

Document Identification

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REVISION HISTORY

Revision	Date	Description of Changes	Author(s)	Approved by
1.0	18/01/2013	Initial Release	Rabindra	souvik

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1. POLICY PURPOSE

As company understands that need of proper infrastructure and facilities for employees to perform better even outside office timings and to keep in touch with their subordinates and Clients. It facilitates employees with Laptops, Blackberry, Mobiles or any thing which belongs to company should be handled with care and responsibility

2. POLICY SCOPE

Applicable to all confirmed employee who has availed any thing from the company for their official and personal usage.

3. POLICY DESCRIPTION

- In case of Loss / Theft of any items like Laptops, Blackberry, Mobile which has been given to employees by the company is Loss / Theft happens in less then one year then 100% cost of the Loss / Theft item needs to be reimbursed back to the company
- In case of Loss / Theft of any items like Laptops, Blackberry, Mobile which has been given to employees by the company is Loss / Theft happens in more then one year then 50% cost of the Loss / Theft item needs to be reimbursed back to the company
- All legal actions regarding Loss / Theft of any of the given item to you. Employee is supposed to handle with the civil authorities and company will not have role to play in that
- Employee is supposed to report Loss / Theft of the item immediately and should delay in reporting the same.

4. POLICY DEPLOYMENT

The policy is deployed at all departments at all locations in Kreatio software applications by managers/supervisors responsible in coordination with HR department.

5. POLICY REVIEW

This policy shall be reviewed by Top Management at least once in a year as part of Quality Management System Review.