

## LAPTOP POLICY

### 1. Objective

The objective is to provide laptop to La Sentinelle Group Staff at a subsidized cost so that they will be able to have their computing resource at hand in meetings/workplace, at home, and for those who travel on business, they will be functional and productive offsite.

### 2. Situation Analysis of employees currently being given Laptops

Senior Managers, BU Managers, Managers, Sales Executives, Supervisors, 'Redacteur en chef' are those who are currently given a laptop. A list of those employees is shown in Appendix 3.

### 3. Employees' Eligibility

Except for those employees stated in 2 above, any employee who is given a computer to perform his duty will be eligible to the laptop loan scheme at the time the desktop in his use needs to be replaced.

### 4. Cost of providing laptops to La Sentinelle Group Employees

The employee will be entitled to a loan up to a maximum of Rs 36 000. He/she will reimburse one third of this loan amount over a period of 3 years, without paying for any interest, with 36 equal monthly instalments being deducted from his/her salary. In exceptional cases and depending on the specific functions of the employee, a higher loan amount may be granted for purchase of special software applications. The same loan refund conditions will apply (refund of one third of the loan amount). Meanwhile, LSL will retain a lien on the laptop and after the 3 years' period elapse, the lien will be removed the employee will be entitled to take a new loan after 3 years.

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### 6. Approval Process and Loan Facility

All requests for employee Laptops must go through the following process:

- The applicant must first obtain a quotation for a laptop (including both hardware and software) and submit to the IT Manager for verification of the specifications to ensure that they meet the company's and the user's requirements.
- The applicant will then submit his request with the vetted quotation to the department head for a first level of approval, who will then recommend for final approval to the Chief Operating Officer. The COO will then pass on the approved documents to HR department.
- HR department will request the employee to sign a standard agreement with all the terms and conditions (only the price and number of instalments will vary in each case). The agreement should also contain a standard lien agreement as an annex. HR will arrange for the lien to be registered with Registrar of deeds.
- Once the agreement is signed by the employee, the HR department will inform Finance Department to authorise the issue of a cheque in favour of the supplier/company from whom he is purchasing the laptop (as indicated on the quotation). HR Department will also make necessary arrangements with Finance Department for salary deductions as from the month following the disbursement of the loan.
- The Purchasing Department will take the cheque to pay the supplier and will also be responsible for taking delivery of the laptop. Purchasing Dept will collect from the supplier the laptop, the receipt and guarantee card (with the serial number of the laptop) and remit to the Stores /Logistics department. The latter will register all the information necessary for stores records and for insurance purposes and submit a copy of the receipt and guarantee card to HR department.

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### 7. Laptop Policy

The terms and conditions of the laptop policy are attached in appendix A. This is to ensure proper management, usage and security of the laptops issued to employees of La Sentinelle Group. The policy thus addresses the actions that must be taken by all personnel who have a company issued laptop, or who are temporarily using a 'shared' company laptop or the laptop of another employee.

### Appendix A

## Laptop Policy

### 1. Terms & Conditions

#### 1.1 Registering a laptop

Every employee who has been issued a laptop must have signed out sheet indicating that he or she has the laptop, the make, model, serial number, preinstall software and accessories. This information should be sent to IT department for inventory control purpose.

#### 1.2 Using a laptop

The Laptop should not be used for generating, transmitting, anything that is unlawful or abusive. This may lead to the owner being subject to disciplinary action. IT department will issue updated IT policy for use of softwares and hardwares as well sites considered to be illegal or immoral.

#### 1.3 Physical Security

##### 1.3.1 Laptop out of office

When the employee takes the laptop out of his/her office, he/she has the total responsibility of handling the Laptop. Moreover, the laptop should not

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be misused for the purpose of transferring the data on to other storage devices. If any employee was found to have committed malpractice, he/she would be liable for disciplinary action.

### **1.3.2 Reporting a theft**

While LSL will take an insurance cover for the laptop, it is the responsibility of the user/owner to take all necessary precautions against loss, damage, misuse and theft so that the insurance cover is maintained throughout. It is the responsibility of the user/owner to immediately report to the Police and to the Logistics Manager of LSL any loss or theft for insurance claim purposes. If the employee has to travel overseas with his/her laptop he should inform Logistics department to arrange for a temporary overseas insurance cover. In case of loss overseas, this will have to be reported to the police in the overseas country where the loss has taken place and a police report of the loss has to be produced to the IT Manager on return. Any accident must be reported to the Logistics Manager of LSL for insurance purposes. The user/owner must note that in case of refund by the insurance, only the replacement value less excess will be reimbursed. All excess will be borne by the user/owner and any difference between the amount refunded by insurance and the outstanding loan remaining will also have to be reimbursed by the employee.

### **1.3.3 Keeping the laptop secure**

The owner of a company-owned laptop must have it checked by the System Administrator (IT Dept.) every three months for maintenance so that the latest patches, security holes, upgrade and other software remain current.

### **1.3.4 Installation of Software/Accessories**

The Laptop will be configured by LSL IT Dept with a standard suite of software that is appropriate for the type of computer that the employee receives based upon company software standards. All software used on the laptop

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must be licensed and comply with both legal and organisational standards. The laptop must be equipped with wifi functionality for internet browsing. As no direct access to shared resources will be available to the user/owner, dedicated workstations will be earmarked for printing and file sharing.

### **1.3.5 Installation of unauthorised Software/Accessories**

The owner shall not install any unauthorized accessories/software which may cause problems to the functioning of the Laptop.

### **1.3.6 Responsibility**

- Don't allow anyone else to use your laptop — it provides access to our networks.
- If left at work overnight, lock out of sight.
- It is the employee's responsibility to take appropriate precautions to prevent damage to or loss/theft of the Laptop. Note that Insurance will only apply in case of theft if there is evidence of breaking in. Leaving the laptop in an unlocked car or office will lead to rejection of any insurance claim.
- The employee is responsible for maintaining backup files of their Laptop as an added precaution against data loss.
- It is the employee's responsibility to purchase and install an anti-virus software and ensure that virus protection and other security patches are current; users must take responsibility that security updates are done on the Laptops on regular basis.
- The owner is responsible for the loss of the laptop if they do not follow company policy for safeguarding it on the premises or if they lose it outside of the building.
- The owner is responsible for any damage due to negligence or misuse.

### **1.3.7 Employee leaving the Group**

If an employee who has opted for the laptop policy leaves office before 3 Years, he shall not be entitled to any refund of his contribution made

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towards the laptop. And he will have to pay the remaining amount determined as follows: (36 months-No of month's laptop in use) \* Purchase price/36

### 1.3.8 Amendment

The Company reserves the right to amend this policy at any time and at its discretion. In case of amendments, owners will be informed appropriately.

### 1.3.10 Declaration

Staff will only be issued a laptop after signing the "Policy".  
The "Policy" will be rigorously enforced through regular monitoring of laptop use.

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### Appendix 2

### Agreement Form

To,  
(NAME)  
(DESIGNATION)

Dear Sir,

Sub: Agreement by employee

This is to inform you that I have gone through the Lap Top Policy of our Company and have fully understood the same (the laptop, the make, model, serial number, preinstalled software and accessories)

I declare that I will adhere to the Company's Lap Top Policy in the manner as stated in the Policy.

Name:

Designation:

Department:

(SIGNATURE)

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Date: