



Laptop

Executive Summary

This document outlines Conrad Labs' policy on the lifecycle of employees' laptops. This is intended to minimize the company's exposure to information security risk, increase the user's personal safety, and safeguard the company's hardware investment.

This document is governed by the framework outlined in [Appendix A](#).

Laptop Policy

Scope

Whether you're a full-time stalwart, a part-timer juggling multiple roles, or one of our valued contract associates, if Conrad Labs has entrusted you with a laptop, this policy is for you. No matter where you're tuning in from - be it the bustling office, the comfort of your home, or a cozy coffee shop in town - the laptop's security rests on your shoulders. Our guidelines aren't just a fancy list; they're the backbone of our digital integrity. Every one of you, from corner office executives to remote freelancers, is required to familiarize yourself with and strictly follow our laptop usage restrictions. It's a shared responsibility that ensures our collective success.

Laptop Ownership, Usage, and Replacement

Starting June 01, 2023, any laptop you receive remains the property of Conrad Labs, no exceptions. Periodically, based on a laptop's condition or the demands of a project, we might decide to replace it. If you think you need an upgrade or replacement, just drop an email to HR explaining your needs, and remember to CC your Team Lead for a smoother process. HR, in tandem with Leadership, will assess your request and get back to you. One crucial point to remember: our laptops are tools for work. Please use them responsibly and in line with our company values. Any misuse that goes against our policies will not go unnoticed. Should you find yourself puzzled about any aspect of this, don't hesitate to reach out to either HR or your Team Lead.

At the time of upgrade or replacement, you may request to buy the laptop being replaced. The company, at its sole discretion, may allow this at the prevailing market rate.

Laptop Security Policy

When Conrad Labs hands you a laptop, think of it as handing you a digital vault. Whether you're working from our office, lounging at home, taking calls in a hotel, brainstorming in a conference room, or even catching a quick email check at the airport or in your car, that laptop's security is in your hands.

What does "security" mean here? For starters, it's like locking your house before you leave. Every laptop should be secured with a unique username and password and never left unattended without a lock screen. But don't stop there! Just like you'd want an extra lock for precious belongings, make sure you activate 2FA (two-factor authentication) for all our company services on your laptop, from emails to tools like AWS. Remember, any action taken using your ID is your responsibility.

For additional details on our security policy, security threat assessment and response, and data loss and recovery practices, please refer to the [CLI Cyber Security Framework](#) and your project-specific security documents.

Physical Security, Theft Prevention and Damage

Receiving a Conrad Labs laptop is a sign of trust, and with it comes certain responsibilities. Here's what we need from you:

1. **Ownership:** When you have our laptop, treat it as if it were your own. It's essential to be proactive and mindful of its security.
2. **Public Places:** Working outside the office? Great! Just make sure to keep an eye on that laptop, especially in high-traffic spots like cafés or airports.
3. **In Transit:** If you've got the laptop in your vehicle, make sure it's not visible from the outside. Best to stow it away safely. Windows have been broken in the past to steal a MacBook
4. **Protection:** A padded laptop bag isn't just stylish—it helps shield our tech from the unexpected. Also, the laptop is not a food/coffee tray; keep it safe from spills and crumbs.
5. **Fixing Issues:** If something seems off with your laptop, reach out to the Facilities and Administration team first. They're here to help and guide you on repairs.
6. **Routine Wear:** Standard wear and tear? Don't fret. We've got those costs covered. But if the laptop's seen some tough love due to carelessness, those repair costs will be on you.
7. **Warranty Cover:** Accidents happen. If your laptop faces any non-accidental issue, the company has your back, covering the cost of the repairs - unless they fall into the category of carelessness or abuse.
8. **Loss or Damage:** If our laptop gets lost or is damaged because of any risky endeavors, the costs to get things right are on you.
9. **Leaving Conrad Labs:** If the time comes for you to move on from Conrad Labs, ensure the laptop is returned in tip-top shape. If there are any issues, there might be a fee.

Your cooperation ensures our equipment remains in the best condition, making work smoother and more efficient for all of us. Thanks for your understanding and adherence to these guidelines.

Use of Unauthorized Software and Content

1. **Software:** Please refrain from downloading or installing any software that hasn't been approved. Let's keep our systems clean and optimized. If there is software that is required, we will get a licensed version for it.
2. **Content:** Naturally, any material that could embarrass or offend our team, the company, or third parties is a no-go. Let's uphold our company's reputation.
3. **Confidential Info:** Here's the deal—[we all signed an NDA](#) when we joined Conrad Labs. That NDA governs anything electronic you come across on our system. Whether it's emails, documents, business plans, client lists—you name it—it's all Confidential Information. Using this info should align strictly with our company's guidelines.
4. **Oops Moments:** If you stumble upon something on your laptop and aren't sure about its sensitivity, raise a flag. Get in touch with your leads, and always assume it's confidential. And please, avoid any personal use of this kind of info.

Thanks for being vigilant and taking these guidelines to heart. It helps keep our operations smooth and our reputation solid!