



HEXAGON

Employee Asset Purchase Policy

Revision: 1.1

Last Reviewed: 05 Jun 2023

Next Revision Date: 04 Jun 2025

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1. Introduction

Purpose of the policy to enable employees to procure workstations/laptops (Lenovo/Dell/HP) which are due for refresh as per company policy.

2. Scope & Eligibility

All Full-Time confirmed employees are eligible for this policy. Employee should be on the payroll of HCCI on the date when the asset is available after de-bonding.

3. Procedure

- Employees will be eligible to purchase the asset which was being used by them at a pre-determined price by HCCI on as is where is basis.
- This is without any further recourse or any IT support or any operating system.
- Assets will be completely formatted and handed over to the employees after de-bonding from Customs Department which may take around 3 months.
- Price will be based on the respective asset i.e. 5% of the original procurement cost (for assets that are more than 4 years old) + GST (18%).
- Price can be checked with IT team at the time of returning the asset.
- This amount will be deducted from the payroll - in the month of asset purchase confirmation by employees or the subsequent month depending upon the payroll cycle.
- Employees have to clearly express their intent to procure the assets when it is being returned to the IT team/stores in a prescribed format.

4. Policy Administration & Exceptions

The Finance Department shall be the responsible and final arbiter for administering this policy. IT Department will support in executing this policy.

5. Revision History

Rev.	Rev. Date	Reason for Revision	Revised By	Approved By
1.1	5 June 2023	Revision to the price of asset repurchase to 5% from 10%, tenure of the asset for repurchase changed from 3 years to 4 years	David EGURI	Rajasekhar DUKKIPATI