

Laptop Policy

Version 2.0

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a. Objective

To ensure proper management, usage and security of the laptops issued to Employees of CresTech Software Systems Pvt. Ltd for Official Usage.

b. Applicability

This policy applies to the employees who have been issued a Laptop.

c. Eligibility

Laptops will be allocated to users based upon job responsibilities, demonstrated need and solely by the Management discretion.

d. Process Details

All requests for employee Laptops must go through an approval process:

- The applicant must first secure approval from the Manager, who will submit this request via Email to the System Administrator. In case of new Joinee, Manager will raise the request after securing approval from Business Head. The System Administrator will forward the request and his recommendation to the Department Head for final approval.
- After acquiring approval, orders for laptops must be processed through IT Manager. The Laptop model, brand and configuration must be approved by the Company and should meet or exceed standard specifications.
- The process for handing over Laptop should be documented through the completion and signing the appropriate Form (attached in Annexure-I) by the employee as well as the IT Manager.

e. Terms and Conditions: (Applicable to Laptop Users)

- Laptop will be used only for the business of Company and shall not use for any unlawful or prohibited purpose.
- No unauthorized data will be used/loaded in the course of use of the asset.
- It will be the responsibility of the Employee to take proper and reasonable care of the asset at all the times, he/she shall not misuse the same and take all necessary and adequate safeguard to protect the asset of Company.
- In case of any failure, employees are required to report the same to the System Administrator.
- Employees may not take the laptop for repair to any external agency or vendor at any point of time
- Laptop shall be the property of the Company at all times and the Employee will not have any right or interest in the said asset except using such asset during the employment or for such duration as may be decided by the Company.
- In case of a loss of the laptop, the employee will have to immediately report the loss, with all the relevant Information relating of the loss, to the HR Team.
- In case of the loss of laptop- be it on, or off Company premises, due to negligence of the employee- user, the company will recover the cost of the laptop from the employee- user. It is the company's discretion to impose further penalties on account of loss of sensitive company information.
- In the event of any loss/ damage to the asset, Employee will provide all necessary information and assistance to Company for enabling it to claim the insurance amount from the Insurance Company.
- Employee will submit the Laptop for random audit by Company in order to check the physical presence as well as the functional usability of the asset.
- Employee will have to maintain the secrecy and the confidentiality, at all times, with respect to all the data and information relating to Company and or used in relation to the employment with Company, contained in the asset, whether past, present or future, in whatever form.
- In case of leaving the employment or being terminated for any reason, Employee will hand over the asset to Company in good condition failing which Company is authorized to charge penalty against the Employee.
- The equipment will always remain Company's property. Company reserves the sole right to cancel the eligibility to have an company Laptop at any time without giving any prior notice

f. Annexure - I

Asset Management Form

Employee Name	
Employee Code	
Designation	
Location	
Asset/ Machine/ System Name	
Model / Serial No.	
Details of accessories issued	
Approx Value	
Date of Issue	
Date of Return	

I acknowledge that I have read and understood the terms and conditions of the Policy and further agree to abide by all the terms and conditions set forth herein.

I have received all the above stated items and satisfied with their working condition.

Date:

Signature: