

Laptop Policy Agreement

This agreement is made and signed on Day ofat Chandigarh containing additional terms agreed

BY AND BETWEEN

Netsmartz InfoTech (India) Pvt. Ltd., a company having its registered office at **Plot no. 10, Rajiv Gandhi Chandigarh Technology Park, Kishangarh, Chandigarh**

AND

Mr./Ms./Mrs....., Son/Daughter of resident of (Permanent address) is treated as an individual.

Whereas **Netsmartz InfoTech (India) Pvt. Ltd.** Term used as “**Netsmartz**” is providing laptop to an individual for official purpose.

Now, in consideration of the use of the assets, the employee covenants as here under;

- Use the asset only for the business of Netsmartz and shall not use it for any unlawful or prohibited purpose.
- Not to install/use any unauthorized software/data in the course of use of the asset. Any unauthorized software installed on the laptop will be my responsibility if any audit held by the IT department of Netsmartz or third party.
- You are personally accountable for all network and systems access under your user ID, so keep your password absolutely secret. Never share it with anyone, not even members of your family, friends or IT staff.
- I undertake to take proper and reasonable care of the asset at all the times, shall not misuse the same and take all necessary and adequate safeguard to protect the asset of Netsmartz.
- You agree that the asset shall be the property of Netsmartz at all times and that I will not have any right, Netsmartz or interest in the said asset except using such asset during my employment with Netsmartz or for such duration as may be decided by Netsmartz. Provided that Netsmartz will have the right to take back the asset at any time it deems fit without assigning any reason for the same.
- I agree not to mortgage/lien or otherwise create any charges/encumbrances on the said asset of Netsmartz, whether present or future, and will not, under any circumstances, as off the asset as my own. I further agree to return the asset on termination of my services or on leaving the services of Netsmartz, for any reason whatsoever.
- I agree that in the event of any loss/damage to the asset, I will immediately lodge an FIR and submit the original copy to the HR.
- I agree, in case of a loss of the laptop, the employee/user is to immediately report the loss, with all the relevant Information relating to the loss, to the relevant HR and IT Team.
- I agree to submit myself to random audit by Netsmartz, in order to check the physical presence as well as the functional usability of the asset.

- I undertake to maintain the secrecy and the confidentiality, at all times, with respect to all the data and information relating to Netsmartz and or used in relation to my employment with Netsmartz, contained in the asset, whether past, present or future, in whatever form.
- I agree to defend and indemnify Netsmartz against, and hold Netsmartz harmless from, any and all claims, damages and losses, and expenses of any kind arising from or connected with the use of asset.
- The term of this agreement will be enforced till my last day of working in the organization.
- In case of any difference/dispute arising out of or in connection with the use of the asset or the terms and conditions of this agreement, the same will be referred to the Director for decision on the matter.
- In case of my leaving the employment or being terminated for any reason, I will handover the asset to Netsmartz in good condition failing which Netsmartz is authorized to file legal action or penalty against me.
- I will not install any additional software or change the configuration of the equipment in any way without prior consultation with Tech Support.
- I will not allow any other individuals to use my laptop computer and/or related equipment and accessories that have been provided to me by the District.
- I understand that a violation of the terms and conditions set out in the policy will result in the restriction and/or termination of my use of the District's laptop computers, equipment, and/or accessories and may result in further discipline up to and including termination of employment and/or other legal action

Agreement accepted on.....

Agreement accepted by.....

Employee (Signature)

Management (Signature)

Details of the asset are attached as Annexure (Delivery Note).

DELIVERY NOTE

Description

Model No

Serial No

Inventory Code

Configuration

Check list:-

Power cord Yes/ No

Power Adaptor Yes/ No

Modem Cord Yes/ No

Laptop Carry Bag Yes/ No

Laptop Physical Status New/Old

Network Connectivity Yes/ No

E-mail, Outlook, Internet configuration Yes/ No

I have received all the above stated items and I am satisfied with their working condition.

Date:

Signature:

Name: