



Laptop Policy

Purpose

Laptop computers provide important functionality, allowing employees to have their computing resource at hand in meetings/workplace or even at home in certain time pressing situations so as to enable employees to be maximally functional and productive while away from office premises.

Scope

An employee using company provided laptops is responsible for the security of that laptop, regardless of whether the laptop is used in the office, at one's place of residence, or in any other location such as a hotel, conference room or while travelling. This Policy contains certain guidelines and restrictions on the usage of the laptop that are required to be strictly adhered to by all employees while using these laptops.

Every laptop must have an owner. Each Employee that has a laptop(s) must have a sign out sheet indicating that has the make, model, and Serial number. This information will be collected/ documented by ITSD (IT Service Desk) each time there is a new issue or change of the owner.

Laptop Security Controls

- Laptops must be secured in a locked drawer when not in use, i.e., when you are not taking your laptop home or when you will be out of the office for a while. When in office lock the laptop working screen so that no other person can use it for any purpose.
- When a owner takes the laptop out of his/her office, he/she is expected to keep the laptop in hand or sight, or in a secure and locked location always. It is the total responsibility of the owner to handle the laptop.
- Owners are required to ensure that they do not download, install or use unauthorized software (software like messengers, chatting software or any malicious software). Unauthorized software could introduce serious security vulnerabilities into the Company networks as well as affecting the working of your laptop.
- Company will not tolerate inappropriate materials such as pornographic, racist, defamatory or harassing files, pictures, videos or email messages that might cause offence or embarrassment to either the Company, its employees or any third party.



Misuse of Data

- During the period, when the owner carries the laptop with them the same should not be misused for the purpose of transferring the data on to other storage devices. If any owner were found malpractice, he/she would be liable for disciplinary action from the organization.
- No external devices to be used to copy data from the laptop to transmit / transfer to other sources/client while on work at their site unless it is absolute necessary Ex. use of DVDs, Pen Drives, Cloud Drives, Network Drives at other location and CDs.

Data Backups

- Owner must personally be responsible for storing data in companies one drive account.
- If the laptop is stolen, lost or damaged, or if it simply malfunctions, it may be impossible to retrieve any of the data from the laptop local hard drive.

In case of theft/lost

- If a Company-owned laptop is stolen, its owner is expected to immediately file a theft report with ITSD Team and with HR/Admin Department.
- Owner must find the nearest police station from the place of theft is happened and file a theft complaint and get the FIR copy and produce it to the ITSD Team and HR/Admin Department.

In case of damage

- In case of damage of laptop- be it on, or off Company premises, due to negligence of the employee, the Company may recover the cost of the laptop from the employee. It is the Company's discretion to impose further penalties on account of loss of sensitive Company information.
- If there is damage on account of the above the employee may be liable to pay the damages at cost to the Company, the same may be deducted from their salary.
- In case of any accidental damage to the laptop, the employee must report to ITSD Team and HR/Admin Department immediately.

Issue of laptop

- An employee must pick up the laptop from office at the time of joining.



Covid-19 Pandemic and Lockdown

- If a new joinee joins Quadwave and out of station (Other state) company will deliver the laptop by its own cost.
- When the time of exit of the same employee must deliver the laptop to office address by his/her own cost.

Returning the laptop

- An employee must return the laptop to the Company on the date of exit.
- It is the owner responsibility to hand over the asset to Company in good condition failing which company is authorized to charge penalty against the employee.
- Acceptable if battery is drained up and normal wear and tear (mouse pad, light scratches) while returning the laptop.

Insurance coverage

- Laptop Screens cracks and damage.
- Electrical and mechanical breakdowns.
- Theft, burglary and loss.
- Accidental damage like liquid spill, power surge, fire and flood.

Insurance coverage clause

- In case of damage due to negligence of the employee, he/she may have to bear the excess of 5% claim or minimum of Rs. 2500. and 95% claim from insurance.

For example: Liquid spill, Theft/lost, Usage in public places.

- In case of any accidental damage or on office premise 95% claim from insurance and 5% company will bear the cost.

For example: Road accident, Drop or fall, Electrical surge, fire and flood, Electrical surge, Broken display.



Consequences of Breach

- Any action of the employee that are inconsistent with this Policy shall be treated as serious professional misconduct on the part of the employee, and the employee concerned shall be subject to any disciplinary proceeding, or action, by the Company, which the management of the Company may deem appropriate under the existing circumstances. Such action may also include any rights of termination or any other rights that the Company may have under the terms of the employment agreement entered into by the Company with the employee concerned.
- In the event of any damage to the laptop arising out of the negligence, misuse or abuse of the laptop by the employee, the employee shall be solely liable to make the payment for all the expenses arising therefrom. The Company shall have the right to reclaim and recover such expenses from the employee.