



DENTREAD TECHNOLOGIES PVT. LTD.

LAPTOP ISSUING LETTER AND USE POLICY, SECURITY AGREEMENT

➤ **EMPLOYEE DEATIL**

Name: **Mr. Abhishek Rawat**
315 Gauranagar, Radhanivas Vrindaban Bangar,
Mathura Uttar Pradesh – 281121
Mobile - 8917520850

LAPTOP Type/Brand

Lenovo IdeaPad Slim 3 Intel Core i5 11th Gen 15.6" (39.62cm) FHD Laptop (16GB/512GB SSD/Win
11/Office 2021/2 Years Warranty/Alexa Built-in/3 Month Game Pass/Arctic Grey/1.65Kg),
82H802XXIN (SKU: B0BN4JZVRR)

Signature: _____ Date: _____

➤ **EMPLOYEE LAPTOP USE POLICY AND AGREEMENT**

In accepting the use of a Company Laptop, I agree to the following conditions:

- I accept that I am taking the Laptop as new and in working condition.
- I understand that I am solely responsible for the Laptop whilst in my possession.
- I shall only use the Laptop for Company related purposes.
- I shall keep the Laptop in good working order and will notify I.T. Services of any defect or malfunction during my use.
- I shall not install and / or download any unauthorised software and / or applications.
- I shall not allow the Laptop to be used by an unknown or unauthorised person.
I assume the responsibility for the actions of others while using the Laptop.
- If the Laptop is lost, stolen or damaged, the incident must be reported to the Company's IT Manager.
- If the lost, stolen or damaged Laptop and / or accessories are determined to be caused by negligence or intentional misuse, I shall assume the full financial responsibility for repair costs or fair market value of the Laptop.
- I understand that I am responsible for the appropriate use of my Laptop, including anything stored on the Laptop, by anyone, for any length of time.
- I am aware that any breach of these policies may render me liable to disciplinary action under the Company's procedures.

Employee Signature_____