

# IT & Asset Policy

The purpose of this policy is to ensure that all assets of the company ( in this case, informative or technical) are kept in the best possible condition and there's proper use of such property and networks.

This policy also states that it is each and every employee's responsibility to safeguard proprietary company assets and protect its rights. It is to be noted that activity and information of each system and/or device allocated to employees can be retrieved/monitored/reviewed by the company and any misuse of such shall be borne by the employee.

## 1. General Guidelines

1. Employees are expected to use all company-allotted assets with extreme care and responsibility.
2. For all devices allocated to the employees by Metadologie, any physical damage or theft will be borne by the employee.
3. Employees must never share their User ID or Password or assets with anyone else inside or outside the organization.
4. Employees are expected to exit and log off all systems at the end of every business day or when a workstation is left unattended for an extended period of time.

## 2. Equipment Allocation & De-allocation

### 2.1 Allocation of Assets:

1. Employees may be allocated assets (desktop/ laptop/Macbook etc) for office work, as per work requirement.
2. If required, employees can request for additional equipment or supplies like headphones, mouse, connectors etc by reaching out to HR POC.

### 2.2 Return of Assets:

1. It is the responsibility of any departing employee to submit all allocated company assets back. Departing employees will have to take asset relieving from the HR department to get their final relieving letter which will happen only after submission of all assets. In case of damages, he/she shall take relieving only after payment of such damages. The organization will be sole authority to get the asset repaired.
2. The HR department will take all the necessary steps to collect all allocated

organizational equipment & other assets from an employee who has absconded or left the company on account of death/accident.

3. In case the issued assets are no longer in use or will not be used by the employee in the near future, they are requested to submit the assets back to HR Department.

### **3.Laptop/Asset usage policy**

1. All laptop and pc systems provided by the company fall under company assets. Any damage to/theft/misplacement will be the responsibility of the employee and charges will need to be paid to the company in the above mentioned circumstances.

2. All employees must take care of their allocated devices and protect it from liquid spillages, physical damages, illegal software downloads and malware attacks.

3. Employees are not allowed to exchange their allocated devices with anyone else's in the department or office. The company asset cannot be shared with any family member, friend, or relative also, it cannot be used for any personal work.

4. A surprise company audit may take place in every 3 months.

### **4.Remote Usage of Company Assets**

Users may sometimes need to use company equipment while working remotely, whether from home or while travelling. The standards set out in the above policy apply whether or not company equipment and resources are being used in the office or in a remote set-up.

### **5.Reservation of IT rights by the company**

1. Metadologie has the right to access the system to check if private use is excessive or inappropriate.

2. If employees receive an inappropriate electronic mail, they should delete it immediately and notify the HR department immediately.

3. Failure to comply with these instructions is an offence and will be subject to appropriate investigation. In serious cases, the penalty for an offence, or repetition of an offense, may include disciplinary actions which may also lead to termination.

4. If the company believes that employees have engaged/are engaging in illegal activity or misconduct, the company may use electronic monitoring to produce evidence of that activity, without prior notice to the employee.