



Laptop Allocation Policy

TRIANZ INTERNAL

trianz.com

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1. Purpose

In order for employees to be as productive and functional as possible while away from the office, laptop computers offer crucial functionality that enables them to have their computing resources close at hand in meetings, the workplace, or even working from home in some time-constrained scenarios.

2. Objective

For all Trianz Employees, this policy establishes a systematic framework for laptop distribution. Regardless of whether the laptop is used in the workplace, at home, or any other setting like a hotel, conference room, or while travelling, an employee utilizing company-provided laptop is accountable for the security of those devices, distribution.

3. Scope

This policy applies to all Trianz employees including Contractors and Interns

4. Entitlement

- All Trianz associates will be allocated a laptop.
- All Trianz associates who are Grade 10 and above will be provisioned with a sleeker version of the laptop suiting their business needs.

5. General Terms of Use

- Laptop devices shall be provided for Trianz business use only and will remain an official asset.
- The IS Operations team will check the working condition and issue the laptop in good condition, The same will be mentioned in the laptop allocation mail and the user must acknowledge it.
- The laptop and any input/output devices that are enabled on it are for business use only and /or not be used for transferring non-approved and/or installation of any unauthorized software.

- The Trianz IS team reserves the right to install any monitoring/tracking mechanisms on laptops and does not guarantee the privacy of any data stored on same.
- While using the laptop within as well as outside the office premises, an employee shall adhere to the security guidelines as mentioned below:
 - Not allowing unauthorized persons e.g., friends/relatives to access the laptop.
 - Not using removable media such as flash drives, or external storage without permission of the Trianz IS team and scanning them with Antivirus. However, all USB ports are blocked by the IS team as a security measure, and if anyone has any exceptions.
- Lost laptop or physical damage to the allocated laptop will be charged to the employee.
- Employees must submit an FIR copy along with an Incident report in case lost of laptop.
- HR, IS Operations, and Infosec must be intimated about the loss and physical damage of the laptop.
- Recovery amount should be communicated to associates and to benefits@trianz.com by IS Operations.HR will take it up with the Finance team for the recovery amount.
- Keep the allocated laptop in your possession and within sight whenever possible. Be extra careful in public places such as airports, railway stations or restaurants, etc.
- IS team has the right to conduct inspections of any allocated laptop without prior notice to the Employee. employee will submit the laptop for random audit by the IS team to check the asset's physical presence and functional usability if needed.
- Employees shall not take the laptop for repair to any external agency or vendor at any point in time.
- Associates shall be personally responsible for storing their personal data in the organization-provided one drive as it may not Keep a note of the make, model, serial number, and the Trianz asset label of your laptop but, do not keep this information with the laptop.

6. Returning of Laptop/Company Assets during Employees Exit

HR team shall send the mail at least a week before the employee exit and the exit process in the e-separation tool shall be initiated for employees/contractor/interns.

- Returning of laptop shall be initiated during their exit.
- Means of Returning of the laptop can be done through the following:
 - a. Direct returning of the laptop by employee at office : Employee returns the laptop directly to IS team with prior information to HR, in case of direct walkin (i.e.after the exit date)
 - b. Enabled by Admin department to collect via the courier service : Admin department will inform IS department about the status Returning of the laptop Return to IS Department , once returned.
 - c. Employee working remotely taking care of the shipment to office :Asset delivered directly to front office through shipment enabled by employees and returned to IS Department.
- IS team shall provide the exit clearance only after the Laptop is returned.

Note:

1. Employees are responsible for returning the laptops/Accessories in good working condition.
2. Trianz does not entertain buy back of existing laptops/accessories for any reasons.
3. Any laptop returned after 1 week of exit, employees to bear the Monthly lease charges and the same to be communicated to Payroll team for deduction from the payroll.
4. For a laptop retention by exited employees more than 2 months, FIR shall be filed, and necessary action shall be taken.
5. For any resources leaving and likely to come back after certain duration(2 to 6 months) laptops to be returned to the IS team and they may be allocated a fresh laptop.

7. Laptop/Other Assets Allocation on transfers from One Country to Other Countries global

- Upon intimation from HR function about the resource's Transfer from one country to the other (for e.g. India to USA or vice versa), laptop Allocation shall be done.
- Employee has to return the laptop to the IS team from the base location (for e.g. India) before leaving to the other country.
- Employees have to raise the ticket with due approvals from the reporting manager for enabling the returning of the laptop at base location and issue of laptop in the transferred country.
- Employee has to fill **the "Laptop/Other assets handover checklist"** available in Blue Book and furnish it to IS team for further processing.
- Prior to returning of laptop, employee shall store the scoped data in Company's Onedrive.
- Once Employee reaches new base location i.e destination country, local IS team shall issue a new laptop to employee with reporting manager's approval.
- Laptop Handover Process shall follow the scenarios as specified in Section 6.

8. Exception (s)

- In addition to this allocation policy, if any associate does not meet the laptop allocation as stated in Section 4, they may be eligible for the company laptop, provided if they have business requirement for a laptop and approved business justification by their function head.
- Desktops, Monitors and other accessories will be provisioned based on business requirements.
- For any exceptions or deviations, the employee should get CIO approval through their project/department head. Post approval request can be submitted to the Trianz IS Team.
- Exception will be handled on a case-to-case basis.

9. ISO Control Mapping.

Category of Control	ISO 27001:2022 Control	Document Name as per ISO 27001:2022
Organizational Controls	5.9 Inventory of Information and Other Associated Assets	Laptop allocation Policy

Document Control:

Owner:	CISO	Release ID:	LAP_POL_060
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For Trianz Process Improvement Group (TPIG) Purpose Only

Version History

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