

## IT Asset Usage Policy

### Scope:

This policy applies to:

- All full-time, part-time, contract, or freelance employees.
- All IT hardware and software provided by the company for official use.
- Any personally-owned devices used for official purposes, if allowed.

### Purpose:

This policy defines the acceptable use, security, maintenance, and responsibilities associated with the allocation of IT assets (including laptops, desktops, peripherals, and licensed software) to employees of the organization. It aims to ensure responsible use, safeguard company data, and minimize loss or damage to IT equipment.

### Description:

#### Asset Allocation & Ownership:

All IT assets are company property and are to be used solely for business purposes.

Employees are

responsible for the care, security, and appropriate usage of the assets allocated to them. IT assets must

be returned to the IT team:

- At the time of exit/termination.
- On extended leave or deputation.
- During upgrades or reallocation.

#### Acceptable Use:

Employees are expected to:

- Use IT assets only for work-related activities.
- Follow cybersecurity guidelines (no unauthorized software, use of VPN, secure passwords).
- Avoid storing personal or sensitive data that is not work-related.
- Not install or attempt to modify system configurations without IT approval.

Unacceptable use includes (but is not limited to):

- Accessing inappropriate websites/content.
- Using the system for illegal, unethical, or non-business-related activities.
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Installing pirated or unauthorized software.

#### Theft, loss or misuse of Devices:

In case of loss or theft:

- Lodge an FIR at the nearest police station immediately.
- Share a copy of the FIR with the IT Department.
- The employee is financially liable for loss or damage caused due to carelessness or negligence.

Laptop handling & transportation guidelines:

To ensure device longevity:

- Shut down or hibernate the device before moving.
- Avoid exposure to liquids, dust, or extreme temperatures.
- Keep the laptop away from magnetic fields.
- Use only company-approved bags or sleeves.

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Laptop repair and replacement policy:

a. Incidental Damage

- Accidental damage (drops, spills) will be assessed by IT.
- The employee will bear the repair/replacement cost unless covered under warranty or AMC.

b. Wear and Tear (due to age)

- Devices aging beyond reasonable repair will be replaced at company expense.

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IT will determine the eligibility based on device health and usage.

c. Reporting

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Issues must be reported to IT via email/helpdesk immediately.

- Delays in reporting could lead to increased costs or usage issues.

d. Repair Location

- Devices must be brought to the base location IT team for physical inspection and repair.

- No courier reimbursements shall be applicable for laptops sent independently.

Software usage & Licensing:

- Only IT-approved and licensed software should be installed and used.
- Unauthorized installations are strictly prohibited and may result in disciplinary action.
- Employees must report any suspected software issues or license violations.

Data Security & Privacy:

- Company data stored on IT assets must be protected via encryption/passwords.
- Sharing confidential or internal data without authorization is strictly prohibited.

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IT may audit laptops periodically for compliance and security.

Return of Assets:

Upon termination/exit:

- Employees must return all assets in working condition.
- Any damage or missing items will be evaluated and deducted from final settlement, if necessary.

Violation of the terms laid out in this policy may warrant suitable disciplinary action.

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