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Desktop Policy

1.0 Purpose

Desktop computers provide important functionality, allowing employees to have their computing workplace and WFH (work from home).

2.0 Scope

These procedures apply to all employees who use Company owned Desktop. These individuals are hereinafter referred to as "caretakers". Each caretaker of a Company-owned desktop is responsible for the security of that desktop, regardless of whether the desktop is used in the office, at one's place of residence.

3.0 Procedures

3.1 Requesting for a Desktop

Every employee who wishes to use the Desktop should fill the Desktop 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 Desktop and basing on the requirement of the user would release the Desktop for the employee use

3.2 Registering a Desktop

Every Desktop must have a caretaker. Each department that has a desktop(s) must have a sign out sheet indicating that has the desktop, 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.

3.3 Desktops in Corporate Office

Desktops must be secured in safe place when not in use, i.e.

3.4 Desktops Out of Corporate Office

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

During the period, when the caretaker carries the Desktop 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

3.5 Reporting a Theft

If a Company-owned desktop 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 Employees Salary.

3.6 Keeping the Desktop Secure

The caretaker of a Company-owned desktop 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.

3.7 Ending Employment at the Company

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

The Desktop 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 desktop is returned.

3.8 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

3.9 Eligibility

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

3.10 Returning the Desktop

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

a) Leaving the company
b) Returning from onsite / domestic assignment
c) Requested to return the Desktop for re-allocation
d) Change in work location / job assignment
e) If found indulging in any malpractice

COMPANY PROPERTY AGREEMENT

I recognize that I am financially responsible for all company property issued to me. I also understand that I am responsible to ensure that all company property remains at all times in good working order, and that should an item of company property that has been issued to me need repair or replacement, it is my responsibility to notify my supervisor or a designated company representative immediately to effect that repair/replacement.

I understand that any company equipment that is not in good working condition at the time of my resignation or termination will be considered my failure to maintain that item of company property, and because I am financially responsible for all company property issued to me, the price of repair or replacement will be my responsibility. Based on applicable state statutes, reimbursement to the company will be achieved through payroll deduction of my wages.

My signature below serves as undisputed proof that I understand my responsibility regarding the company property issued to me, and also serves as authorization for Tech2Globe to deduct the appropriate amount from my final paycheck.

Note: Tech2globe has complete authority to install any monitoring software on the computer you are using and to monitor you at any moment.

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Employee Signature:

Employee Name: Paras Kumar
Employee code: 1515
Designation: Ecommerce Process Executive

Date: 28-May-2022

Authorized Signatory

Date: 28-May-2022

IT Department: Bharat Bhola (Team Lead - IT)

Function Head: IT Department

Desktop Details

Desktop/CPU Make: - PGL6732 (lenovo)
Model No.: ThinkCenter M72e
Configuration : I3,8GB,240GB SSD
Power Cord:- 2
VGA Cable:-   1
HDMI Cable:- N/A
USB Wifi Dongle:- YES
Headpone:- NO
LED Screen:- ZEBSTOR(RAA06GS03327)
Mouse: DELL
Keyboard: DELL
Other Extra Item: NO

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<u>Note</u>: Received BMIT System from Paras Kumar (EMP-1515)

Date 28/05/2022. Details are mentiond below:-

* BMIT Screen: Received Damaged
* CPU: in nodisplay
* keyboard mouse: faulty (Few keys are not working and also mouse click issue.
* Power Cable are also faulty.

<u>Given</u>: New CPU with new Screen

keyboard mouse old condition. keyboard Alt key is not working:—

Paras Kumar