

**DIPTAB VENTURES PRIVATE LIMITED**

# Company Asset Management Policy

***Note:** The policy will be applied at the discretion of management. The management reserves that right to modify/change this policy as deems fit. Any change in the guidelines narrated below would be communicated to all employee*

## 1. Introduction and purpose -

**1.1** Diptab Ventures Pvt Ltd (hereinafter referred to as the “Company” or “Lets Transport”) is committed to identify Company’s organizational assets and define appropriate protection responsibilities, ensure that an asset receives an appropriate level of protection in accordance with its importance, and to prevent unauthorized, modification, removal or destruction of an asset. This company asset management policy (“Policy”) standardizes procedures and communicate expectations pertaining to the acquisition, maintenance, and disposition of all categories of Assets within the Company. Additionally, this policy also provides guidance on the full lifecycle of the Asset management process in order to derive the maximum benefit from those assets, and properly account for them across the Company.

## 2. Scope and Applicability -

- 2.1** This policy applies to all employees and non-employees who are owners, custodians or users of Company Assets, or those entities who manage, deploy, or support Company Assets either internally or externally.
- 2.2** “Company Asset/Asset” shall mean device that has value to the Company such as forms, media, networks, hardware, software and information system.

- 2.3 This Policy shall be applicable to and shall include asset identification, description, location, classification, value, label and owner.

### 3. Asset Management Team –

- 3.1 The Board of Directors shall set up an Asset management team, who shall be responsible to carry out end-to-end Asset management process. The Asset management team shall also be responsible to decide the owner of every asset who is entrusted with the Asset management obligation.

### 4. Tagging and tracking-

- 4.1 Assets such as desktop workstations, laptop mobile computers, tablet devices, printers, copiers, handheld devices, scanners, mobile phones, tablets devices, network appliances, servers, private branch exchange, internet protocol and telephony systems and components, video/security devices, memory devices and all other devices specified by the Asset management team, are required to be tagged and tracked. Assets with very small value as specified by the asset management team shall not be tracked. However, assets, which store data, shall be tracked regardless of cost.
- 4.2 All assets must have an internal asset number assigned and mapped to the device's serial number.
- 4.3 The asset database shall include purchase and device information such as purchase date, model, serial number, location, type, owner, department, PO number, etc.

### 5. Procurement and Deployment-

- 5.1 The process of procurement of an Asset shall be initiated by a request to the Asset management team to be sent by the reporting manager, with details filled in the Asset procurement form. Asset management team shall analyse the requirement and present the budget to the department head of the concerned manager. Upon approval, the Asset management team shall procure the Asset.
- 5.2 Assets shall be approved and allotted by the HR, however, deployment of Asset shall be carried out by the Asset management team and an ID and owner shall be designated for every Asset.
- 5.3 The employee shall be required to execute Asset issue form/agreement, in the format specified by the Asset management team, prior to receiving possession of any Asset and copy of such duly executed form shall be maintained in the Asset database.

### 6. Use of Company Asset –

- 6.1 Employee shall handle Company Assets with care and protect devices from damage, loss or theft.
- 6.2 Company Asset shall be strictly used for Company use and any use for personal purpose shall not be tolerated. In the event that an Asset is lost or stolen, the responsible Asset owner is obligated to notify his or her manager and the Asset management team promptly.

**6.3** Employee shall be responsible for any misuse of Company Asset in his possession and shall be liable for any damages caused to the Asset by any means whatsoever.

**6.4** Employee shall at all times comply with terms of employment agreement at all times, including any terms pertinent to use of Company Asset.

## **7. Asset disposal**

**7.1** In case of termination of employment, the concerned employee shall promptly return the Company Asset to the Asset management team. In case of death of an employee, the Asset management team, in consultation with HR, shall coordinate with family members to get back the Company Assets in the employee's possession, if any.

**7.2** When disposing of any Asset, sensitive data must be removed prior to disposal. Asset management team shall determine what type of data destruction protocol should be used for deletion. For media storing confidential or personally identifiable information (PII) that is not being repurposed, disks shall be physically destroyed prior to disposal.

## **8. Audit Controls and Management**

**8.1** Asset management team shall be responsible to further document procedures for this Policy and shall also conduct periodic internal audits and tests to check for any loopholes or other inconsistencies. These measures shall majorly include:

- 8.1.1 Current and historical asset management system checks for various classes of Asset records.
- 8.1.2 Spot checks of record input and accuracy against tracking database.
- 8.1.3 Day-to-day operations in compliance with this policy

## **9. Enforcement**

**9.1** Employees shall abide by this Policy and any violation may be subject to disciplinary action, up to and including termination.

**Approved by:**

**CEO**