

COMPANY LAPTOP POLICY

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1. Objective

The document outlines the provisions pertaining to laptops provided by the Company for official use.

2. Eligibility

The facility will be extended to all employees in Levels L1 & L2. In exceptional circumstances, depending on the nature of work performed and on approval by CEO or above, laptops may be provided to employees in other grades. However it is recommended that such exceptions be kept to a minimum.

Temporary allocation of laptops to employees in grades below L2, for a period upto 1 month may be approved by the HOD in order to cater to short term business requirements.

In event of laptop being provided to an employee, he/she shall not be eligible for a desktop in home or office.

3. Process for availing the benefit

For employees in L-1 & L-2 and above the entitlement would be automatic on joining the Company's services, however for others, the reasons for allowing the facility should be stated. The employee will submit the approval form in the required format as per Annexure 1, to the IT department after obtaining necessary approvals.

4. Configuration

A standard configuration shall be made available. As and when need arises this will be reviewed by IT department. Exceptional cases and configurations viz: webcam, headphones etc can be obtained after prior approval from MD.

5. Procurement/Maintenance/Repair

The laptop procurement has to be routed through respective HOD on approved format with the authorization of MD, to be submitted to IT department. Any repair arising out of warranty has to be intimated to IT department in writing along with cause of such failure. Any damage arising out of mis-handling will be borne by the employee.

6. Backup

Employee has to make sure that backup is taken at periodic intervals.

7. Termination of services

The employee will be required to return the laptop to the IT Department on termination of services with the Company. In the event of an employee absconding or any other unauthorized absenteeism, post availing the facility, the same will be deemed as offence and the Company will initiate legal action against such employee.

8. Laptop Usage & Security

All laptops acquired for or on behalf of the company shall be deemed company property. Each employee issued with a laptop is responsible for the security of that laptop & related accessories, regardless of whether the laptop is used in the office, at the employee's place of residence, or in any other location such as a hotel, conference room, car or airport etc. The Company may recover costs from the employee towards loss or damage of the laptop due to improper handling.

5. Reporting loss/damage of laptop

In the event of loss of laptop, the employee will be required to lodge an FIR with the concerned police station or inform the nearest High Commission or Consulate of the Government of India (in case of loss or damage occurring outside India).

Laptop loss or damage should also be immediately reported to the IT and Administration departments for further formalities.

6. Installation of unauthorized/ illegal software.

Employees are prohibited from installing unauthorized/ illegal software on Company provided laptops. It is also recommended that use of the laptop for personal requirements be kept to a minimum.

7. Policy ownership and implementation

The policy will be owned by HR/IT who will be responsible for making suitable amendments, if any, from time to time. The IT department will be responsible for the implementation of the policy.

8. Amendment History

Version	Date	Author(s)/ Function	Approved by	Nature of Changes
1.0				1 st issue

<Company Name>

Approval of Company provided laptop

To,

Date : _____

The IT Department

Company provided laptop is hereby approved for the following employee:

Employee Number:

Employee Name:

Grade:

Function:

Location:

Reasons for recommending the benefit:

(Sig of the Recommending Authority) (Chief Manager-F&C) (CFO/MD)

Name:

Emp.No.:
