



NEW POLICY FOR AUDITING KLUED LAPTOPS

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Klued Skin Care Products Trading, released a laptop for an employee to use for the specific job responsibilities. Thus, everyone is required to comply with the new policy on auditing of Klued Laptops. This policy states that all of my activities and information will go through quality checks.

Checklist/Guidelines for Auditing Klued Laptops:

CATEGORY	REMARKS
HARDWARE CHECK	
HARDWARE TIDINESS	
LAPTOP AND ITS PERIPHERALS ARE NOT SHARED/BORROWED	
NO UNOFFICIAL ACCOUNTS ON LAPTOP	
NO SUSPICIOUS APPLICATIONS INSTALLED	
SAME PASSWORD FOR MICROSOFT/GODADDY ACCOUNT	
SAME PASSWORD FOR LAPTOP USER	
NO OTHER GMAIL ACCOUNTS LOGGED IN	
NO SUSUPICIOUS CHATS	
NO ILLEGAL SITES SAVED ON CHROME HISTORY AND COOKIES	

Additionally, wires/cables used alongside your laptops such as the ones found on your chargers and mouse should also be taken of properly.

Improper storage/use

Your wires should not be crumpled when not in use. Also, your wires should not be scattered all around the floor when in use.



Proper storage/use

Your wires should be tied properly when not in use. Moreover, your wires should not be elevated from the floor when in use to avoid stepping in to it and causing potential damage.



AGREED AND SIGNED BY:

MR. EMILIO CHUA

Managing Director