



SynCFusion Software Private Ltd.

Laptop Issuance Terms & Conditions

Acceptable Use

The laptop provided by the company is to be used only for creating, researching, and processing company-related materials, and other tasks necessary for discharging one's employment duties. No other person is to be allowed to access or use the device. You assume personal responsibility for appropriate use of the device and agree to comply with this policy and other applicable company policies, as well as applicable laws and regulations.

Laptop Handling

Please handle the laptop with care and open it in the center point of middle position to avoid damage.

If laptop got damaged kindly inform our team at the time of damage itself to avoid major issues.

Please do not stick any labels or stickers on the laptop.

Software

All software acquired for or on behalf of the company or developed by company employees or contract personnel on behalf of the company is and at all times shall remain company property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements.

Licensing

Unless otherwise provided in the applicable license, notice, contract, or agreement any duplication of copyrighted software, except for backup and archival purposes, may be a violation of several laws. In addition to violating such laws, unauthorized duplication of software is a violation of the company's policy.

Standard Software

The following link shows the authorized and free software list that can be installed on your company laptops.

<https://syncfusion.sharepoint.com/sites/SynCFusion/SitePages/Authorized%20Software%20List.aspx>

- Any other software for which an official license was provided by the SynCFusion license administrator.

Violations

Violations may result in disciplinary action in accordance with company policy. Failure to observe these guidelines may result in disciplinary action by the company depending upon the type and severity of the violation, whether it causes any liability or loss to the company, and/or the presence of any repeated violations.

Damage

- 50% of the service cost will be deducted from the employee's salary responsible for any type of damage.
- Every employee is entitled to 2500 reward points, valid for a calendar year (January – December), that can be used for waiving service costs at the discretion of management.
- If the device is under Accident Damage Protection (ADP) warranty and the vendor does not charge anything, there will be no deduction.
- If the device is damaged due to mishandling and the same cannot be serviced, 50% of the device's cost will be deducted from the employee's salary.
- A damaged bag will be replaced with a new bag based on the availability of supplies.
- Teams' asset damages will be assessed and charged based on the manager's recommendations.
- If an employee reports device damage during the notice period or on the relieving date, 100% of the damage cost will be deducted.
- If an employee had worked at Syncfusion for 3 years, up to Rs. 3000/- of the service cost will be waived.
- If the amount is above Rs. 3000/-, the whole amount over the Rs.3000/- will be deducted. For example, if the service cost is Rs. 500/-, the whole amount will be deducted.

Loss/Theft Policy

- Syncfusion expects its employees to register a police complaint and obtain a FIR as soon as the device is lost or stolen.
- Along with the First Information Report (FIR) complaint copy, they should report the theft to the company through a JIRA task. If a copy of the complaint is attached, 50% of the device cost will be paid by the employee; otherwise, 100% will have to be paid.
- If their headset is lost for the second time within a short period (1 year), 100% of the amount will be deducted from the salary.
- If an employee reports the loss/theft during the notice period, 100% of the device cost will be deducted.

Acceptance:

I understand and agree that

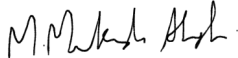
- Any software and hardware devices provided to me by the company remains the property of the company.

- I am not to modify, alter, or upgrade any software programs or hardware devices provided to me by the organization without the written permission of the company.
- I shall not copy, duplicate (except for backup purposes as part of my job), or allow anyone else to copy or duplicate any software.
- If I leave the employment of Syncfusion Software Private Ltd., for any reason, I shall immediately return the original and copies of any software, computer materials and hardware assets that I may have received from the company or otherwise directly or indirectly under my control.
- I must make reasonable efforts to protect all company-provided software and hardware devices from theft, loss, and physical damage.

I acknowledge that I have read the document and by clicking the **I Agree** check box, I agree to the above terms and conditions.

Employee Name: Manikanda Akash Munisamy

Employee ID: SF4236

Signature: 

Date: 09/26/2023


Hardware Asset Maintenance

- Syncfusion provides devices to employees for work purposes and allows these devices to be taken home to work from home. Syncfusion expects devices to be in good condition when they are returned or exchanged for updated devices.
- All employees should protect Syncfusion's assets and ensure their proper use. All company assets are to be used for legitimate business purposes only.
- Employees are responsible for their assigned permanent and team assets.
- Assigned assets of the employees will be reflected in the HR Portal and updated regularly.

I acknowledge that I have read the document and by clicking the I Agree check box, I agree to the above terms and conditions.

Employee Name: Manikanda Akash Munisamy

Employee ID: SF4236

Signature: 

Date: 09/26/2023