



## **Laptop Policy**

### **Purpose**

Laptop computers provide important functionality, allowing employees to have their computing resource at hand in meetings/workplace, and those who travel on business to be maximally functional and productive while away.

### **Scope**

These procedures apply to all employees who use Company owned laptop. These individuals are hereinafter referred to as "caretakers". Each caretaker of a Company-owned laptop is responsible for the security of that laptop, regardless of whether the laptop is used in the office, at one's place of residence, or in any other location such as a hotel, conference room, car or airport.

### **Procedures**

#### **Requesting for a Laptop**

Every employee who wishes to use the Laptop should fill the Laptop request form and forward it to the Project Head. The Project Head, in turn, with the help of IT team will check the availability of Laptop and basing on the requirement of the user would release the Laptop for the employee use

#### **Registering a Laptop**

Every laptop must have a caretaker. Each department that has a laptop(s) must have a sign out sheet indicating that has the laptop, the make, and model and NCC inventory number. This information should be sent to IT team each time there is a change of the caretaker.

#### **Laptops in Corporate Office**

Laptops must be secured in a locked drawer when not in use, i.e. when you are not taking your laptop home or will be out of the office for a while.

#### **Laptops Out of Corporate Office**

When a caretaker takes the laptop out of his/her office, s/he is expected to keep the laptop in hand or sight, or in a secure and locked location, at all times. It is the total responsibility of the caretaker to handle the Laptop

During the period, when the caretaker carries the Laptop with them the same should not be misused for the purpose of transferring the data on to other storage devices. If any caretaker were found malpractice, s/he would be liable for disciplinary action from the organization



### **Reporting a Theft**

If a Company-owned laptop is stolen / lost in office premises, its caretaker is expected to immediately file a theft report with IT Team and with HR/Admin Department. If traveling, the caretaker must also report the theft to the local law enforcement agency. In case of negligence the management has every right to deduct it from the Employee's Salary.

### **Keeping the Laptop Secure**

The caretaker of a Company-owned laptop must have it checked by IT team every three months (January, April, June and December) so that the latest patches, security holes and other software remain current.

### **Ending Employment at the Company**

A caretaker must return the laptop to the Company before their ending date of employment. IT team shall provide a list of laptops and caretakers to Human Resources & Admin. During the exit interview with the Human Resources and Admin the laptop, keys, and other items will be collected.

The Laptop should be returned to HR / IT in as-is-where-is condition. The caretaker shall not divulge into any malpractices like formatting the data / restoring the factory settings. Failure to return the laptop may result in withholding payments such as F&F until the laptop is returned.

### **Installation of unauthorized Software**

The caretaker without the prior authorization of the IT team shall not install any unauthorized software like messengers, chatting software or any malicious software, which may cause problems to the functioning of the Laptop. **The IT team shall ensure that the caretakers are not given the option of installing the software.**

Any caretaker violating this would be penalized / recommended for disciplinary action as per the company policy

### **Eligibility**

Project Heads / Department Heads / Senior Management  
Front ending; sales team for certain grades  
Employees / Consultants going on Client Assignments

### **Returning the Laptop**

Caretaker returns the Laptop shall be returned to the company in the following situations

Leaving the company  
Returning from onsite / domestic assignment  
Requested to return the Laptop for re-allocation  
Change in work location / job assignment  
If found indulging in any malpractice