



Policy Name	<b>Computer and Laptop Usage Policy</b>		
Category	<b>HR and IT</b>	Policy Version	V1.0

## 1. Preamble

1.1. This policy defines appropriate laptop usage for all employees of Cognativ, including developers, product managers, office administrators, and other staff.

1.2. Access to and use of Cognativ's network, computers, laptops, and IT services are provided only to authorized individuals for company-related work.

1.3. Employees must follow Cognativ policies and legal requirements when using company-provided laptops and internet services.

## 2. Issuance of Laptops and Accessories

2.1. Each employee is entitled to receive a company-issued laptop, a laptop bag, and a pair of headphones.

2.2. The issued equipment is company property and must be used responsibly for work-related activities.

## 3. Responsibility and Security

3.1. Employees are responsible for the security and proper care of their assigned laptop and accessories.

3.2. Laptops must be password-protected, and sensitive company data should be encrypted or stored securely as per IT guidelines.

3.3. Employees should not install unauthorized software or tamper with security settings.

3.4. Any loss or damage must be reported to IT and HR immediately.

3.5. IT personnel may access company laptops for troubleshooting, security audits, and system updates. Employees will be notified whenever possible before such access.

## 4. Acceptable Use Policy

4.1. The laptop is primarily for work-related tasks. Personal use should not interfere with job responsibilities or violate company policies.

4.2. Employees must not use the laptop for illegal activities, including but not limited to piracy, hacking, or viewing unauthorized or inappropriate content.

4.3. Employees should not use company laptops for personal financial gain, political activities, or activities that could harm Cognativ's reputation.

4.4. Any software installations must be pre-approved by the IT department.

4.5. Employees should ensure that software and system updates are installed timely to maintain security.

4.6. Digital files related to Cognativ business remain the property of Cognativ and must be treated with confidentiality.

## 5. Unacceptable Uses

5.1. Illegal or malicious use, including downloading or transmitting copyrighted material without authorization.

5.2. Accessing, storing, or transferring pornographic, obscene, or offensive material.

5.3. Deliberate distribution of computer viruses or attempts to gain unauthorized access to IT resources.

5.4. Use of company laptops for potentially defamatory, libelous, or harassing communications.

5.5. Unauthorized access to or distribution of personal information that is irrelevant to company business.

5.6. Use of recreational games, gambling, or excessive personal social media browsing during work hours.

## 6. Loss, Theft, and Replacement

6.1. If a laptop is lost or stolen within 2.5 years of issuance, the company will provide a replacement only upon receipt of a police abstract.

6.2. The employee will be required to reimburse the company for the laptop and accessories based on the depreciated value over a repayment period of 6 to 12 months.

6.3. If a laptop is lost or stolen after 2.5 years, the company will replace it, and the employee will have full ownership of the old device.

## 7. Laptop Replacement Cycle and Ownership

7.1. Every employee is entitled to a laptop replacement after 2.5 years.

7.2. Upon replacement, the employee will assume full ownership of the old laptop, which will be deregistered from company systems.

## 8. IT Support and Maintenance

8.1. Employees should report technical issues to the IT department for resolution.

8.2. The IT department reserves the right to conduct periodic audits on company laptops to ensure compliance with security and software policies.

8.3. Employees must return the laptop to IT for maintenance or updates when requested.

8.4. Employees must ensure their laptops remain updated with security patches and software updates as directed by IT.

## 9. Return of Equipment

9.1. Employees leaving the company must return the laptop and accessories before their last working day.

9.2. Failure to return company equipment may result in deductions from final dues or legal action.

9.3. Employees who fail to properly care for or return company property may be subject to disciplinary action.

## 10. Disciplinary Action

10.1. Any violation of this policy may result in disciplinary action, up to and including termination of employment.

10.2. Cognativ reserves the right to update this policy as needed to align with operational and security requirements.

Approval

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