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HUMAN RESOURCES POLICY MANUAL

Policy: Return of Property Policy

Policy #: HRC 775

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Effective Date: 3/17/26

SCOPE:

This policy covers the requirements and procedures for the return of the tools, supplies, computer hardware, computer software and other property (the "Equipment") provided by Pilot Catastrophe Services, Inc. and/or its client(s).

POLICY:

Employee agrees to abide by and comply with all applicable licensing and usage agreements and restrictions concerning the Equipment. Employee shall not add or delete any software without prior written consent from Pilot's Technology Services Department. Employee shall be responsible for any loss or damage to the Equipment, and Employee consents that any resulting costs of repair or replacement may be deducted from Employee's compensation.

Upon check-out from an assignment, cessation of employment or the request of Pilot's Technology Services Department Employee shall return all Equipment to a Pilot Manager on site or Pilot's Technology Services Department in as good a condition as when first provided to Employee, reasonable wear and tear excepted. If the Equipment is not received by Pilot within seventy-two (72) hours, Employee agrees to pay the full replacement cost of the Equipment, and Employee consents that the replacement cost may be deducted from Employee's compensation. Employee shall keep his or her supervisor advised of the location of the Equipment at all times.