COMPUTER RETENTION POLICY

At [Organization Name], we are committed to providing our employees with the necessary tools and resources to perform their duties efficiently and effectively. As part of this commitment, we have established the Computer Retention Policy to ensure the retention and upkeep of company computers. This policy outlines the procedures and guidelines to which [Organization Name] and its employees must adhere regarding the upkeep and upgrade of computer hardware and peripherals.

SCOPE

This policy applies to all [Organization Name] employees assigned company-provided computers and peripherals. It encompasses desktop and laptop computers and associated components such as monitors, keyboards, mice, printers, and other peripherals necessary for operating computer systems.

POLICY

The rapid advancement of technology necessitates regular updates and upgrades to computer hardware and peripherals. By adhering to a consistent upgrade cycle, [Organization Name] can ensure that employees have access to up-to-date technology, which in turn enhances productivity, efficiency, and the overall performance of our organization. Additionally, replacing peripherals as required helps maintain a reliable and functional computing environment.

Computer Hardware Upgrade

* All company-provided computer hardware, including desktops and laptops, will be upgraded every three (3) years.
* The IT department will be responsible for coordinating and executing the hardware upgrade process.
* The upgraded computers will meet or exceed the minimum specifications required to support the organization's software applications and operating systems.

Peripheral Replacement

* Peripherals, such as monitors, keyboards, mice, printers, and other essential devices, will be replaced as required.
* The IT department will assess the condition and functionality of peripherals regularly and determine if replacement is necessary.
* Employees should promptly report any issues with peripherals to the IT department for evaluation and potential replacement.

Return and Maintenance

* Employees are responsible for returning all company-provided equipment, including computers and peripherals, in the same condition as received.
* If any damage occurs to the equipment during the course of work, employees must inform the IT department immediately.
* Failure to report damage or neglect to maintain the equipment may result in disciplinary action, including termination of employment.

Compliance and Cooperation

All employees are expected to comply with this policy and cooperate with the upkeep of computer hardware and peripherals. They are expected to:

* Cooperate with the IT department during the computer hardware upgrade and peripheral replacement processes.
* Refrain from attempting to upgrade, repair, or replace company-provided computer hardware or peripherals without the IT department's authorization.
* Refrain from eating or drinking near their computers to avoid spills that could damage the hardware.

Any questions about this policy may be directed to [insert person/department to ask].