

		Doc. No.:
	HR Policies	Rev. No.: 00
	Policy on Issue and usage of IT Assets	Issue Date: 01- Jan-2025
		Page: 1 of 1

IT Asset Allocation and Usage Policy

- **Purpose:-**

The document outlines the provisions pertaining to issue of IT assets which includes Asset and Mobile phone provided by Qubify to its employees.

- **Scope:-**This policy applies to all employees who use Company owned assets Every employee entitled with the Company-owned asset is responsible for the security of that assets and the accessories, regardless of whether the asset is used, in office premises, one's place of residence, or in any other location such as a hotel, conference room, while travelling.

- **Description of the Process**

Sr No.	Activities	Responsibilities
1	<p>Eligibility and process of availing company owned asset (Laptop/Mobile/SIM/Desktop)-</p> <p>On onboarding of a new employee, respective department should raise a request via mail for allocation of IT asset along with the required configuration</p> <p>In case of on-site working, no asset to be taken on rental basis without prior written approval from the HR Department. Once approved same should be confirmed along with report on total assets being taken on rental basis along with clear terms of agreement A declaration form has to be signed by the employee before getting the Asset and related accessories.</p> <p>The accessories would include Asset adapter, bag, mouse and headphones (if required). The Assets would be issued to an employee post confirming the requirement from the respective project head & group head, with the standard configuration by IT/HR dept. Those employees who are using the company's Asset are informed that, we will not be withholding any amount in name of Asset installments but if there is any damage/theft of the Asset then the company will decide on the amount and mode of recover on case-to-case basis.</p>	<p>The Asset would be issued by IT/HR Dept whoever falls in the Asset Policy.</p>

2	<p>Laptop/Mobile Phone/SIM/Desktop Usage-All employees who have the company owned Asset/Mobile/SIM must use the assets only for official purpose during their rightful discharge of their duties and not be used for generating, transmitting, corresponding anything that is unlawful or abusive. It is the responsibility of the employee to</p>	
---	---	--

	<p>handle the assets carefully. During the period, when the employee has the Asset with them the same should not be misused for the purpose of transferring the data on to other storage devices.</p>	
3	<p>Limited access to Software- Qubify reserves the right to provide access to any software for the Assets issued to our employees. For instance: MS office would be provided to only those employees whose role requires such software. Other such software's could be adobe illustrator, Photoshop etc.</p> <p>The paid software should not be imitated on other devices, neither copied or on pen drive nor should it be uninstalled /reinstalled without prior permission from IT/HR Team. The employees are also expected to be responsible for not installing any unauthorized software's</p>	
4.	<p>Storage limit- Qubify would provide a standard configuration Asset to all our employees based on the job requirement.</p>	<p>The storage device can be extended further on required approvals from Group Heads.</p>
5.	<p>Reporting a Theft -Your remote working location:</p> <p>If a Company-owned Asset is stolen or lost while working remotely, or while taken the Asset outside your remote work space, the employee must immediately inform IT/HR Dept of Qubify, along with details like time, date, location and any other details that you feel is important and file the FIR in the nearest police station as soon as possible, without a FIR we won't consider the Asset to be stolen and we won't be able to help you in that case and the entire Asset cost will have to borne by the employee</p>	IT/HR Dept
6.	<p>General Expectations from Employees –</p>	

	<ul style="list-style-type: none"> <input type="checkbox"/> The Employee is responsible for maintaining monthly backup files on google drive of their Asset as an added precaution against data loss. <input type="checkbox"/> Asset shall always be the property of the Company, and the Employee will not have any right or interest in the said asset except using such asset during the employment or for such duration as may be decided by the Company <input type="checkbox"/> Employees shall maintain confidentiality, at all times, with respect to all the data and information relating to the Company. <input type="checkbox"/> Personal Device like any USB cable, pen-drive, hard disk, RAM etc. is prohibited and must be used only with prior approval. • The Asset strictly should be used only for official purpose and not for any personal usage. 	
7.	Do's & Don'ts Do's- <ul style="list-style-type: none"> • Maintain all your files in synchronized manner; avoid keeping personal files in companies' Assets. 	

	<ul style="list-style-type: none"> <input type="checkbox"/> Keep the Asset away from dust. <input type="checkbox"/> Handle the Asset carefully; do not hold it by screen Don'ts Do's- <ul style="list-style-type: none"> <input type="checkbox"/> Do not keep any beverages on or near the Asset. <input type="checkbox"/> Do not clean your Asset with water. <input type="checkbox"/> Do not keep your Asset on cloth. <input type="checkbox"/> Do not format the Asset without permission. • Never let your Asset battery run out. 	
8.	Ending employment with the Company <p>The employee must return the Asset and related accessories (issued during the tenure with Qubify) to the Company before leaving the organization. In case of Remote working, the Asset has to be couriered back to us post receiving it, we will be releasing your Full and Final Settlement amount.</p> <p>Any assigned accessories not submitted may lead to recovery in the full and final settlement</p> <p>Recovery is to be undertaken by respective location in charges and same to be intimated to HR Department. Once recovered, the asset information to be updated in the Asset register to facilitate further allocation of the asset to other employees.</p>	Department In charge's location wise, IT/HR Dept

On return a preliminary check about normal functioning along with pictures ascertaining the condition of the asset recovered to be forwarded to HR Department to process the F&F and facilitate recovery in case of any damage to the asset being returned by the employee at the end of the employment period.

Submission of Asset during long term absence

During any long-term absence i.e., marriage leave, etc the Asset must be submitted to the IT/HR Dept., unless the employee gets an approval from the management and the same must be informed to HR and the Reporting Manager

01 Jan 2025	0	IT Asset and Usage Policy		MD
Date	Rev No	Brief Description of the Changes	Prepared by	Approved By