



**GLOBAL  
INITIATIVE**  
AGAINST TRANSNATIONAL  
ORGANIZED CRIME

## GI-TOC COMPUTER POLICY

All Global Initiative employees are entitled to purchase a computer of their choosing to carry out their work for the GI-TOC once every three years of full-time employment, measured from their date of appointment as a full-time employee and after the completion of their mandatory probation period.

The ownership, responsibility and liability for the computer will be under the following terms :

### *Devices and Support*

- GI-TOC employees may purchase any computer (laptop) of their choosing (either Mac or PC) as long as the computer supports the necessary applications, software, security tools and browsers to carry out normal GI-TOC work. Costs should be between CHF 1'000.00 and CHF 2'000.00 – anything above this threshold need written approval from senior management.
- GI-TOC will also cover the costs of hardware repair coverage and for Mac the AppleCare Insurance, that is purchased by the GI-TOC employee for the 3-year period.
- If the employee chooses not to exercise this purchase option, they are expected to own and maintain a working laptop of suitable condition necessary to perform the tasks required by their employment with the GI-TOC.
- If the employee has not exercised this option during a given 3-year period, they may not request retroactive application of this policy, nor request any compensation in exchange.

### *Accessories*

- The employee may purchase accessories needed to ease access of use – keyboard, mouse, screen, and connection hub. Costs for these can be between CHF 200.00 to CHF 600.00. Anything above this threshold must be approved by senior management.
- Replacement of parts due to wear and tear (e.g. cable, charging adaptor etc) are not covered by this policy, and the replacement of such is for the account of the staff member.
- The same 3-year policy applies to the accessories.

### **Reimbursement**

- GI-TOC will reimburse the employee for the full cost of the computer / laptop, 3-year hardware repair insurance or for Mac AppleCare, and necessary accessories upon presentation of proof of purchase (receipts).
- Software licences as needed will be reimbursed on a yearly basis (Microsoft Office, Anti-Virus software etc).
- An invoice with the supporting documentation must be submitted to the Director of Human Resources.

### **Ownership / Duration / Termination of Employment**

- Upon purchase and reimbursement of the computer, the employee shall own the computer subject to a condition of employment with the GI-TOC for a duration of 3-years from the date of purchase.
- If employment with the GI-TOC terminates for any reason prior to the end of this 3-year period, the price of the computer will be deducted, at a pro-rated amount of 1/3 of the purchase price per years remaining from the employee's final salary payment.
- If employment with the GI-TOC continues beyond the initial 3-year period, the employee shall own the computer free of any conditions and would be entitled to a new computer for the successive 3-year period.

### **Risks / Liabilities / Disclaimer**

- While the GI-TOC covers the cost of hardware repair coverage and software licences for the employee's computer, it is the employee's responsibility to take every precaution to prevent the employee's personal data, work product, and contacts from being lost, including backing up e-mails, contacts etc as well as they physical loss of the device itself. In the event, such information and/or device is lost or stolen, the parties agree that the GI-TOC will not be held liable or responsible in any way.
- Beyond the purchase price of the device, software licences and hardware repair coverage provided by the GI-TOC, the employee is personally liable for all costs associated with his or her device.
- The GI-TOC will not play any role in the event an insurance claim must be made. It is the responsibility of the employee to make an insurance claim as necessary and is liable for any costs that fall outside of the purchased insurance.
- The employee assumes full liability for risk including but not limited to the partial or complete loss of company and personal data due to an operating system crash, errors, bugs, viruses, malware and / or other software or hardware failures, or programming errors that render the device unusable.

I hereby acknowledge receipt and agree to the terms as set out in this document.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date