Laptop Usage Policy

Company Name: Tayana Mobility Technologies Pvt Ltd

Effective Date:

Policy Owner: IT Department

Approved By:

# 1. Purpose

This policy outlines the responsibilities of employees who are issued company-owned laptops. It ensures proper usage, care, and accountability in case of damage, loss, or misuse.

# 2. Scope

This policy applies to all employees, contractors, and consultants who are issued laptops by Tayana Mobility Technologies Pvt Ltd.

# 3. Laptop Assignment

Laptops are assigned for official use only.

Users must sign an acknowledgement form upon receiving a company laptop.

The laptop remains the property of the company at all times.

# 4. Acceptable Use

Use the laptop solely for business-related activities.

Adhere to all company policies, including IT Security and Acceptable Use Policies.

Do not install unauthorized software or alter system configurations without IT approval.

Personal use must be minimal and must not interfere with work.

# 5. Data Security

Protect the laptop with a strong password and never share credentials.

Lock the screen or log out when not in use.

Ensure confidential company data is encrypted.

Connect only to secure networks; avoid public/unsecured Wi-Fi when accessing sensitive data.

# 6. Laptop Care and Maintenance

Avoid food or liquids near the laptop.

Carry the laptop in a protective case when traveling.

Do not expose the laptop to extreme temperatures or physical damage.

Report any hardware/software issues to the IT department promptly Via Email.

# 7. Damage or Loss

Report any theft, loss, or damage to the IT Department and your manager within 24 hours.

For theft, a police report must be filed and a copy submitted to the company.

Accidental Damage: May be covered under warranty or insurance.

Negligence or Willful Damage: The employee may be held financially responsible, as determined by HR and IT.

# 8. Return of Equipment

Upon resignation, termination, or role change, all company equipment, including the laptop, must be returned to the IT Department in good condition.

Failure to return equipment may result in deductions from the final settlement or legal action.

# 9. Disciplinary Action

Violation of this policy may result in disciplinary action up to and including termination of employment.

# 10. Acknowledgment

I acknowledge that I have read and understood the Tayana Mobility Technologies Pvt Ltd Laptop Policy and agree to comply with the terms.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_