

Policy on Portable Devices

Purpose

The purpose of this policy is to provide guideline to employees who are entitled to use portable devices (laptop and modem).

General Guideline

How to avail?

The respective employee in need of these portable devices shall give requisition to head of dept. then the head of dept. shall communicate it with HR dept. After verifying, HR shall take approval from concerned director. Approved devices shall be issued through HR dept. or members of IT.

Responsibility of the employee

Employees-

- Shall not install personal software on company laptop
- Shall take all reasonable measures to ensure the physical and digital security of the laptop including:
 - ✧ Locking the laptop in a secure location when it is not in use
 - ✧ Ensuring that Company provided Anti-virus, Firewall, or Encryption software is functioning

Loss & Theft

In case of loss or theft, employees shall-

- ✧ report a GD in case of loss or theft of company laptop
- ✧ submit a copy of GD to HR & IT dept.

Reimbursement Process For laptop

The life span of a new laptop is 4 years. So the reimbursement amount should be calculated as follows-

The values of laptop should be divided by 48 months/4 years to find out the value per month. If a user losses the laptop, the amount of reimbursement will be-

Reimbursed value = total value of the laptop- the value of the months used

Old laptop

Reimbursed value= total value of the laptop- (the value of the months used by the user + the months used before the user)

For Modem

New modem

The life span for a modem is 2 years. So the reimbursement amount should be calculated as follows-

The values of modem should be divided by 24 months/2 years to find out the value per month. If a user losses or damages the modem, the amount of reimbursement will be-

Reimbursed value = total value of the modem- the value of the months used

Old modem

Reimbursed value= total value of the modem- (the value of the months used by the user + the months used before the user)

Investigation

Investigation should be made for any portable device to find out the reasons of frequent damage by a user. For frequent major damage total cost should be borne by the user.

Renounce of the portable devices

In the event of termination, along with other company property, these devices must be returned to employer.

Ownership

If any employee wishes, he can own the laptop by paying 10% of the total value after completion of 4 years of use.

Agenda No-03**Proposal for Leave fare Assistance**

With consent of the Chairman, Mr. Biplob Barua, AGM Corporate HR placed a proposal for Leave Fare Assistance and Annual Leave for Senior Level Management staff (AGM & above) of DBL Group. After threadbare discussion the Board approved the following:

- i). Senior level Management Staff (AGM & above) will be entitled to receive Leave Fare Assistance (LAF) on yearly basis and will be paid only in first round of leave as per following allocations:
 - AGM: BDT 40,000/-yr
 - DGM: BDT 50,000/-yr
 - GM: BDT 75,000/-yr
 - Above GM: BDT 100,000/-yr
- ii). The Senior level Management Staff (AGM & above) will not be entitled to any encashment for any unavailed leave.
- iii). Enjoy leave at least one week (minimum 6 days) in first round.
- iv). The Senior level Management Staff will be entitled to 15 days annual leave. There will be no carry forward.
- v). This will be effective from January 01, 2014.

Agenda No-04**Employee of the month at corporate office**

Mr. Biplob Barua, AGM Corporate HR placed a proposal on "Employee of the Month (EOM)" and gave a brief presentation to the Board. After threadbare discussion the Board approved the proposal which includes the following points.

- i) "Employee of the Month (EOM)" will be selected department- wise.
- ii) This will be effective from January 01, 2014

Agenda No-05**Policy on Portable devices.**

Mr. Biplob Barua, AGM Corporate HR placed a proposal on "Policy on Portable Devices". It was discussed in the meeting and the Board approved the Policy on Portable Devices after changing the following points.

- i) The life span of a new laptop will be 3 years in place of 4 years.
- ii) The ownership of laptop will remain with the Company.