

GOLDEN RAIN OPERATIONS**ORGANIZATION OF THE BOARD****Board Member Use of Foundation Equipment**

To assist the Golden Rain Foundation (GRF) Board of Directors in its work, electronic equipment may be issued to Board members. Such equipment is Foundation property recommended for the express use of Foundation business only.

Examples of electronic equipment include laptops, iPads, tablets and other platforms and devices.

Issuance and Authorization

Authorization for Board members to receive Foundation equipment is to be initiated and approved by majority vote of the GRF Board.

Equipment shall be issued with standard operating and business software, and, where applicable, standard accessories such as charging cords, adapters, and cases. Any additional accessories, other than software, which are purchased by a Board member, shall remain the Board member's property. Board members must sign for the issued equipment; upon receipt, they will receive a copy of this Policy. Equipment shall be identified via barcode and serial number.

Equipment Protection

Board members are encouraged to use the device for business purposes only. Email and photography is allowed for Foundation business use.

Board members receiving Foundation equipment shall be responsible for the protection and exclusive use of the equipment, including hardware and software.

Software Updates and Control

The equipment shall be issued with standard business software/applications (i.e. Adobe Acrobat, Microsoft Office Suite, Apple iWorks and the integrative associated software). The Information Technology Services (ITS) Department Manager shall have authority and responsibility for use and control of all software applications including upgrades and updates on all electronic assets.

Board members shall be issued passwords for email access and, when applicable, software.

Board members may download or add applications (i.e. "apps") to equipment at their own risk. Board members will be personally responsible for the cost of any software or app that necessitates the expenditure of funds.

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All electronically stored information contained within Foundation equipment is subject to search or subpoena only through the California or Federal court systems.

Loss or Damage

Loss or damage shall be reported as soon as possible to the ITS Department. In the case of loss or theft, law enforcement may be contacted.

Board members should exercise reasonable and prudent care of the equipment in their possession. If damage to equipment is beyond the scope of warranty protection the Foundation purchased, and the cause of damage is a result of negligence, responsibility to repair the equipment may be placed on the Board member.

Return or Replacement

All equipment shall be surrendered to the ITS Department at the end of the Board member's term, resignation or death, or when equipment is returned for new equipment assignment. Returns for technical issues shall be via the ITS Department for diagnosis and corrective action.

Board members have the option of purchasing issued equipment at the time of their resignation from the Board at the remaining book value of the equipment.

Policy

Adopted: 14 March 14

Reviewed: 21 Aug 18

GOLDEN RAIN FOUNDATION**Seal Beach, California**

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