

## **Policy for utilization of personal Laptop subject to payment by Business Automation:**

An employee may use his/her personal Laptop for official purpose under the following terms and conditions:

01. The student who doing the internship at Business Automation Ltd for his/her academic purpose, s/he will use its' personal Laptop during that internship period.
02. The student will not be allowed any amount for the utilization of his/her personal Laptop.
03. On completion of his/her academic internship s/he may be recruited or not. If recruited the following conditions will also be applicable for him/her.
04. Part time Freelancer/Research Assistant will use their personal Laptop and will not be allowed any amount for utilization of their personal Laptop.
05. Young Professional, full time Freelancer/Research Assistant or the employee who are under probation period or contractual job will be provided official Desktop/Laptop.
06. The employees who are appointed under point 05 may use their personal Laptop for the official purpose with the consent of their team head.
07. Team head may allow personal Laptop for official usage after discussion with the Head of Admin and the ***photocopy of invoice of the Laptop*** will be provided to Admin.
08. The employees who are appointed under point 05 and use their personal Laptop for official purpose on regular basis will be allowed monthly payment as per related rate mentioned in the Point 11 unless any Laptop/Desktop is allotted to the employee by Business Automation Ltd.
09. The maintenance of the personal Laptop will be done by Business Automation Ltd for those Laptop which are being used for official purpose on regular basis but it should be available in any/convenient location of BA office.
10. The repairing charge (Cost of any component) of the personal Laptop will not be borne by Business Automation Ltd for those Laptop which are being used for official purpose.
11. In accordance with the Point 08 the employee will be allowed monthly payment through the related level of the following:

<u>Value of Laptop</u>	<u>Considered Life Time</u>	<u>Avg. Monthly Cost</u>	<u>Office will bear 70%</u>
Tk. 35,000/=	3 Years	Tk. 972/=	680/=
Tk. 35,001 to 50,000/=	4 Years	Tk. 885/=	620/=

Tk. 50,001 to 70,000/=	5 Years	Tk.1,000/=	700/=
Tk. 70,001 to 90,000/=	6 Years	Tk.1,111/=	777/=
Above Tk. 90,000/=	7 Years	Tk.1,190/=	833/=

The value of the Laptop will be assessed in consultation with the sourcing team.

12. The policy has been effective since 1<sup>st</sup> July'2020.