

NEW HIRE ORIENTATION ACKNOWLEDGEMENT FORM

By signing this form, I acknowledge that I have received orientation and fully understand the policies and procedures provided in the Employee Orientation presentation.

1. HR Policies and Guidelines
2. Company Code of Conduct
3. Anti-Sexual Harassment Law
4. Anti-Fraud Policy
5. Policy on Drugs, Alcohol and Other Controlled Substances
6. Exit Management
7. Payroll, Timekeeping and Compensation & Benefits
8. COVID-19 Policies & Guidelines
9. Asset Recovery Policy - In case you fail to surrender all company assets provided, the signature appearing in this form will serve as the check of authorization to deduct the full value of the asset being recovered.

I understand that it is my responsibility to read, understand and comply with the Employee Handbook and policies outlined by the company located at <https://www.myatos-syntel.net/>.

If I have any questions regarding any policy and/or procedures I will contact my immediate manager or Human Resources.

Signature:



Printed Name:

NEIL ANDREI REYES

Date:

12/27/2021