



### **ASSIGNMENT OF EQUIPMENT**

You have been assigned **O2F INFO/Infosys end client** owned equipment to complete your job duties and accordingly, you are temporarily assuming responsibility for the items.

O2F Info/Infosys is deeply concerned with safety of the Asset. If you are unsure of the proper and safe way to use any piece of equipment, you must contact your supervisor Or O2F immediately. You should never use any piece of equipment in a way that you know, or suspect may be unsafe. Likewise, you should immediately report any problem or damage to, or resulting from, O2F Info/Infosys end Client piece of equipment as well as any theft of the equipment.

You should take reasonable precautions to protect the equipment and comply with any applicable O2F Info's /Infosys end Client policy regarding use of the equipment. You also should not use O2F Info /Infosys end Client equipment for no-work related tasks, or non-employees to use the equipment. When the task has been completed for which, the equipment was needed, you must promptly return it within 4 Days of deputation ends.

**Failure to return the equipment in proper condition in 4 working days after deputation end or lost under any circumstances belonging to O2F Info/Infosys end Client, will result in payment to O2F Info for the repair or penalty of USD 2000 will be recovered from you.**

We appreciate your hard work and dedication and thank you for cooperating.

For O2F Info Solutions Pvt Ltd.



**Manager – Human Resource**

Name :

Signature :

Date :