

Laptop and Data Card Policy

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<u>Approved By</u>	<u>1. HR</u>	<u>2. IT</u>	<u>3. CFH</u>	<u>4.</u>	<u>5.</u>	<u>6.</u>
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The Laptop Policy is designed to assist the Employees to comply with the business objectives even on field, and to access company application like SAP, Portals, Mails so on... anywhere to comply with the work Processes.

Eligibility

This policy is applicable only to employees who are continuously mobile.. For Support Functions [HR, IT, Finance, Logistics, Service, HO etc] and Manufacturing will be provided on need basis.

Grade	Laptop Provided	Data Card	Computer Peripherals
GM and Above	Company Provided Laptop	Yes	Mouse
DGM and Below	As mentioned below in Policy...	Applicable only for Sales Staff. For Support functions based on HR & HOD / COO / CFO approval	Not Applicable

Note: HR and HOD can take decision and approval on case to case basis considering requirement in case of Company Paid laptop to be given to DGM and below position...

Laptop

Approval Process:

At branch level for Sales & Marketing the application to be forwarded through BM to Regional HR. For Support Staff the application to be routed through concerned HOD to Corporate HR for further approval. Respective approval copy of the application has to be forwarded to Corporate IT Dept. for the maintaining of records.

All record regarding company paid laptop and EMI laptop to maintain by respective country HO HR and to be forwarded to Corp HR and IT on monthly basis...

Minimum Configuration of Laptop for EMI Option:

Processor: C2D

RAM: 2GB

HDD: 250 GB

Warranty: 3 Yrs

OS: Microsoft Windows Professional

In case laptop configuration is not as per above specification, then IT team to intimate respective HR SPOC.

Reimbursement of Amount in Case of DGM and Below Level Option:

- Reimbursement of Rs. 1000/- p.m. is applicable maximum for 36 months or value of Laptop whichever is low.
- Reimbursement will be paid only on formal confirmation from Corp IT..
- Reimbursement will be paid only if configuration and MS-OS Lic Copy recommended in policy is opted by employee.
- Reimbursement will be paid only on submission of original invoice copy...
- Company will reimburse Rs. 1000/- per month against Laptop of Rs 36,000/- & above
- HR should approve and intimate the Accounts Dept. for reimbursement of EMI & IT for further coordination...
- Every month employee needs to fill up the Laptop EMI Reimbursement Form and submit to Accounts dept. to claim Reimbursement...

- While cessation HR will intimate Accounts Dept. to stop further processing of Laptop EMI reimbursement...
- Reimbursement will not be paid for peripherals like Mouse, Pen Drive so on...
- No reimbursement will be paid by company in case of repairs or replacement or Upgradation of spares in laptop... Maintenance will be sole responsibility of employee...
- If any employee want to claim his existing laptop then---
 - ✓ Laptop age should not be greater than one year...
 - ✓ Laptop to be get verified and approved by IT...
 - ✓ Reimbursement will be paid only for the 3 Yrs Minus age of the laptop...
 - ✓ Laptop must be of above mentioned configuration...

Laptop Issuance Procedure:

- The Laptop Form will have to be completed and submitted to the HR Department.
- HR Approved form to be submitted to IT... In case of Company Paid Laptop – IT will arrange laptop from existing stock or will procure the new laptop...
- In case of EMI – Employee to procure laptop with recommended configuration...

Laptop Policy discontinuation Procedure:

- After completion of Reimbursement Period – company will stop further reimbursement payment. However; employee can get the laptop verified from IT and continue to use the laptop...
- Employee can re-opt for the EMI laptop policy after 3 Yrs. He can procure new laptop which is to be verified by IT and submission of original bills to finance... This option will not be applicable to existing laptop or old laptop...
- While cessation of the employee; laptop must be returned to IT... IT will format the laptop and will ensure that all company data back-up is taken and removed from Laptop...
- Employee will not be allowed to carry any company data with his laptop...
- Formatting of laptop by IT will be mandatory for every user while cessation...

- IT will handover the company data to respective person within organization only on formal approval of HOD... Any request from employee will not be entertained...
- While cessation if laptop is not returned then HR will hold the full and final settlement of the employee as returning the company data is mandatory for employee... (Subject to management's discretion)
- While cessation HR will intimate Accounts Dept. to stop further processing of Laptop EMI reimbursement

Note: this clause of the laptop policy will also be applicable in case of employee getting transferred from VG to another group company...

Security of Laptop and Data:

- It is mandatory to the employee to handle the laptop carefully... take maximum precautions to avoid any physical damages to the laptop...
- Employee are not permitted to delete the Company data on the Laptop and maintain absolute Confidentiality about the data in total interest of the Company during tenure with the Company
- Authorized representatives can inspect the Laptop, its usage and the data maintained at any time and the employee is required to readily submit the laptop for such inspections without hesitation.
- Misuse of the laptop like visiting restricted sites, saving unauthorized data so on are strictly prohibited... Strict action will be initiated against employee if any such activities are found...
- The employees are not permitted to delete the Company data on the Laptop and maintain absolute Confidentiality about the data in total interest of the Company during your tenure with the Company...

Other Important Points:

- Cost of any damages in the laptop to be borne by employee...
- In case of company paid laptop damages which are beyond the warranty period will be debited to concern employee...

- In case of misplace / theft/ total damage due to mishandling of the laptop, the entire Cost of Laptop has to be paid back / settled by the employee... Decision of cost will be taken by Finance + IT jointly.
- During transfer from one Location to another Location, the information of Laptop has to be provided to respective Regional HR / Branch IT Coordinator... if the transfer is outside the VG then laptop to be surrender to VG as per policy...
- Employee need to carry Laptop daily to the Office without fail and it should be strictly used for Official purpose in the interest of the organization's objectives and priorities...
- Employee will use licensed operating system (Professional Edition) and other software on his / her laptop and will be solely responsible for the safe keeping of the data
- It is mandatory for the employee to deploy and adhere IT policies communicated and implemented by the IT time to time like taking laptop on Office Domain / Network, following discipline software installation defined by IT so on...
- It is recommended to employee to adhere the licensing policy of each software being used on his laptop... Employee to use license copies of the software...

Data Card

- For GM & Above positions, Data Card will be issued once the Application Form is duly filled in by and submitted to HR for further processing.
- For DGM & below positions, Data Card will be issued once the employee submits a copy of the laptop bill to HR for further processing with prior approval from HOD / BM / RM.
- While cessation concerned employee to submit the data card to IT along with No dues claim form... failing which card will be discontinue... BCC will intimate to HR for recovery of Rs.5000/- + any personal usage
- Stock / Details of Data card will be maintained by IT Coordinators/Branch Commercial Centre.
- Data Cards purchased by the employee at his/her own cost will not be eligible for any reimbursements.

- Data card usage limit set is Rs.425/- per month + Taxes– 2 GB Data transfer... Cost of any extra usage to be borne by employee...
- HR at Corporate and factory and commercial head at branches should deduct this extra usage from employee salary.
- Rs. 5000/- will be deducted for misplacement/damage of Data Cards. In case of misplacement – employee should immediately inform to IT to suspension of card to avoid any mis-use however; employee will be responsible in case such mis-use is being done...
- The employee should use the Data cards for official purposes only & in the interest of organization objectives & priorities. Employees are not allowed to use their data card in office...
- You will be solely responsible for the upkeep/ maintenance and safe custody of the Data Card till your employment.
- The Employee will abide by all rules framed by the Company from time to time towards the usage of the Data Card.
- The Data Cards not to be used in any case for personal Internet Browsing.