Admin and Operations Procedure Guide

Employee Laptop Verification Procedure:

- All the employees who are issued with the company provided laptops must verify their asset at front desk while coming in and exiting the office on a daily basis
- Laptop movement register will have the following columns: Date, Associates Name, Asset Number, In Time, Out Time, Employee Sign, Security Sign and Remarks
- Security Personnel will be provided with a printed list of Associates Names and Hardware Asset Tag Numbers to verify
- Security Personnel at front desk is responsible to verify the asset and record the In time and Out Time of each employee
- Employee is required to sign the register only while exiting the office premises
- Security will have to sign for each employee record acknowledging that the asset was verified on login and logout and to mention any remarks if required
- Operations Admin to review the Employee Laptop Verification register at least once in a month

Employee Baggage Check Procedure:

- Baggage Checks at entry and exit points shall be carried out on a random basis at any point of time, to search for suspicious and restricted items being brought into or restricted items being taken out of company premises.
- Employees are requested to co-operative with Security Personnel during the Baggage Check process
- Security should at least conduct 10 random baggage checks at each center every day
- Restricted items include but are not limited to - USB drives, Portable hard disks, Digital Media players, CD ROMs, Video Cameras, Non- Emtec laptops
- Prohibited items include but are not limited to - Firearms, Ammunition and other weapons, Explosives, Inflammable items, Toxic material, Alcoholic Beverages
- Men Security at work are not authorized to check women employee baggage's directly, however can request another women employee to perform the baggage check

- Employee Baggage Check register will have the following columns: Date, Associates Name, Employee Number, Time, Escort Name (in case of women employee), Employee Sign, Escort Sign, Security Sign and Remarks
- The security personnel will be responsible for maintaining this register
- Operations Admin to review the Employee Laptop Verification register at least once in a month

Visitor Management Procedure:

- All visitors to Emtec premises shall register at the reception/security
- Security personnel shall verify the identity of visitors and particulars of the visit
- Security personnel shall inform the employee being visited (Host)
- Visitors shall record their particulars in the visitor register. The host must also sign the register next to the visitor entry.
- Visitors shall also declare their Laptop and other electronic storage media at the security during the registration process. This shall be done both during entry and exit.
- Only Client and Business Hardware is allowed inside the Emtec premises
- Visitor's baggage can be subject to search at any point of time.
- Security personnel will be responsible for maintaining this register
- Operations Admin to review the Employee Laptop Verification register at least once in a month