

Policy: Atompoint Asset Policy	Effective Date: Jan 01, 2024
Issue: HR/AAP/001	

Purpose:

At Atompoint, we understand the importance of providing our employees with the necessary tools and equipment to enhance their work efficiency. To ensure the longevity and optimal functionality of the assets provided, we have implemented the following guidelines:

Responsibility for Company Assets:

- Employees are entrusted with company-owned laptops, mouse, headphones, and other equipment for work-related purposes.
- It is the responsibility of each employee to exercise due care and diligence in handling and safeguarding these assets.

Normal Wear and Tear:

- Atompoint acknowledges that normal wear and tear may occur during the regular use of equipment. In such cases, repairs or replacements will be provided by the company.

Damage Resulting from Negligence:

- Any damage resulting from negligence or misuse may not be covered by the company.
- Negligence includes, but is not limited to, spills, drops, intentional damage, or failure to take reasonable precautions.

Reporting Damages:

- Employees are required to report any damage to company equipment promptly to their respective supervisor or the Finance department.
- Timely reporting allows for a swift resolution and minimizes the impact on workflow.

Repair or Replacement Costs:

- Employees may be held responsible for repair or replacement costs resulting from damage caused by negligence or intentional actions.



- The determination of responsibility will be made on a case-by-case basis, considering the circumstances surrounding the damage.

Security Measures:

- Employees are expected to follow security measures, such as password protection and physical security, to prevent theft or unauthorized access to company equipment.
- To bolster our digital defenses, all employees must download and regularly update approved anti-virus software. This proactive step is essential for safeguarding against potential cyber threats and maintaining the integrity of our data and systems.
- Employees are strictly instructed to use company-issued laptops solely for official purposes. Engaging in freelance, private, or non-company-related work on these devices is strictly prohibited. On finding out, the company may take strict measures.

Return of Assets:

- Upon termination of employment or as per specific request, employees are obligated to return all company-owned assets in their possession.
- In alignment with our commitment to safeguard company assets, it is acknowledged that the company reserves the right to withhold salary until all company-owned assets are returned.

By adhering to these guidelines, we can collectively ensure the proper care and maintenance of company assets. Your cooperation in maintaining a secure and efficient work environment is highly appreciated.

If you have any questions or concerns regarding this policy, please contact the HR/Finance department.

Thank you for your understanding and commitment to the responsible use of company resources.

