

Vedanta Limited (Sesa Goa Iron Ore)

Document: Version 3.2

Laptop Policy

DOCUMENT CONTROL

Document Owner

DESIGNATION	DATE	SIGNATURE
CISO (IOB)	10-Apr-2023	Electronically Reviewed

Approver

DESIGNATION	DATE	SIGNATURE
CITO (IOB)	03-Oct-2023	Electronically Reviewed

Revision History

VERSION	DATE	DESCRIPTION
2.0	21 st Sep , 2020	Document reviewed
3.0	29th Mar , 2021	Laptop usages – separation / transfer guidelines and Buy-back option has been added .
3.1	20-Sep-2022	Document reviewed, scope updated
3.2	10-Apr-2023	High end laptop and ipad for Sesa Goa Exco members updated

SOP for Laptops

Overview :

This policy details eligibility for laptops for employees in Vedanta Limited – Sesa Goa Iron Ore Division including SRL and SMCL in Goa, Karnataka, Odisha and Liberia, Pig Iron Division, Met Coke Division, Power Division in Goa, Sesa Coke, FACOR – Odisha, MALCO Energy and Nickel Business, VGCB, Visakhapatnam and Sesa Cement , referred as Sesa Group in this document. The policy is based on the philosophy that laptop is a business tool and not a perquisite, which will be provided on employees on need basis.

Entitlement :

Laptop entitlement is purely need (and not grade) based. Laptops will be provided to employees who travel frequently and hence need to work, access email, communicate while on move.

The laptop make/model/ specification will be determined by the IT department considering the hardware, software, Application requirements, cost, etc.

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Laptop Requisition Process :

Employees (both existing as well as new) requiring Laptop will have to apply through email with approval from their department HOD's.

IT dept will initiate the procurement and CER process for approval based on the internal capex policy in place.

Laptop model selection Guidelines :

S No	Employee	Laptop model
1	VP's & Above	Laptop of higher grade
2	AGM/GM's/AVP	Pre decided Laptop
3	Below AGM's	Pre decided Laptop (or) Laptop from the existing pool.

Employees would be provided either with laptop or desktop, but both would not be provided .

IT department would decide on the pre decided laptop.

Laptop make/quality would be decided by the IT team . Laptops are technology savvy product which keeps changing with passage of time. IT Department would keep upgrading the Laptops as and when new products are made available.

For Sesa Goa Exco permanent members High End Laptops (Microsoft Surface Pro) and iPad to be provided.

Time Frame :

1. Employees using the company owned laptop will have to return the same at the time of retirement/separation of employment / change of role where entitlement criteria as defined above is not met.
2. In the event of malfunctioning of the laptop, the concerned employee should contact the IT department to have the same rectified.
3. Laptops may be considered for replacement after 3 years. IT department would check & recommend for upgrade / replacement.

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Responsibilities :

The general usage of laptop is for ERP-SAP, MS Office (such as Excel, Word, Power point), Email and internet access.

1. The user need to ensure that only licensed software is loaded on the laptop at all times. This includes the operating system, MS Office / O365 and anti-virus , encryption , DLP , Anti-APT software . The versions of the respective software should be in line with the policy of the IT department.
2. Employees using the company laptop will be solely responsible for its safety and good working condition. In the event of loss, theft, the employee will have to file an FIR and inform the company after which the insurance claim will be made.
3. Data Security and secrecy is very critical and all the users have to ensure that the Data is protected and not shared to any outsider, without the proper consent
4. In the event of damage to the laptop due to rough handling / negligence, if proven, the cost will be recovered from the concerned employee.

Laptop usages – Separation / Transfer guidelines and Buy-back option :-

1. Upon transfer within Sesa Group , the employee shall continue to use the same Laptop.
2. Upon transfer to other group companies / separation / superannuation, the employee will be required to surrender the laptop to the IT department, or they can opt to buy the same in accordance with the buy-back value prescribed in this policy.
3. Upon transfer to other group companies , employee may carry the same laptop to other company , provided receiving company agrees for an asset transfer as per Sesa's book value of the asset . Such asset transfer will be as per sole discretion of Sesa Group . CIO shall decide granting of such transfer and accordingly IT dept shall intimate to Finance dept to initiate necessary formalities.
4. Employees who buy-back laptop shall be transferred license rights only to the extent of hardware and the operating system.
5. Upon buy-back , data on the laptop shall be removed /archived by IT department . Laptop shall be formatted by IT department and then handed over to the buyer only with an operating system , without any data.
6. Finance department shall carry out accounting and taxation related formalities for the buy-back process.

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7. Buy-back Value : - The following will be the buy-back value based on the vintage of the laptop : -

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| a. One year or less | : 85% of laptop cost |
| b. After 1 year but before 2 years | : 50% of laptop cost |
| c. After 2 year but before 3 years | : 30% of laptop cost |
| d. After 3 year but before 4 years | : 20% of laptop cost |
| e. After 4 years | : 5% of laptop cost |

Allowing buy-back of laptop based on vintage as mentioned above may be decided time to time by Sesa management.

Any deviation from the policy would be approved by CITO and CFO.
The Company reserves the right to modify the policy from time to time.

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