**Gate Pass Policy for IT Equipment Removal**

**1. Objective**

The purpose of this policy is to ensure proper authorization, accountability, and security when IT equipment is taken out of office premises for official work.

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**2. Scope**

This policy applies to all employees, contractors, and third-party personnel who require IT equipment to be removed from the office for business purposes.

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**3. Responsibilities**

- **Employee:**
    - Initiate the gate pass request and ensure compliance with this policy.
- **Supervisor:**
    - Validate the business need and approve the initial request.
- **Operations Manager / IT Manager:**
    - Provide final approval for the gate pass.
- **IT Department:**
    - Verify equipment details and maintain records of gate passes.

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**4. Procedure**

1. **Request Initiation:**
    - Speak to your immediate supervisor regarding the work that requires IT equipment outside the premises.
    - Obtain supervisor approval before proceeding.
2. **Gate Pass Submission:**
    - Submit a gate pass request through the **IT Helpdesk Portal**.
    - Include details such as equipment type, serial number, purpose, and expected return date.
3. **Approval Process:**

- o Gate pass must be approved by **Operations Manager** or **IT Manager** before removal.

4. **Submission Deadline:**

   - o All gate pass requests must be submitted **before 3:00 PM** on the day of removal.

5. **Validity:**

   - o Gate pass is **valid for one day only**.

   - o For extended use beyond one day, speak to your manager for additional approval.

6. **Return & Compliance:**

   - o Equipment must be returned as per the approved timeline.

   - o Employees are responsible for the safe handling and security of the equipment.

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## 5. Non-Compliance

Failure to follow this policy may result in disciplinary action and potential liability for lost or damaged equipment.

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