

HR Policies

Additional Policies on Laptop and other company equipment's that requires Technical Report (Sept 1, 2022)

ADDITIONAL POLICIES ON LAPTOP AND OTHER COMPANY EQUIPMENT'S THAT REQUIRES TECHNICAL REPORT (SEPT 1, 2022)

TO : ALL CONCERNED

FROM : The Management

SUBJECT : Additional Policies on Laptop and other company equipment's that requires Technical Report

DATE : 1 September 2022

LAPTOP/ EQUIPMENT REQUIRED TECHNICAL DIAGNOSIS

ENDORSED / TURNED OVER

- An employee resigned or separated must bring the laptop / equipment personally to the office. Laptop / equipment endorsed / turned over should be diagnosed or checked by the technical personnel..
- Results of overall check-up / diagnosis shall be written through the Technical Report Form signed by the technical personnel. .
- Technical Report diagnosis / overall check-up result shall be evaluated by the Management to recognize when there is a negligence or none. .
- Recommendation of repair indicated in the Technical Report Form is subject for the .
- Management's approval. Cost / Charges may be identified if whom to charge (employee company). .
- Laptop / equipment for overall check-up / diagnosis will be automatic re formatted or cleaned. All files or back up must be secured by the superior/head of the resigned employee..
- No signing of clearance from the technical head shall be made unless the employee is cleared from the endorsed / turned over laptop / equipment. .
- Technical Report Form must be signed by the technical personnel once the repair is done with the laptop / equipment.

PROBLEM REPORTING

- Create an Incident Report stating the problem occurred with attached proof of evidence like pictures or videos with sign by the Superior / Head and forward to HRAD for proper documentation. .
- Laptop / equipment shall be brought to the office for technical overall checking and report by technical personnel. .
- Recommendation from the IT Tech through Technical Report Form shall be with the Top Management's approval. .
- Technical Report Form shall include not only the Incident Report issue of the laptop / equipment but the overall diagnosis to avoid imminent problem that may

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arise in the future. .

- Any damage cost shall be deducted from the employee's salary once proven that there is a negligence from the employee's side. .
- Reporting of Incident Report must be within three (3) days upon noticed of the laptop / equipment problem. .
- Late submission of Incident Report shall be subject for an investigation and disciplinary action under the policy of not reporting of issues or problems related to work.

ISSUING USED LAPTOP / EQUIPMENT TO OTHER EMPLOYEES

- Laptop / equipment should be in good condition. .
- Previous Technical Report Form will be one of the basis in endorsing the laptop / equipment to the .
- other employees. .
- Previous Technical Report Form with recommendation of approved repair shall be signed by the technical personnel to attest that the repair is done. .
- Used laptop / equipment before issuing to other employee shall be again checked by the technical personnel to guarantee that there is no problem with the laptop / equipment. Previous Technical Report Form shall be signed and stated as "good to issue" signed on the actual date. .
- Employees which will be issued the used laptop / equipment shall sign the Technical Report Form to inform that there is a repair made from the used laptop. .
- All issues that may arise after the endorsement of used laptop / equipment shall be at the employees' responsibilities..
- Employees issued used laptop / equipment shall report immediately the problem through an Incident Report with attach proofs. Incident Report must be created on the actual day.

Unique solution ID: #1187

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Last update: 2023-06-13 05:40