

**Helikonia Advisory Sdn Bhd**  
**Company Property & Equipment Policy**

**Version 1, Date: 22/04/2020**

**Approved by Rikke Netterstrom,  
Helikonia Executive Director**



## **Scope and purpose of this policy**

Company property and equipment such as laptops and other portable computing devices are becoming an increasingly common target for thieves. Apart from the financial impact arising from the cost of replacement laptops, there is associated lost productivity from data replacement, laptop set-up etc. In addition, there are the risks associated with the exposure or loss of sensitive information the laptop contained. Such information, if revealed, could cause loss of reputation or significant financial impact to Helikonia.

This policy has been prepared to ensure that all company property and equipment provided by Helikonia is kept in the best possible working condition and safe condition. . This policy applies to all our employees, contractors, and anyone who has permanent or temporary access to company property and equipment.

### **1. Use of Company Property and Equipment**

All company property and equipment assigned to employees are to be used and maintained according to company rules and regulations. They should be kept clean, safe, and used only for work-related purposes.

Helikonia reserves the right to inspect all company property and equipment to ensure compliance with its rules and regulations, at all times.

Property and equipment issued to you, must be returned to the company at the time of your resignation or termination.

### **2. Company Requirements under loss/damage/theft**

Employee shall notify the company within 24 hours of loss/damage/theft to the item(s), as well as an explanation of how this occurred. If the item (s) have been stolen, the company also requires the employee to report the theft at their nearest police station within 24 hours from the estimated time of the theft and forward the report to the company.

We understand that accidents do happen, and the company will replace the device if stolen or damaged without cost if the employee was affected by any violent crimes or robbery or with a reason that was not due to the employee carelessness or negligence.

However, if the company property or equipment assigned to you becomes lost/stolen/damage due to negligence/carelessness, you may be responsible to pay up to 50 percent of the replacement cost. The company's management team will determine if this is the case.



### 3. General Guidelines on company laptops:

#### 3.1 While at the Office:

- When away from your desk, leave your laptop in locked / “log in required” protection status
- Laptops should be secured out of sight in a locked drawer or cabinet whenever you leave the building
- Do not leave your laptop unattended if you leave the building. Laptops should be secured out of sight in a locked drawer or cabinet and the office room door is locked, unless a colleague remains in the room

#### 3.2 While Traveling for a meeting, Public Places or In the Car:

- Do not leave laptops and equipment in your car
- If you must leave your laptop in your car for a short period of time, it should be placed in the locked trunk.
- Be aware of your surroundings. Ensure you are not exposing yourself or the laptop to opportunistic theft.

### EMPLOYEE COMPANY PROPERTY AND EQUIPMENT POLICY ACKNOWLEDGEMENT

Please confirm your acceptance of receiving the Company Property and Equipment Policy on the above terms and conditions by signing and returning the duplicate copy of this acknowledgement for our HR records.

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I have read and understood the terms and conditions of the Company Property and Equipment Policy and the same are hereby accepted by me.

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE

NAME

\_\_\_\_\_  
DATE