

## Policy for Bring your Own Device (BYOD)

**Purpose:** The purpose of the Bring Your Own Device (BYOD) policy is to provide guidelines and expectations for employees who choose to use their personal laptops for work-related tasks. This policy aims to ensure security, compatibility, and efficiency while respecting employees' preferences and promoting flexibility in the workplace.

**Scope:** This policy applies to all employees who are on the payroll of Aimlay Private Limited, and who opt to use their personal laptops for work purposes. It covers various aspects, including security measures, software compatibility, data protection, support mechanisms, reimbursement guidelines, and provisions for damage costs.

### **Policy:**

#### **1. Eligibility:**

- 1.1 Employees may choose to use their personal laptops for work-related tasks, provided their devices meet the minimum requirements outlined in this policy.

#### **2. Minimum Requirements:**

Personal laptops used for work need to meet minimum hardware and software requirements to work smoothly with company systems and applications.

A laptop with at least:

- 2.1 Generation– 8th or above
- 2.2 Processor – i3 or higher is considered
- 2.3 Storage – SSD Should be minimum 256/HDD 512 or higher
- 2.4 System – Windows or OS (windows version should be 10 or higher)

#### **3. Security Measures:**

- 3.1 Employees are responsible for maintaining the security of their personal laptops by installing and regularly updating antivirus software, enabling firewalls, and implementing encryption where applicable at your end.
- 3.2 Personal laptops must adhere to the organization's security policies and

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protocols, including password requirements, access controls, and data encryption standards.

3.3 There should be two desktops, one for personal use at home and one for office use only.

### **4. Software Compatibility:**

4.1 Employees are responsible for ensuring that software installed on their personal laptops is compatible with company systems and applications. IT support will provide guidance and assistance in determining compatibility where necessary.

### **5. Data Protection:**

5.1 Employees must take appropriate measures to protect sensitive company data stored or processed on their personal laptops. This includes implementing encryption, regularly backing up data, and adhering to data handling policies and procedures.

5.2 In case of loss or theft of a personal laptop containing company data, employees must immediately report the incident to the IT/Admin team for more help.

A) **Contact IT Department:** Notify IT immediately about the loss or theft.  
([it.team@aimlay.com](mailto:it.team@aimlay.com))

B) **Provide Details:** Share specifics like where and how the incident occurred for accurate assessment along with FIR copy.

### **5.3 Securing Other Devices:**

A) Ensure security for other devices used for work, like phones etc.

B) Implement necessary measures such as password resets to protect company data.

### **5.4 Cooperating with IT:**

A) **Assist in Investigation:** Provide information and aid in assessing the incident's impact.

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**B) Follow Recovery Procedures:** If the laptop is found, follow IT instructions to verify its integrity.

**Prompt reporting and collaboration with IT are crucial to mitigate risks and safeguard sensitive company information in such situations.**

### **6. BYOD Allowance:**

6.1 Employees who use their personal laptops for work-related tasks will be eligible for a BYOD ALLOWANCE of **Rs. 850/- monthly**. BYOD ALLOWANCE will be processed through the payroll system and will be subject to verification of usage.

### **7. Damage Costs:**

**7.1 Software Damage:** The company will bear the cost of repairing software damage if it occurs during office hours and when the employee is using work-related applications (e.g., Work folio or similar).

**7.2 Hardware Damage:** If hardware damage happens during office hours, the company will cover 50% of repair or replacement costs for compatible hardware, and 25% for original hardware and when the employee is using work-related applications (e.g., Work folio or similar).

**7.3 Relaxation** - If an employee's personal laptop, which they use for office work, breaks and they want to fix it themselves for less money, they'll get 5 extra days to do it, along with using their office laptop.

### **8. Compliance:**

8.1 Employees using personal laptops for work must comply with all relevant company policies, including security, acceptable use, and data protection policies. Non-compliance may result in disciplinary action, up to and including termination of employment.

8.2 Stickers with tags will be put on laptops for record-keeping, and all employees must have them labeled by the IT/Admin team.

8.3 Employees must inform the IT/Admin team before making any changes to their computer system.



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### 9. Agreement:

9.1 By opting to use their personal laptops for work-related tasks, employees acknowledge and agree to abide by the terms and conditions outlined in this policy.

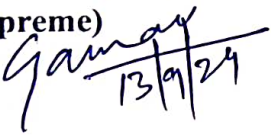
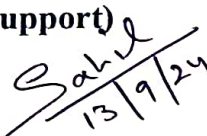
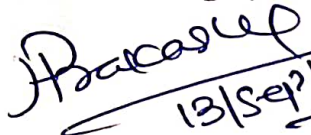


9.2 This policy also refers to NDA policy.

### 10. Review and Updates:

10.1 This policy will be reviewed periodically by the IT/Admin department to ensure relevance and effectiveness. Updates may be made as necessary to reflect changes in technology, security requirements, or business needs.

10.2 By adhering to this policy, employees can enjoy the benefits of using their personal laptops for work while maintaining security, compatibility, and compliance with company policies and standards. Additionally, the provisions for damage costs provide clarity and accountability in case of unforeseen incidents.

Below is the Formality Annexure Form which needs to be filled in by the employee when they bring their own device.

Approving Authorities Section		
<b>Mr. Gaurav Jassal</b> (Division Head-Supreme)  13/9/24	<b>Mr. Sahil Chopra</b> (Division Head – Support)  13/9/24	<b>Mr. Jai Prakash</b> (General Manager)  13/sep/24
<b>Mr. Gitesh Gupta</b> (CEO)  13/9/24		<b>Mr. R. K. Gupta</b> (Director)  13/9/24 12.20 PM

Rs 850/-  
monthly

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Acknowledgement Section				
S. No.	Name	Designation	Department	Signature
1.	Robin Thomas	Manager	Human Resource	Robin 13/9/24
2.	Varun Jha	Deputy Manager	Accounts	Varun 13/9/24
3.	Kamal Arora	Assistant Manager	Admin	Kamal 13/09/24
4.	Shashank Jain	Team Leader	Audit	Shashank 13/09/24
5.	Varunesh Shukla	Team Leader	Audit	Shukla 13-09-2024
6.	Hemant Nagpal	Team Leader	Admin	Hemant 13/9/24
7.	Rohit Singh	Sr. Executive	Admin	Rohit 13/09/24
8.	Gopal Arora	Sr. Executive	Admin	Gopal 13/09/2024
9.	Amandeep Singh	Sr. Executive	Admin	Amandeep Singh 13/9/24

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10.	Divya Narang	Sr. Executive	ERM	<i>Divya</i> 13/9/24
11.	Priyanka	Sr. Executive	ERM	<i>Priyanka</i> 13/9/24
12.	Shreya Singh	Sr. Executive	ERM	<i>Shreya</i> 13/9/24
13.	Muskan Yadav	Executive	Protocol	<i>Muskan</i> 13/09/24



## **BYOD Annexure Form**

Date: \_\_\_\_\_

**Employee name:**

**Employee Id:**

**Designation:**

**Department:**

**Division:**

**Reporting Manager Name:**

**Division Head Name:**

**Specification of laptop:**

- Generation – 8th or above
- Processor – i3 or higher is considered
- Storage – SSD Should be minimum 256/HDD 512 or higher
- System – Windows or OS (windows version should be 10 or higher)

Sr. No	Specification of Laptop	Mention in Detail
1	Generation	
2	Processor	
3	Storage	
4	System	

The further specification if any can be captured below:

Hardware Name	Make	Model No./Serial No.	Detailed Hardware / Software Specs

**For IT Use Only:**

Asset Name	Tag No./Tag ID	Asset Serial Number



- I understand that my device may have access to company data and that it is my responsibility to protect this data from unauthorized access.
- I will not store sensitive company information on my personal device without prior authorization.

I, \_\_\_\_\_, hereby agree to the terms and conditions outlined in this BYOD Annexure Form. I understand that by using my personal device for work purposes, I am bound by company policies and guidelines.

**Acknowledgment:**

I acknowledge that I have read and understood the terms of this BYOD Policy and agree to abide by them.

Employee Name:

Employee ID:

Signature:

Date:

User Login Creation Date	One Drive Installation Date	Remarks

IT Concerned Employee Name:

IT Concerned Employee ID:

Signature:

Date:

Admin Manager Name:

Employee ID:

Signature:

Date: