<u>EMPLOYEE CONFIRMATION FOR RECEIPT OF IT EQUIPMENT</u>

I, the undersigned, hereby confirm the receipt of the following IT Equipment:

Asset Tag#	Make	Model	Service Tag no.	Service code no.	Issued to
NODE2126	**Dell**	**Latitude 3420**	**2XJVVG3**	**6382348275**	**Rabbani Shaik**

1.	Laptop	**Yes**
2.	Charger	**Yes**
3.	Mouse	**Yes**
4.	Headset	**Yes**
5.	Bag	**Yes**

I hereby confirm that the above-mentioned equipment is the property of WHISK SOFTWARE PVT. LTD. and I undertake to return the Company's equipment in good condition, immediately upon receiving a request from the company.

I hereby declare that I shall personally be responsible and liable to pay the Company the actual cost of the item, in case of theft, abandonment or irreparable damage caused to the above-mentioned equipment as a result of the negligence of the employee, all as will be determined by the Company from time to time.

Name: **Rabbani Shaik**

Date: **08-Mar-2022**
Phone**: +91 8807233637**

Signature: _Sk. Rabbahi. Bayha_

Allotted By: Chandrakiran pithani

Computer and Network Use Policy

WHISK Software Pvt Ltd

The network connection to the WHISK WAN and Internet is intended for business use only. Any other use: (1) Deteriorates access speed and line capacity, and (2) May cause additional security risk. The following Office Policy includes specific expectations for acceptable computer configurations, programs, and network use.

Network Usage and Protection

- I understand that use of the network for non-business activities, such as on-line game playing, chat rooms, video watching, radio listening, gambling, torrent, pirated software's, peer-to-peer downloading is not permitted. These activities impact network availability, creating demand on network bandwidth and potentially slowing system access speeds for business-related activities.
- I understand that Yahoo messenger & Skype are the software's approved for in-office instant messaging software. This software's is available with Network Administrator. Use of other publicly available instant messaging (IM) software such as AOL messenger, Google Hangout and Gtalk are not approved without specific authorization by the Network Administrator. IM software may introduce security exposures which, in turn, may allow computer viruses to penetrate the network and damage WHISK computing resources. At no time should any user receive or send files via IM since these transactions are not scanned for viruses.
- I understand that all web usage, including IM communications, may be monitored. Programs or devices that represent a real or potential security hazard or are routinely used to abuse technology resources will be removed from the network.

Desktop Spyware and Virus Protection

- I agree that every computer I attach to the network will be running virus scanning and spyware detection software. This software is available with Network Administrator. I will keep this software current and not disable it. Computers that are not running approved virus scanning and spyware detection software, or computers running software that does not contain the latest software updates available from the vendor, may be removed from the network without warning or notification by the Network Administrator.
- I will report any suspected viruses by emailing or calling my Network Administrator.

Downloading and Installing Software

- I will not download executable software, such as downloadable screen savers, demo software, or software upgrades (this excludes anti-virus updates that are pre-approved by the IT department) unless they have received authorization from my Network Administrator. This type of software may contain viruses, adware, or spyware, which can harm WHISK's network and cause increased network traffic and against the policy.
- I will only use licensed software when performing WHISK work authorized by Network Administrator. I will protect the copyrighted software installed on my computer.

Data Security and Privacy

- I will protect electronic data from unauthorized disclosure, loss or change. I will protect WHISK client and consumer data privacy. I understand that personal information including consumer names, addresses, phone numbers, social security numbers, health identification, claim information, and other identifying or personal information should be protected and kept confidential in accordance with regulatory requirements and firm policy. Violations will be reported to practice management or the Corporate Secretary.
- I will protect the user IDs and passwords assigned to me for computer and network access. These IDs will be kept private and will not be shared with others.

Personal Software

- I understand that I should not have personal or non-business-related software installed on my computer without approval by my supervisor and the IT department
- I understand that the use of third-party email software is not permitted. This includes such software as Mozilla Thunderbird and Window Live email, because email received with such products is not scanned for viruses.

Computer Devices

- I will not connect unauthorized devices to the network without IT and/or supervisor approval. This includes devices such as Mobile, Tablet, personal printers, scanners, etc.
- Additionally, I have read and am familiar with the "Policy on Electronic Communications" which outlines WHISK's general policy regarding use of all WHISK networks.

This policy will be strictly enforced. Noncompliance may result in sanctions including, but not limited to, termination of employment. The IT department monitors WAN use in conjunction with corporate policy and will report suspected abuses to supervisors. Contact your supervisor or the IT department if you have questions about any of the above points.

ACKNOWLEDGEMENT

I acknowledge that I have read and understand this policy. I agree to review and abide by the current policy that will be emailed to all **WHISK SOFTWARE PVT LTD (Office)** employees on a regular basis.

Rabbani Shaik

Sk. Rabbahi. Basha

Date: **08-Mar-2022**