





In the event of University equipment failure or malfunction, Employee agrees to immediately notify the University in order to effect immediate repair or replacement of such equipment. In the event of delay in repair or replacement, or because of other circumstance, which make it impossible for employee to telework, Employee understands that Employee may be directed to report to the office or assigned to do other work and/or assigned to another location, at the University's sole discretion.

Furniture, lighting, household safety equipment, incidental to use of University-owned equipment, software and supplies shall be appropriate for their intended use and shall be used and maintained in a safe condition, free from defects and hazards.

***Security of Confidential Information***

Employee agrees that all University-owned data, software, equipment, facilities, and supplies must be properly protected and secured. University-owned data, software, equipment, facilities, and supplies must not be used to create Employee-owned software or personal data. Employee will comply with all University policies and instructions regarding security of confidential information. Any software, products or data created as a result of work-related activities are owned by the University and must be produced in the approved format and medium.

***Disclosure***

Employee agrees to protect University records from unauthorized disclosure or damage and will comply with all requirements of law regarding disclosure of University information.