

Date
日期

Name 姓名:

and Address of the associate
员工的地址

*Re: Reiteration of Employee Confidentiality Agreement – Extreme Exigency, Secured
Borderless Work spaces*

员工保密协议重申-极端紧急事件，安全无边界工作场所

Dear HR,

I acknowledge that due to the high severity classification of the COVID-19 event I have been instructed to work from home. For the purpose of this document, I understand that the term 'Home' is defined as my primary residence (where the primary residence is subject to COVID-19, any alternative accommodation notified and approved by the Company), outside of TCS or client premises.

亲爱的 HR,

我知晓由于本次新型冠状病毒肺炎事件的严重性，我已收到指示在家办公。在此文件中，我知晓“家”指得是 TCS 外部场所或者客户场所以外的我的主要居住地（主要居住地受 COVID-19 疫情影响，任何被公司批准和知晓的居住点）。

"I acknowledge that I signed a Confidentiality and IP Protection Terms / Non-Disclosure Agreement when I joined Tata Consultancy Services (China) Co., Ltd Shenzhen Branch (TCS) . I further acknowledge that I have abided by, and will continue to abide by, the terms of my Confidentiality and IP Protection Terms / Non-Disclosure Agreement throughout my employment with TCS.

“我承诺在我加入塔塔信息技术（中国）股份有限公司深圳分公司 (以下简称为“公司”)时，我签署了保密和知识产权保护条款/保密协议。我再次确认在我的雇佣期间我已遵守并将一直遵守保密和知识产权保护条款/保密协议中的内容。

I understand that working outside of the physical boundary of the workplace has confidentiality and information security risks. As such, I acknowledge that for the duration of time that it is required I work from home, at all times while performing work for TCS or a TCS client:

我了解在公司以外的地方办公有信息安全的风险。据此，我承诺这段期间当我需要在家办公，为 TCS 以及 TCS 客户工作时：

- I will work only in a private, secured work area in my home;

我会在家里的安全区域独自办公；

- I will comply with and work in a manner consistent with TCS data privacy and security policies/protocols;

我会遵循 TCS 数据隐私与安全政策的方式开展工作；

- I will alert the HR Head of my Unit to any circumstances that prevent me from working in a manner consistent with TCS data privacy and security policies/ protocols;

当有任何影响我以符合 TCS 数据隐私与安全政策工作的情况发生时，我会通知 HR Head；

- I confirm that nobody other than my family members stay with me at my home and none of my family members work for any competitor of TCS or TCS client I am assigned to;

我确认除了我的家庭成员以外，没有其他人待在我家中，并且我的家庭成员不服务于 TCS 的竞争对手或者不服务于我被指派的 TCS 客户；

- I will alert the HR Head of my unit if I share a Home with any family member or an individual who is employed by a competitor of TCS or TCS client I am assigned to, or if any other circumstances at Home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

如果与我共同居住的家庭成员服务于 TCS 的竞争对手或者服务于我被指派的 TCS 客户，或者，当在家办公可能会与 TCS Code of Conduct 条款产生利益冲突的情况发生时，我都会通知我公司的 HR Head

- I will be available on emails and phones as required, and alert my supervisor to any interruptions to such availability;

我会按要求查收邮件和接听电话，当出现干扰正常工作状态的情况发生时，我会通知我的上级；

- I will regularly check all TCS official communication channels, including TCS official email, to stay updated on the situation and when to report back at the workplace;

我会定期查看所有 TCS 官方的交流渠道，包括 TCS 官方邮箱，以便能及时得到最新情况和何时能回到工作场所。

- I will fill up the timesheet for the work done at the end of the same day without any fail;

我会当天填好 timesheet；

- I will be using the Company allotted Laptop or similar computing only to connect to TCS network/customer network (or the Customer provided laptop to access the customer network if so mandated by the Customer). Where I am allowed to use my own workstation/laptop, I have voluntarily permitted TCS to implement security and other related software/tools on my workstation/laptop which I will be using to work from my home;

我会使用公司提供的笔记本电脑或者类似的设备登入 TCS 网络/客户网络（或者通过客户授权，由客户提供的电脑登入客户网络）。当我被允许使用私人电脑/设备办公时，我默认允许 TCS 在我的私人电脑/设备上安装安全和其他相关软件/工具。

- While working from home, I will use only the TCS designated and/or approved workstation/laptop or use TCS approved means of connecting to TCS or customer network; 当在家办公时，我只使用被 TCS 指定和/或允许的设备/电脑或者使用 TCS 允许的方式登入 TCS 或者客户的网络。
- I will not allow anybody to share the workstation/laptop being used by me to work from home for the duration of the work from home permission granted to me.
在家办公期间我不会让其他任何人共享使用允许我在家办公期间所使用的设备/电脑。

I understand that relevant HR policies are still applicable with respect to mandated shifts and the working hours policy of my geography/project.

我理解在我工作的地区/项目，与安排轮班和工作时间相关的 HR 政策仍然适用。

I will inform my HR representative if for any reason I am unable to comply with the above requirements, so that alternative arrangements can be explored and arranged.

当我因为任何原因而无法遵循以上要求时，我会告知我对应的 HR 代表以便规划相应调整。

I understand that my HR representative will inform me when the extreme exigency requiring this work from home arrangement has ceased, and will abide with the return to work place (customer's premises or TCS office) provided by such representative.

我理解，当紧急情况结束要求我在家工作的安排需要停止时，我的 HR 代表会通知我并会告知我返回工作地点（公司办公地点或者客户办公地点），我会遵守此项安排。

By my signature below, I acknowledge (i) receiving and understanding all the aspects and conditions of this declaration (ii) acceptance of my obligations arising out of this declaration and my agreement to fulfill the same. _____

通过以下签名，我承诺（i）已接收或者理解此申明中的所有内容和条款（ii）接受此申明所产生的义务以及履行相应的责任

Print Name

Signature 签名

Employee ID 员工号