

**SCANNER POLICY**

Employees are in possession of scanners purchased 11/2019 for Meyer Enterprises Inc. This document is to verify that you understand your responsibilities and the company's policies regarding the use of you are the Panasonic and Samsung star V scanners.

Employee Acceptance Statements

1. I have been issued a Panasonic/ Samsung scanner. Scanner is new and undamaged upon my acceptance.
2. I understand that my scanner is issued to me and I am responsible for any damage above normal wear and tear, I will immediately notify my supervisor and/or manager of any issues rather my fault or not.
3. Scanners are to be turned in nightly and docked to be charged, if dock is full battery needs removed and charged in charger.
4. If scanner is lost or damaged, I will be responsible for repairs and replacements via payroll deductions until value is met.
5. Extra batteries must be turned in nightly.

New Value: Samsung \$249.99 – Panasonic 1,009.99 – Batteries \$99

Evidenced by my signature below, I understand and agree to the above statements.

Employee Name: (Print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_