


Category	IT Infrastructure and Services	Policy Number	SUP-ITS-106	 جامعة زايد ZAYED UNIVERSITY
Classification	Public	Version	1.0	
Responsible Office	CAFO	Policy Owner	ITD Director	
Date Approved	26 March 2025	Effective Date	1 May 2025	
Date Last Reviewed	New Policy	Due Date for Next Review	26 March 2028	

POLICY

Employee Device Allocation

1. Purpose

The purpose of this policy is to ensure that Zayed University employees have the appropriate Information Technology Device to meet their job requirements.

2. Scope of Application

2.1 This policy applies to all Zayed University employees, whether full- or part-time, paid, or unpaid, temporary or permanent.

2.2 This policy does not apply to devices purchased through research grants.

3. Definitions

CAFO	Chief Administration and Finance Officer
Device Allocation	The assignment of an IT Device to a user based on their employment category and responsibility.
Executive Management	VP-CEO, Provost, and CAFO
ITD	Information Technology Department
IT Device	For the purpose of this policy, an IT Device is any IT equipment purchased by the ITD and owned by the University. It includes, but is not limited to, desktop computers, laptop computers, and 2-in-1 tablet devices.
Provost	Provost and Chief Academic Officer
University	Zayed University
VP-CEO	Vice-President and Chief Executive Officer

4. Policy

4.1 Device Allocation

Zayed University (“**University**”) employees shall be allocated one Information Technology Device (“**IT Device**”) each in accordance with their employment category and responsibilities, to be used throughout their employment at the University.

5.2 Employees

Employees are responsible for:

- a) the care, security, and appropriate use of the IT Devices that have been allocated to them,
- b) complying with data security protocols,
- c) reporting lost or stolen devices,
- d) returning devices to ITD before the end of their service at the University.

5.3 Line Managers

Line managers are responsible for:

- a) supporting ITD by ensuring employees are aware of their responsibilities regarding the devices that have been allocated to them,
- b) initiating and endorsing requests for special device allocations and exceptions as and when required.

5.4 Deans/Directors

Deans/Directors are responsible for endorsing special device allocation requests and exceptions as and when required before being forwarded to the Provost, CAFO, or VP-CEO for approval.

5.5 Executive Management

The VP-CEO, Provost, and CAFO retain the authority, in line with the relevant delegation of authority, to approve or deny requests for special device allocations and exceptions.

6. Related Policies and Laws

- SUP-HR-01 Employment Categories and Contract Types
- SUP-ITS-103 Bring Your Own Device
- SUP-ITS-203 Information Security
- SUP-ITS-204 Data Security
- SUP-ITS-601 Equipment and Software Technical Support
- SUP-ITS-703 Equipment and Software Replacement
- SUP-ITS-704 Stolen, Lost or Damaged IT Equipment
- Patch Management Guidelines v.1.0

7. Administration

This policy is administered by the Client Services unit, ITD.

8. Revision History

Date	Revision	Ver.
1 May 2025	Chair of the Board's Decision issued (CBD#10 of 2025).	1.0
26 March 2025	Approved by FAIAC.	
11 March 2025	Endorsed by UPSC subject to rewording 4.4, 4.8, & 5.2 for greater clarity. (Actions completed)	
1 November 2024	Based on feedback from FAIAC:	

	<ul style="list-style-type: none"> • Reworded for greater clarity. • Added Articles 4.3 to 4.8, and Section 5. • Updated the Related Policies and Laws. 	
22 June 2023	Endorsed by the Executive Committee.	
8 September 2021	Added 2.2 regarding devices purchased through research grants.	
25 May 2021	Presented to the Academic Council: to be circulated to deans and directors for feedback before being presented again.	
28 April 2021	Reviewed by CAFO Management Council to add VP's feedback: added IT Device to Definitions.	
14 December 2020	Submitted to Academic Units for further review.	
12 November 2020	Submitted to Internal Audit Director and Legal Advisor for further review.	
13 February 2020	New policy reviewed by CAFO Management Council.	