

Laptop Usage Policy Agreement

Purpose

This Laptop Usage Policy Agreement outlines the responsibilities of employees of **NMIT SOLUTIONS PRIVATE LIMITED** in using and protecting company-provided laptops. By signing this document, employees acknowledge their understanding and commitment to comply with the guidelines to ensure the security, integrity, and longevity of company assets.

Policy Guidelines

1. Authorized Use

- Laptops are company property and must be used primarily for work-related purposes.
- Only the assigned employee or authorized personnel may use the laptop. Sharing with non-employees is strictly prohibited.
- Laptops may only be used for tasks related to job duties, such as email, project work, and approved software applications.

2. Physical Security

- Store laptops in a secure location (e.g., locked drawer or bag) when not in use.
- Use a protective case or bag when transporting laptops to prevent physical damage.
- Never leave laptops unattended in public places, vehicles, or unsecured areas.
- Avoid exposing laptops to extreme temperatures, liquids, or direct sunlight.

3. Data Security

- Use strong, unique passwords and enable multi-factor authentication (MFA) where applicable.
- Ensure all data stored on the laptop is encrypted using company-approved tools.
- Keep the operating system and software updated to patch security vulnerabilities.
- Maintain active and updated company-approved anti-virus software.
- Regularly back up work-related data to company-approved cloud storage or servers.

4. Software and Applications

- Install only software approved by the IT department. Unauthorized software is prohibited.
- Ensure all software complies with licensing agreements.
- Do not download or install pirated software, media, or other illegal content.

5. Internet and Network Usage

- Use secure Wi-Fi networks or company-provided VPNs when accessing company resources remotely.
- Avoid using unsecured public Wi-Fi for work-related tasks unless protected by a VPN.
- Exercise caution with suspicious emails, links, or attachments to prevent malware infections.

6. Maintenance and Care

- Clean the laptop's exterior and screen with appropriate materials to avoid damage.
- Immediately report any hardware or software issues to the IT department.
- Do not attempt to repair or modify the laptop yourself.

7. Acceptable Use

- Do not use the laptop for personal activities that violate company policies, such as gaming, streaming, or accessing inappropriate content.
- Be aware that the Company may monitor laptop usage to ensure compliance.
- Protect sensitive company information and do not share it with unauthorized parties.

8. Return of Assets

- Return the laptop and all accessories in good condition upon termination or as requested by the Company.
- Immediately report lost or stolen laptops to the IT department.

9. Consequences of Non-Compliance

- Failure to comply with this policy may result in disciplinary action, including warnings, suspension, or termination, depending on the severity of the violation.
- Employees may be held financially responsible for damage or loss due to negligence.

Employee Acknowledgment

I, the undersigned, acknowledge that I have received, read, and understood the Laptop Usage Policy of NMIT Solutions Pvt Ltd. I agree to comply with all guidelines and understand that failure to do so may result in disciplinary action, including potential financial liability for damage or loss of the laptop due to negligence. I further understand that the laptop remains the property of [Company Name] and must be returned in good condition upon request or termination of employment.

Employee Name: Nikhitha

Employee ID: 7744

Signature: Nikhitha

Date: 29/09/2025

Supervisor/Manager Name: Kavya Vaidya

Date: 16-10-2025

Contact Information

For questions or clarification regarding this policy, please contact:

- **HR Department:** kavya.vaidya@nmit-solutions.com