

HR Policies

Laptop Policy (May 31, 2022)

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TO/FOR : ALL CONCERNED

FROM : The Management

SUBJECT: Laptop Policy

DATE : 31 May2022

Laptop computers provide important functionality, allowing employees to have their computing resource at hand in meetings/workplace or even at home in certain time pressing situations so as to enable employees to be maximally functional and productive while away from office premises.

Laptop shall be the property of the Company at all times and the employee will not have any right or interest in the said asset except using such asset during the employment or for such duration as may be decided by the Company. Employee must ensure that the laptop is being used only for official purposes and in the course of the rightful discharge of their duties and not for generating, transmitting, corresponding any content that is contrary to Company policies. This may lead to the employee being subject to disciplinary or any other appropriate action as per Company policies.

All laptops acquired for employees on behalf of the Company shall be deemed to be Company property. Each employee issued with a laptop shall be responsible for the security of that laptop, regardless of whether the laptop is used in the office, at the employee's place of residence.

Virus Protection

1. Avoid opening any email attachment unless you were expecting to receive it from that person.
2. Always virus-scan any files downloaded to your computer from any source (CD/DVD, USB hard disks and memory sticks, network files, email attachments or files from the Internet). Virus scans normally happen automatically if your virus definitions are up to date, but you can also initiate manual scans if you wish to be certain.
3. Report any security incidents (such as virus infections) promptly to the IT Help in order to minimize the damage
4. Respond immediately to any virus warning message on your computer, or if you suspect a virus (e.g., by unusual file activity) by contacting the IT Help. Do not forward any files or upload data onto the network if you suspect your PC might be infected.

Data Backups

1. You will be personally responsible for storing your data in one drive.
2. Remember, if the laptop is stolen, lost or damaged, or if it simply malfunctions, it may be impossible to retrieve any of the data from the laptop. Saving the data in

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one drive will save you a lot of heartache and extra work.

Use of Unauthorized Software /Content

1. Employees are required to ensure that they do not download, install or use unauthorized software programs. Unauthorized software could introduce serious security vulnerabilities into the Company networks as well as affecting the working of your laptop.
2. All software or other programs that are downloaded onto the Company provided laptop, whether or not they are so downloaded in accordance with the business needs of the Company, or the directions of the Company management in this regard, shall immediately become the sole and exclusive property of the Company, and henceforth can only be used in accordance with the directions of the Company in this regard. Further, any programs or software that were pre-installed at the time of the possession of the laptop being handed over to the Company, cannot be altered or removed, whether permanently or temporarily, in any manner whatsoever save and otherwise than in accordance with the directions of the Company in this regard.
3. The employee shall not install any unauthorized accessories/software like messengers, chatting software or any malicious software, which may cause problems to the functioning of the laptop and strictly adhere to Company's software.
4. If there is damage on account of the above the employee may be liable to pay the damages at cost to the Company/the same will be deducted from their monthly salary.
5. As you might expect, Company will not tolerate inappropriate materials such as pornographic, racist, defamatory or harassing files, pictures, videos or email messages that might cause offence or embarrassment to either the Company, its employees or any third party. No employee should ever store, use, copy or circulate such material on the laptop and should not visit or attempt to visit any dubious websites

CONSEQUENCES OF BREACH

1. Any action of the employee that are inconsistent with this Policy shall be treated as serious professional misconduct on the part of the employee, and the employee concerned shall be subject to any disciplinary proceeding, or action, by the Company, which the management of the Company may deem appropriate under the existing circumstances. Such action may also include any rights of termination or any other rights that the Company may have under the terms of the employment agreement entered into by the Company with the employee concerned.
2. The Company shall bear expenses for laptop maintenance and repairs arising out of the normal wear and tear. However, in the event of any damage to the laptop arising out of the negligence, misuse or abuse of the laptop by the employee, the employee shall be solely liable to make the payment for all the expenses arising therefrom. The Company shall have the right to reclaim such expenses and deduct the same from your salary.

Reporting Laptop Problem

1. Create an Incident Report stating the problem occurred with attached proof of

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evidence like pictures or videos with sign by the Superior / Head and forward to HRAD for proper documentation.

2. Laptop shall be brought to the office for technical checking and report by an IT Tech.
3. Recommendation from the IT Tech through Technical Report shall be with the Top Management's approval.
4. Any damage cost shall be deducted from the employee's salary once proven that there is a negligence from the employee's side.

Turnover of Laptop

When an employee resigned, he/she must bring the laptop personally to the office for turnover and technical checking. Assessment/ Recommendation of IT Tech after checking the laptop shall be through a Technical Report. Any issues or problem arises after checking the laptop by an IT Tech comparing to the time the laptop issued to the employee shall be subject for a discussion with the exiting employee by an HRAD personnel. Final charges when proven that there is a negligence from the employees' side shall be computed and deducted from his/her last pay.

Laptop Replacement

Laptop issued to an employee can be replaced upon request when the target years reached. For Laptop issued to Developers, QAs, Customer Service Dept- replacement of laptop after reaching the age of three (3) years from the issued date. For Laptop issued to Support Groups - replacement of laptop after reaching age of (5) years from the issued date.

Laptop Purchase

An employee may purchase Laptop from the company when it is available and is already for sale. The process of purchasing the laptop is through a request letter intended to specific laptop description signed by the superior/ head. An HR personnel to receive the signed letter and compute the value of the laptop. Laptop payment shall be through salary deduction maximum of eight (8) months or 16 cut off, to be deducted to the nearest payroll after the processing is done. Releasing of laptop from the employee's personal purchase shall be after the re formatting. No re formatting of laptop, no releasing policy shall be applied.

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