



BC FERRY AND MARINE WORKERS' UNION

Union Executive Laptop & Computer User Guide

- 1) The Executive member who signs this agreement will be responsible for the equipment (laptop).
- 2) The equipment is to be used for Union business.
- 3) The initial set up of the equipment will be done by the Union's IT provider and arranged through the Union Office.
- 4) The Union Office will arrange for the equipment to be serviced by the Union's IT provider on an annual basis. The cost for the annual service will be covered by the Union.
- 5) Any and all repairs are to be performed by the Union's IT provider and arranged through the Union Office, except if covered by warranty.
- 6) The equipment shall be returned to the Union Office for clean up once the Executive member stated below no longer holds office.

I, _____, understand the above terms and agree to them.
(Print name)

(Signature)

(Date)

(Staff member)

(Date)