

Date: 25-10-2023

EMPLOYEE UNDERTAKING FOR USE OF PERSONAL LAPTOP IN THE OFFICE

Name : Omar Zafar Ansari
Emp ID : APD-0473
Designation: Assistant Manager - HR
Department: Human Resources
NIC : 42401-4217088-9

You are authorized by Appedology Pvt. Ltd. to utilize your personal laptop within the workplace until 22-Nov-23. The authorization may be extended upon the conclusion of the specified duration, should it be necessary.

Kindly review and confirm your understanding of the stipulations:

DATA CONFIDENTIALITY:

1. I acknowledge and confirm that while utilizing my personal laptop for office tasks, I will refrain from deleting any official records or reports stored within the system unless it is necessary within the scope of my responsibilities.
2. I undertake not to disclose, share, or make accessible the contents of any records, reports, or official data to any individual, except as required for my job responsibilities or in alignment with the policies set forth by Appedology Pvt. Ltd.
3. I recognize that Confidential Information encompasses, but is not limited to, any documents or data designated as confidential. This includes information acquired or produced during my tenure with the Company that is not publicly accessible, relating to Company processes, equipment, techniques, product designs, source codes, technical particulars, and marketing data such as customer listings, financials, and business strategies. It also encompasses information pertaining to the Company's clients.
4. I am aware and acknowledge that the IT Department retains the authority to access my laptop as and when necessary.

CREDENTIALS CONFIDENTIALITY:

1. I understand and affirm that while performing my duties at the office, all passwords, User IDs, and any other credentials related to work must be kept confidential at all times and not disclosed to any other persons.
2. I acknowledge that I am responsible for any activity carried out using my User ID and/or Password.
3. I confirm that I will not write down passwords or any other secure information anywhere that other people might be able to see or discover them.

VIOLATION OF POLICY:

Upon the occurrence of a policy violation, Appedology Pvt. Ltd. possesses full discretion to implement rigorous measures, which may encompass service termination. Furthermore, Appedology Pvt. Ltd. holds the prerogative to enact necessary protocols and is authorized to impose penalties upon the employee.

ACKNOWLEDGEMENT:

I, Omar Zafar Ansari bearing NIC Number 42401-4217088-9, hereby declare that I have thoroughly reviewed and understood all stipulations and prerequisites. I commit to upholding the confidentiality of Data, User IDs, and passwords pertaining to all official platforms and portals. I am fully aware that Appedology Pvt. Ltd. retains the right to take necessary actions in case of any breach.

Employee Name: Omar Zafar Ansari
Employee ID: APD-0473
Device Model: 12 Generation I3 HP

Signature: _____

Date: 22/10/23