

Employee Handbook - Laptop

Conrad Labs provides laptops as the primary development environment.

Laptop Renewal and Cost Coverage

- For new employees, the choice of a laptop is preordained depending on the team the employee is joining. In such a case, the total cost of the laptop will be fully covered by the Company.
- The company has a cap of \$2800 with a three-year warranty for a Windows laptop and four years for a MacBook.
- Employees are given the option to choose their own laptop at the time of renewal of their laptops.
- In case of accidental damages, the company will cover only 50% of the cost incurred to repair said damages. The company provides no extended warranty.
- The Company will purchase the laptop for the employee. If the cost of laptop is higher than the configuration recommended by the company, then the difference will be deducted from the employee's salary, over a period of 4 months.
- If the laptop is damaged due to misuse or carelessness, the employee is responsible for the cost of repair.
- Company is the sole owner of part-time employees' laptops. Therefore, laptop replacement or upgrade decisions depend on part-timers' respective team leads.

Transfer of Ownership

- The ownership of a laptop is transferred to the employee after 3 years (4 years for the MacBook Pro) of the date of its issuance, and the employee is eligible for a new laptop.

- A new laptop request is given due consideration, and the laptop is normally replaced within 6 months.
- A laptop replacement request might be delayed if the employee has any unpaid loans, and the cost of the new machine is greater than the Company limit
- In case of theft of a laptop, while in possession of the employee outside the office premises, the employee has to pay the balance for the remaining good use period. This cost is calculated based on the duration noted in the clause above. A replacement laptop will be immediately purchased and issued to the employee
- In case of resignation, the employee can be given an option to buy the laptop after paying the Company the balance for the remaining good use period. The company is not liable to pay the employee any amount if the employee does not choose to buy the laptop. This offer is valid only if the employee has been with the company for at least 2 years and the laptop is at least 24 months old. This offer is subject to approval by the company.