LAPTOP ISSUANCE POLICY

Tricon Infotech offer Laptops to employees to work at their convenient, increase productivity, effective security, and efficient support. Laptops and its accessories are provided to employees by Tricon for a period as deemed as appropriate by the management. Employees shall exercise appropriate professional judgment and common sense when using Tricon Infotech's assets such as laptop, charger, and other accessories.

Employees must comply and accept all the conditions listed below:

- Prior to being issued laptops, employees will sign the Laptop Acceptance form and agree to all outlined policies.
- Employees should not attempt to install software or hardware or change the system configuration including network settings.
- Employees are expected to protect laptops and accessories from loss, damage, and theft.
- Each employee is responsible for any hardware or software damage that occurs on premises or off premise.
- Employees will not be held responsible for computer problems resulting from regular work-related use, wear and tear; however, employees will be held personally responsible for any problems caused by their negligence or a willful act. This includes both material and labor costs.
- Employees should provide access to the assigned laptop or accessories to an authorized personnel from Tricon as and when it is required.

General Laptop Rules:

Employees are responsible for protecting laptop from loss or theft and for protecting the information it contains. These rules are provided to assist in assuring that your laptop is secure at all times. Since all conceivable situations cannot be covered in this document, employees must realize that common sense should be your guide when faced with unusual or unforeseen situations.

- Power off your laptop whenever it is not in use. Do not carry the laptop in suspend or hibernation mode.
- Never store passwords with your laptop or in its carrying case.
- Since the laptop's keyboard and touch pad are permanently attached to the system, pls ensure your hands are clean before using them. Hand lotion is a major contributing factor to dirt and dust, please make sure your hands are free from lotion before using the computer. It is costly to change a laptop keyboard and/or touchpad that has been damaged due to excessive dirt.
- Do not place drinks or food in close proximity to your laptop.
- Never leave your laptop unattended in maximum possible occasions.
- Always carry your laptop with you.
- Have anti-virus software installed.
- Be protected by a strong password.
- Receive keep notifications 'On' to receive updates on operating-system software and anti-virus software.
- Be protected by a firewall that denies all unnecessary incoming network connection attempts.

Employee Name and Signature: _____