



GLOCYBS PVT. LTD.

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ASSET POLICY

1. Introduction:

This Asset Policy establishes processes and standards for the use, care, and security of company-issued assets entrusted to GLOCYBS employees. These assets include, but are not limited to the following:

- 1.1. Laptop/computers
- 1.2. Mobile phones

2. Asset Issuance and Use:

- 2.1. Employees will be given business assets based on their job duties and as approved by their supervisor.
- 2.2. A formal inventory list detailing the assigned assets will be provided to each employee for acknowledgement and record-keeping purposes.
- 2.3. Employees are responsible for using company assets solely for business purposes and under all applicable laws and regulations.

3. Care and Maintenance:

- 3.1. Employees are accountable for the correct care and upkeep of all assigned assets. This includes according to the manufacturer's guidelines for use and storage.
- 3.2. Any damage, malfunction, or loss of an asset should be reported immediately to their supervisor and the IT department.
- 3.3. Taking proper security precautions to keep the asset safe from unwanted access, theft, or loss.

4. Security Licences:

- 4.1. All software installed on company-issued devices must be properly licensed.
- 4.2. Employees are prohibited from installing unauthorized software or using unlicensed software applications.



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5. Security:

- 5.1. Employees are accountable for keeping company assets secure from unauthorized access, use, disclosure, disruption, alteration, or destruction.
- 5.2. Strong passwords should be used on all company-issued devices and software programs.
- 5.3. Employees should avoid using public Wi-Fi networks to conduct sensitive work or access secret company data.
- 5.4. Any suspicious activities or suspected security breaches must be reported to the IT department immediately.

6. Data Security:

- 6.1. All company data stored on or accessed via company-issued devices must adhere to GLOCYBS data security policies.
- 6.2. Employees are not allowed to send or store sensitive company data on personal devices without proper authorization.

7. Return of Assets:

- 7.1. Employees must return all business assets in their control to the IT department in full functioning order, including all standard software and accessories, upon termination of employment, retirement, or internal transfer.
- 7.2. Failure to restore business assets can lead to disciplinary action, including financial penalties.

8. Policy Violation:

- 8.1. Any misuse, neglect, or illegal use of corporate assets violates this policy and may result in disciplinary action, including termination of employment.

9. Update Your Policy:

- 9.1. GLOCYBS retains the right to amend this policy at any moment. Updates will be sent to staff via email or company announcements.

10. Contact Information:

For any questions regarding this policy, please contact the HR Department at hr@glocybs.com or admin@glocybs.com.



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11. Employee Acknowledgement:

By signing below, I confirm that I have received, read, and comprehended the GLOCYBS Asset Policy. I agree to follow all of the terms and conditions specified in this policy

Employee Signature _____

Date _____

Employee Printed Name _____



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