



### **Employee Agreement for the Assignment of a Laptop Computer**

The employee named below has received the following equipment: laptop, power cord, and carrying case. He/she agrees that the equipment is in good working condition at the initiation of the agreement period. If the employee retires, resigns from InfoLOB Solutions India Private Limited, or transfers to work at any other subsidiary of InfoLOB, all equipment must be returned to the IT team or designee listed below.

The employee named below is responsible for this equipment at all times. The employee is responsible for taking reasonable precautions to secure the laptop in such a manner that it will not be subject to theft or damage. Loss, theft or damage to this laptop must be reported to the employee's reporting manager. Employees are responsible for any loss, theft or damage that occurs outside the office.

If a laptop is damaged or in need of repair, the employee should inform his/her reporting manager or to the IT help desk or follow other technology support request protocols at offshore center. If a police report is not provided, then the employee is liable for the full replacement value of the laptop, as specified below.

#### **Employee Details**

Employee Name : ROHITH DARAM  
Employee ID : ILS0352  
Project Manager Name : SUKUMAR CHILLAKURU  
IT Manager Name : SRIHARI ANNABATTUNI

#### **Asset Details**

Asset Type : LAPTOP  
Asset Make : HP  
Asset Model : HP 240 G8  
Asset Serial Number : 5CG2384L16  
(Adapter Details) : WHHRH0A4LGZGJM  
MODEL: TPN-LA17 O/P:19.5V-3.33A 65W

**To be completed by InfoLOB Solutions Employee: *Please initial, sign and date:***

I ROHITH DARAM have read and agree to abide by the InfoLOB IT Asset Use Policy. I understand that my use of this laptop is governed by the guidelines set forth in this policy.

I agree that this laptop must be secured by a password at all times. I understand that I am responsible for maintaining the confidentiality of any data stored or accessed on this laptop. I understand that this laptop is managed by a central system that will allow IT Team to wipe or lock the laptop in the event of loss or theft. In the event of loss or theft, InfoLOB personnel may attempt to track the location of the device using manufacturer location tracking tools.

I will notify the reporting manager or designee if I am retiring, resigning, transferring to another InfoLOB location, or taking a leave of absence in excess of four weeks. I will return this equipment to the IT team or designee as a result of my change of status.

I understand that this laptop will be my primary computer for use by me at office or at home towards delivering assigned work.



I agree that I am accountable for the property listed above, and that I must exercise reasonable care in its safekeeping. Equipment owned by InfoLOB that is assigned to me will only be used within the scope of the duties of my position and for InfoLOB business activities. I will not use the equipment for personal use.

Employee Name (please print): ROHITH DARAM

Employee ID # ILS0352

Location: HYDERABAD

DocuSigned by:  
  
Employee Signature: 79122A7C0438434...

Date: 21-DEC-2022

I hereby state that I have received the Property of InfoLOB Solutions for being used at office/home to carry out business activities in supporting the Company deliverables.

I understand that I am solely responsible for ownership, handling & maintenance of the asset till I return it in same working condition.

Please sign above to indicate receipt of the laptop security policy and to authorize the deduction of salary if the laptop is lost or stolen or damaged.

**Note: Violation of the above guidelines and IT policy may be grounds for disciplinary action up to and including termination of employment.**

DocuSigned by:  
  
Employee Signature: 79122A7C0438434...

*Srihari A*

Employee Signature

Reporting Manager Signature

IT Manager Signature

**(To be used by the Networking Team)**

Date of Asset Request	: 19-DEC-2022	Date of Asset Return	:
Date of Asset Issued	: 20-DEC-2022	Asset Returned to	:
Asset Issued by	: SRIHARI ANNABATTUNI	Asset Status (In stock/Repair):	
Asset Type of issue	: LAPTOP	Remarks (if any )	:

Signature

Comments: