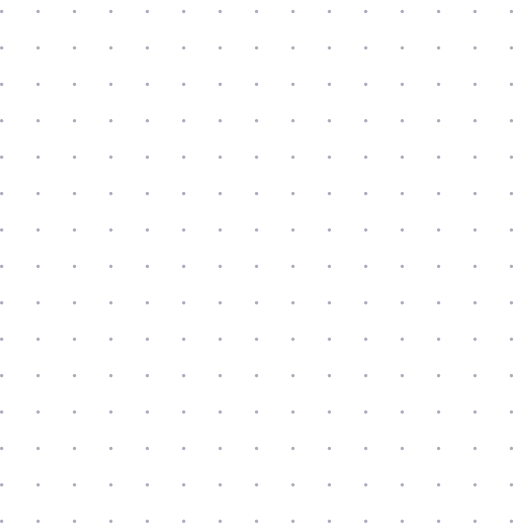# LAPTOP POLICY

# LAPTOP POLICY

## A. Purpose

The purpose of the policy is to provide guidelines on the use of company provided laptops and related accessories assigned to the employees for facilitating and increasing the efficiency of their work.

## B. Scope

The policy is applicable to all the employees whose nature of work demands a use of computer/laptop.

## C. Guidelines

Employees should adhere to the following guidelines to ensure the protection of both hardware and the intellectual property of the company

## 1. Entitlement

Employees shall be entitled for the below mentioned laptops if they reside in Lahore. All necessary accessories such as adapter, carrying case and mouse will be provided by the Company. Annexure-A lists down the standard specifications for all the laptops. Any additional request will require Approval of the MD/CEO
.

| Functionality | Laptop |
|---|---|
| Director and Above | MacBook |
| UI/UX Designer | MacBook |
| IOS Development | MacBook |
| Developer and QA* (Android, Web, Project Management, Architects & Other) | Windows Operated System |

| Support Departments (HR, Marketing, Finance, IT Support, Admin) | Windows Operated System |
|---|---|

QA working on iOS UI Automation or iOS integration for a longer duration may use a MacBook upon approval, otherwise any testing required for iOS should be done using MacBooks from the pool.

## 2. Allocation of Device

- Upon joining the employee will be assigned a laptop along with its accessories (mouse, charger and carrying case) by Admin/IT department.
- An employee must sign the laptop assignment form and agree to stipulated terms and conditions.
- Employees shall be assigned laptops as per the approved entitlements.
- A new laptop/replacement will be issued to an employee after the age of laptop is greater than 4 years. In instances where an employee joins in and has been assigned a used laptop which expires, he/she shall be assigned its replacement. The expired laptop will be made part of the pool which is used for testing purposes.

## 3. Precautionary Measures

Codeable purchases computing equipment and peripherals that are necessary for employees to do their jobs efficiently and conveniently. When such equipment is placed in your possession, the company expects that you treat it with the utmost care and take common-sense measures to keep the equipment safe and free from damage both inside and outside the office.

### a) Caring for your Laptop:

- Secure your laptop: When away from your desk, leave your laptop in locked/sleep mode. When leaving from work all hardware including accessories should be secured in carrying cases or locked in cabinets.

- Power off your laptop when it is not in use: Laptops should not be kept in standby or hibernation mode for longer duration.

- Keep liquids away from your computer: Liquids can damage or short internal components, corrupt data and make keys stick or not function.

- Keep food away from your computer: Crumbs can damage the keys preventing them from depressing totally, invite small bugs, damage circuitry and make the laptop look dirty.

- Prevent damage to the laptop screen: Make sure there are no obstructions (paper clips & pens or pencils) on your keyboard when you are shutting the lid. Items like these can dent, scratch or even crack the screen.

- Close the lid properly: Close the lid gently and hold from the middle of the screen. Closing the lid using only one edge causes extra pressure on the hinges which over time will crack and break them.

- Hold your laptop by the base: Lifting and holding the laptop by the display creates unneeded pressure on the hinges. This action may direct pressure to the LCD and deform or crack the screen itself.

- Be aware of what you put on top of the laptop: Placing heavy items on the laptop (open or close) can cause serious damage to the LCD, hinges and chassis.

- Use a laptop bag: Laptop bags reduce the chance of accidental drops or bumps to the laptop. A sleeve is not as protective as a bag but it will reduce damage and scratches too. Carrying cases should be placed in racks or at their designated place.

- Do not pull on the power cord: Pulling on the power cord can damage the cord, socket, and plug. Instead, grab the actual plug and disconnect from the wall socket.

- Do not roll over the power cord with your chair: Rolling over the power cord with your chair can lead to a short and further damage to the power cord, power supply and laptop.

- Connect your laptop to the power socket correctly: Chargers should be connected correctly so as not to damage the laptop. Remember to pull out the power cable before moving your laptop.

- Power adapters should not be visible on the tables.

## b) Extra Precautions while Traveling:

- Laptops should be carried in a carry-on bag and should not be checked-in with the luggage over the counter unless specified by the carrier.
- Employee shall not leave a laptop or its accessories in an unattended vehicle since they are prone to damage in extreme temperatures.
- Laptops and its accessories should be kept in close proximity. Otherwise, they should be locked away securely to avoid theft.
- Passwords should never be stored in your laptop or in its carrying case.
- Travel without your laptop if it is not needed.

## 4. Damage and Mishandling

- Employee shall be responsible for the cost of repairs or replacement in case of any damage caused to the machine by his/her negligence to the policy or any action which includes but is not limited to; use of force, spillage of liquids, and device being knocked over.

- In instances where a laptop accessory is misplaced by an employee whether at work or in travel, he/she shall be responsible for any replacements and the associated costs.

- An employee must immediately report to Admin/IT department of any irregularity observed in the device issued to him/her at the time of joining.

- Any repairs and replacements on account of any malfunction or manufacturing fault publicly known for the specific model, whether it is a new or a used device assigned to an individual, will be borne the Company. However, the decision shall be made in consultation with the Company authorized vendor.

## 5. Theft

- In-case of theft of Company's asset, employee is required to report it to the police immediately and submit a written complaint (FIR) to the Admin/IT department. Otherwise, the Company maintains the right to recover the cost of the lost asset(s) from the employee.

- The record of the make, model and serial number can be collected from the Admin/IT department in order to report the case.

## 6. Retrofit

- For upgrading the current system due to change in role, nature of work or change in technology, an upgrading request shall be forwarded to Admin/IT department along approval from the Functional Head and MD/CEO.
- An employee must clearly state the reason for any change or upgrade required.

## 7. Virus Protection

- All company-provided laptops come pre-installed with an anti-virus software. Employees are to ensure the following in order to safeguard their systems from potentially harmful viruses.
- Avoid opening any unexplained or spam emails, links or attachments.
- Ensure that your laptops come configured and installed with a firewall that is operational.
- Respond immediately to any virus detected warning on your device.
- Perform a complete scan of your device every fortnight or in case of virus detection (e.g. an unusual file activity).

## 8. Data backups

- All official data is confidential in nature, leakage of which could result in a legal liability, loss of business or hampering of relation with the clients.
- All employees must ensure to take fortnight backups of official data on their Functional/Domain google drives.
- In case the storage capacity is limited, one must inform Admin/IT department for its resolution. Employee must ensure that official data is not stored on personal or someone else's Laptop.

## 9. Data Privacy

- Employees must ensure that the entire Company data is kept confidential. Individuals under no circumstances can share the data with anyone outside of the Company or their respective teams.

- Personal computers are not to be accessed remotely from your work place via official laptop over local network.

## 10. Installation of Software

- Installation of unauthorized software including torrents/P2P downloads, remote access applications like team viewer etc., chatting/messaging applications, games and any other malicious software other than those already installed by Admin/IT department, are strictly prohibited.

- Any software that is required for business/official use, request must be raised to Admin/IT department for its installation.

## E. Disciplinary Process

All employees must ensure that they comply with the Laptop Policy. Breach of the policy or non-compliance may result in disciplinary action against that individual.

## F. Policy administration

- HR shall be the custodian of this policy.
- This policy shall supersede all previous policies and will be applicable from 27 May, 2025.