



Information Technology Department Policy Document

PVR Laptop Allocation Policy

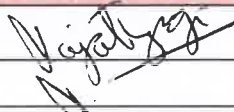
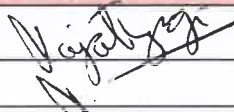
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| Item | Details |
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Document Revision History

| Date | Version | Prepared By |
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| 16 th May 2015 | 1.0 | Gaurav Amar |
| 22 nd Aug 2017 | 1.1 | Gaurav Amar |
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Document Review History

| Reviewed By | Version | Date | Signature |
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| Mr. Rajat Tyagi (CIO) | 1.0 | 20 th June 2017 |  |
| Mr. Rajat Tyagi (CIO) | 1.1 | 24 th Aug 2017 |  |
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A. Objective & Scope

The objective of this policy is to establish guidelines for the provisioning and allocation of IT equipment to PVR Group. This policy applies to all permanent and temporary employees of PVR Limited & its group companies.

B. Entitlement

It is recognized that staff working for PVR Limited & its group companies need to be provided with IT equipment (laptop/desktop) which facilitates the effective and efficient performance of their duties. PVR recognizes that the assets provided must reflect the varying requirements of different positions, including but not limited to, staff working at regional office or cinemas.

The entitlement identified at different grade is mentioned below:

| Employee Grade: | Price Range |
|-----------------|---------------------|
| M1 | Up to 150000 |
| M2 | Up to 125000 |
| M3 | Up to 100000 |
| M4 | Up to 85000 |
| M5 | Up to 70000 |
| M6 | Up to 60000 |
| E Grade | Desktop/Workstation |

C. General Terms of Use:

- Laptop and peripheral devices shall be provided for business use only and will remain an official asset, which are liable for surprise checks and inspection by IT.
- Laptop and any input/output devices that are enabled on it are for business use only and/are not to be used for transferring non-approved PVR/Customer data and/or installation of any unauthorized software.



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- PVR IT team reserves the right to install any monitoring / tracking mechanisms on its laptops and does not guarantee the privacy of any data stored on the same.
- While using the laptop within as well as outside the office premises employee shall adhere to the security guidelines, which are mentioned below but is not limited to:
- Not allowing unauthorized personnel e.g. friends, etc. to access the laptop.
- Not using removable media, such as CD ROMs, floppies, USB storage devices etc., without scanning them using the provided anti-virus software.
- Ensuring confidentiality of information, as all Data is PVR proprietary and Confidential
- Laptop may be confiscated if employee is found using Laptop Unethically.
- Loss or damage to the allocated laptop will be charged to employee.
- Creating any conditions conducive for laptop theft e.g. leaving the laptop unattended in the boot of a car or other scenarios.

D. Change of Laptop:

- Employees up which falls under the grade of M1 to M3 level can change or get new laptop issued only after 2 Years, or earlier if approved by CIO/CEO.
- All other employee's laptop will carry an age of 3 years; replacement can only be accommodated post expiry of laptop age.
- Any mid duration change of laptop will not be accommodated until the request stands approved from the respective vertical head and CEO/CIO.

E. Laptop Retention by Employee:

The employees of PVR group can opt for retaining an allocated laptop while existing the company with below conditions:

- ✓ An employee exiting the company can retain his laptop by paying off the current WDV value in account books.
- ✓ In case the laptop age is above 3 years, a minimum amount of 5000 or the WDV whichever is higher to be paid off to get authorized custody of laptop.



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- ✓ Employee can have the WDV amount settled against the full and final settlement or issue a cheque in favor of the company under which laptop was procured.
- ✓ No software licenses are transferable in any forms to an outgoing employee.
- ✓ IT will have the asset discarded from the books for accounting purpose.
- ✓ IT Helpdesk/Support team will ensure to set the laptop to factory default wiping off all company related data or information, post clearing off the data an asset can be handed over in 2 working days.

F. Exceptions/Deviations:

- For any exceptions or deviations, the employee should take CEO/CIO approval through their department heads. Post approval, asset allocation request can be submitted to IT Helpdesk. Helpdesk team will allocate the asset post procurement
- Exceptions will be handled on case to case bases.

This policy was approved by Chief Information Officer and is issued on a version controlled basis under his/her signature

Signature:

Date: 24.08.17

This policy supersedes all previous version of the company laptop policy.