrower's will be given a loaner receipt that includes items assigned, and their replacement cost at the time of receiving their loaner equipment. Method Schools reserves the right to collect the value of any unreturned equipment via the collections process, and or prosecute for any failure to return equipment if the failure to do so constitutes theft.

