



COMPANY PROPERTY AGREEMENT

I, _____ (please print), as a condition to my employment, acknowledge and accept that I will be responsible for all property issued to me throughout the course of my employment with Franciscan Alliance. I hereby understand that any Franciscan Alliance equipment issued to me must be returned upon request or at termination of employment. I understand that failure to return equipment upon demand or upon separation of employment may be considered theft by the company and may lead to criminal and/or civil prosecution. I agree that if Franciscan Alliance is forced to file suit to recover its equipment, I will be responsible for its attorneys' fees incurred in any such action.

I also understand that Paid Time Off (PTO) is a benefit rather than a wage and if, at time of separation from the organization, I shall forfeit my right to payment of equivalent accrued, but unused Paid Time Off (PTO) for failure to return company issued property as indicated in the Company Property Policy Schedule. This forfeiture shall be in addition to, and not be a waiver of, Franciscan Alliance's right to seek subsequent criminal and/or civil remedies. Any forfeited Paid Time Off shall not be off-set or in any way deducted from any damages awarded to Franciscan Alliance in a civil or criminal action. If the Company Issued Property is returned after the date due (which is normally the date of demand or separation of employment, unless indicated otherwise by employee's manager), I understand I still forfeit the accrued, but unused PTO for payment as indicated in Company Property Policy Schedule.

Date

Employee Signature

Date

Signature of Facility Representative