

The Acceptable Use of GE Information Resources



Introduction

Information about our Company, our customers, our employees and our suppliers is one of GE's most valuable assets and must be used and protected in an appropriate manner. Similarly, equipment and technology resources belonging to the Company, and provided by GE to its workers, or in some cases, individuals contracted to do work for GE, to process and store information, must also be used and protected appropriately. These Guidelines provide further information under the *Privacy and the Protection of GE Information* and *Security & Crisis Management* policies of The Spirit & The Letter and set out the minimum standards that must be met.

Some GE businesses may have substitute policies and/or additional, specific guidelines in place to meet local or business requirements and these policies and/or guidelines must also be followed where the business policies or guidelines are more restrictive than these Guidelines. Local laws or regulations covering privacy, data protection or information security may also impose additional requirements. To the extent that any statement in these Guidelines would not be permissible under local law, the provisions of local law will prevail.

As a GE worker or contractor with access to such resources, you are responsible for knowing and complying with these Guidelines, *The Spirit & The Letter* and the privacy and information security policies of GE and your business. If you have any questions about your responsibilities, or the application of these Guidelines or your business policies/guidelines, contact your manager, Human Resources or business Privacy or Information Security Leader.

Definitions

GE Information includes all information that is collected or created by the Company, and by you in your GE role — regardless of whether you are working from the office, home or while traveling, and regardless of whether you are working on a GE, personal or third party site or device. For example, personal data that is collected from customers, employees or suppliers, including names, email addresses, phone numbers, account numbers, tax identification or social insurance numbers, is included in the definition of GE Information covered by these Guidelines. GE Information also includes information GE creates in its business processes, such as trade-controlled information, intellectual property and financial information.

GE Information Resources include GE Information and equipment and technology provided by GE to process and store GE Information. For example, computer equipment, fax machines, voice mail, Internet access, email accounts, GE network access, personal data assistants ("PDAs") (e.g. BlackBerries), cellphones and software provided by the Company are GE Information Resources.

Technology evolves continually, and therefore the examples of GE Information Resources provided above are not exhaustive. These Guidelines apply to all GE Information and GE Information Resources regardless of their format or storage media.

Using and Protecting GE Information

WHAT TO KNOW

Different types of GE Information are used for different business purposes and require different levels of protection. GE's Data Classification Guidelines divide GE Information into four categories: Public, GE Internal, GE Confidential and GE Restricted. In addition, the use of customer and supplier data may be governed by contractual agreements between GE and third parties, and the use of personal data is governed by *GE's Commitment to the Protection of Personal Information*, with the use of employee data specifically governed by the *GE Employment Data Protection Standards*. GE workers and applicable contractors are responsible for understanding the relevant guidelines, applicable contracts and local laws that govern the use of GE Information under their control.

WHAT TO DO

LEARN AND COMPLY with policies that are relevant to your job or assignment, including:

- GE Data Classification Guidelines
- GE's Commitment to the Protection of Personal Information
- GE Employment Data Protection Standards
- GE Document Management Procedures and related document retention schedules
- any contractual obligations, such as consumer credit card agreements

RAISE ANY QUESTIONS about the use and protection of GE Information to your business Privacy or Information Security Leader.

ONLY USE GE INFORMATION FOR LEGITIMATE BUSINESS PURPOSES and in a manner consistent with the purpose for which the information was initially collected or created.

BEFORE YOU REQUEST OR ACCESS GE Information, ask yourself, "Do I really need this?" Only request GE Information necessary to perform your current job responsibilities. Make requests for GE Information following any processes specified in your business, and follow the usage and retention instructions provided by the GE Information owner and the GE Data Classification Guidelines.

CONTROL ACCESS to GE Information and only share it with authorized persons who have a legitimate "need to know" in order

to perform their job responsibilities. Keep all application login credentials safe. Do not share user IDs and passwords with others. GE Folders and your local file server are considered the best methods for geographically dispersed teams to exchange, store and transport GE Information. Ensure that GE Folders are appropriately access restricted.

MAINTAIN A CLEAR WORKSPACE when you are away from your desk by locking your screen or using password-protected screensavers set at short intervals, keeping confidential materials in a secure place, removing items containing GE Information from fax machines, copiers and scanners in a timely manner, and retrieving physical mail deliveries frequently.

WHAT TO WATCH OUT FOR

USES THAT ARE NOT ALIGNED WITH LEGITIMATE BUSINESS PURPOSES, such as sharing customer data with other parties when that sharing is not in compliance with customer contractual agreements.

USING GE INFORMATION RESOURCES AND SPEAKING ABOUT GE INFORMATION in public places, such as airports and restaurants, where other people can overhear your conversations or view your screen, or in open forums on the Internet such as social networking sites.

UNNECESSARY SHARING of GE Information, such as carbon copying ("cc'ing") or blind carbon copying ("bcc'ing")

more people than necessary in emails or not appropriately restricting access to GE Folders containing sensitive GE Confidential or GE Restricted information.

IMPROPER DISPOSAL of GE Information, such as tossing GE Information in the trash rather than using a secure method of document disposal. Ask your site manager about secure document disposal and your business Information Security Leader about secure computer file disposal.

STORING GE INFORMATION THAT IS NOT NECESSARY for your current job responsibilities, including information stored on laptops, removable media

devices (such as USB drives and external hard drives) and physical documents. Be sure to comply with your business document retention policy and any applicable legal holds; if you have questions about a legal hold, consult your business legal counsel.

GE INFORMATION BELONGS TO THE COMPANY and may not be copied or otherwise removed unless permitted for a legitimate business reason. Transition essential GE Information to your manager or other responsible custodian if you change roles or leave GE.

Using and Protecting GE Information Resources

Your GE Digital Identity

WHAT TO KNOW

Your GE digital identity (for example, your SSO plus password, or other username-password combination) is the key to accessing GE Information and is required for access to GE's network and systems. GE Information is placed at risk of theft or misuse when password protections are compromised, for instance by using shared passwords or by using easy-to-guess passwords or leaving passwords in plain sight.

WHAT TO DO

CREATE ROBUST PASSWORDS, and change them on a regular basis. Do not use common words or phrases, your name, your birthday or your SSO.

NEVER SHARE PASSWORDS, even with someone you trust, such as the Help Desk. If you share your password, you are responsible for any loss, damage or misconduct that arises from its use.

DO NOT POST USERNAMES AND PASSWORDS near your computer. Passwords must be committed to memory.

Portable Devices and Removable Media

WHAT TO KNOW

Portable devices containing GE Information, including laptops, cell phones and PDAs (e.g., BlackBerries) must be secured at all times. Do not leave portable devices unattended in public. Laptops must be encrypted and physically secured, even in a GE location. GE network access for personally purchased portable or mobile devices must be approved by your business; once granted GE network access, these personally owned devices will be treated as GE Information Resources with respect to approved business-related use, and the device owner becomes responsible for understanding and complying with relevant terms of service.

Removable media (e.g., USB drives, external hard drives, CDs/DVDs) should not be used to store GE Confidential or GE Restricted information unless such devices are encrypted. Personally purchased removable media are not permitted for business use unless expressly permitted by your business. Be aware that if you place GE Information on personal removable media, GE may need to access such devices if required in the context of litigation or other audit or investigation.

WHAT TO DO

LEARN AND COMPLY with these Guidelines, *The Spirit & The Letter* and any business-specific policies and guidelines (which may be more restrictive) addressing the use and protection of portable devices and removable media.

IMMEDIATELY REPORT damage, theft or loss of portable devices or removable media containing GE Information. Follow your business reporting process, and cooperate with related investigations.

RETURN GE Information Resources when they are no longer in use. All devices must be returned for accounting and possible deletion of material. GE Information stored on a personally owned mobile device must be returned to GE when you leave the Company or discontinue business use of that device.

ONLY USE GE REMOVABLE MEDIA for business purposes. Do not use personal devices, such as personally purchased USB memory sticks, which may expose GE Information to greater risk.

WHAT TO WATCH OUT FOR

LEAVING PORTABLE DEVICES IN PLAIN VIEW. If you must leave your laptop in your car, lock it out-of-sight in the trunk.

CROWDED AREAS such as train stations, hotel lobbies, airports and restaurants. Distracting environments create opportunity for thefts.

Using and Protecting GE Information

Internet Access and Email Accounts

WHAT TO KNOW

GE provides Internet access and email accounts for use in business processes. Limited non-business use that is not an abuse of Company time and/or resources, and that does not violate any GE policies applicable to you, is permitted. It is prohibited to use GE Information Resources to access, download, create, display or disseminate material that may be considered obscene, racist, sexist, ageist, threatening or otherwise offensive, unprofessional or in violation of any GE policy or guidelines, or may otherwise be perceived to create a hostile work environment.

GE will employ appropriate processes and technologies to protect GE Information Resources from theft and damage. Elements of this protection may include, for example, restricting GE worker or contractor access to the Internet or certain sites or categories of sites, or placing controls on the transfer of GE Information.

WHAT TO DO

LEARN AND COMPLY with these Guidelines, *The Spirit & The Letter* and any business-specific policies and guidelines (which may be more restrictive) addressing Internet access, email use and workplace conduct.

RAISE ANY QUESTIONS regarding the use of Internet access and email accounts with your manager, Human Resources or business Privacy or Information Security Leader.

DO NOT SHARE COPYRIGHTED MATERIAL including music, images, videos or magazines. Downloading or sending copyrighted material through GE Information Resources may infringe the rights of the copyright holder and expose both you and GE to civil and criminal liability. Possession of copyright-infringing materials on GE Information Resources is prohibited.

APPLY THE “NEWSPAPER TEST” before sending an email. Ask yourself, “How would I feel seeing this message reproduced in public?”

DO NOT MODIFY your computer's configuration to circumvent Internet security settings. All GE Web browsers are pre-configured to use specific Internet proxy settings.

WHAT TO WATCH OUT FOR

USE OF PERSONAL EMAIL ACCOUNTS (e.g., Yahoo, Gmail) or calendar systems to conduct GE business is prohibited. GE workers are provided a GE email account for business use.

USING GE INFORMATION RESOURCES FOR ENTERTAINMENT PURPOSES, such as viewing or downloading streaming video or live television broadcasts, is prohibited unless authorized by your manager.

ENGAGING IN NON-GE BUSINESS ACTIVITIES with GE Information Resources

is not allowed, even if such business activities are declared in a conflicts of interest statement.

OPENING EMAIL ATTACHMENTS or clicking on links that are suspicious or from an unknown sender. When in doubt, contact your Information Security Leader before accessing such attachments or links.

ACCESSING, DOWNLOADING OR DISTRIBUTING MATERIALS that are in violation of Company policy, including materials that are non-public, offensive

or may be perceived as creating a hostile work environment.

USING YOUR GE EMAIL for participating in online social media where your use is primarily personal in nature is permitted, however you should carefully consider the implications of commingling your personal and business lives online before doing so.

Managing Your Online Presence

WHAT TO KNOW

Online Resources, such as GE internal and external blogs, social networking sites and other types of online communities, can be a great way for GE workers to connect with family, friends, colleagues, customers or potential employees — around the globe or down the street. GE sponsors several types of Online Resources — some for employees only, and others available to the general public — and GE employees are encouraged to participate.

Before posting GE Information or your own personal information on Online Resources, it is important to understand the risks, rewards and reach involved. In both your personal and work-related online activity you will need to consider your obligations as a GE employee — including those in *The Spirit & the Letter*, the *Employee Innovation and Proprietary Information Agreement* (EIPIA) and other GE policies, standards and guidelines. Be aware that even personal online activity can be perceived as being connected to GE.

Blogging or posting information, including content, data or files on Online Resources that violates any GE policy, including these Guidelines, *The Spirit & The Letter*, business policies and guidelines, and/or your EIPIA is prohibited.

WHAT TO DO

LEARN AND COMPLY with these Guidelines, *The Spirit & The Letter*, your business policies and guidelines (which may be more restrictive), and applicable laws, including copyright laws.

RAISE ANY CONCERNS about possible security breaches to your manager, Human Resources or business Privacy, Information Security or Communications Leader.

BE ACCURATE AND TRANSPARENT, and if you make a mistake, promptly correct it. Signify when altering a previous post. Remember that the Internet has a long memory, and even deleted postings

may be searchable. Never post false information about the Company or its employees, officers, customers, suppliers or competitors.

THINK BEFORE YOU LINK Before inviting a co-worker to connect with you on an external Online Resource, ask yourself if that online connection is appropriate. For example, employees may not feel comfortable with a “friend request” from a manager, and managers may feel uncomfortable with friend requests from members of their teams.

MAKE SURE THAT IT IS ALWAYS CLEAR THAT YOUR VIEWS ARE PERSONAL Unless it is your job to represent GE, indicate that your comments represent your personal views and do not represent GE's views. Where possible, speak in the first person singular (“I”). Always exercise care before discussing anything related to GE that could expose business strategies or intellectual property information, and be aware that even if you do not identify yourself as affiliated with GE, your affiliation may be known to your readers (for example, as a result of your participation on professional or personal networking sites).

WHAT TO WATCH OUT FOR

SPEAKING FOR THE COMPANY without authorization is prohibited. Do not make statements or post information on Online Resources that may reveal details of GE's business plans or commercial operations. Each GE business has designated professionals who are authorized to speak on GE's behalf and respond to media inquiries. If your activity on an Online Resource may cause you to appear as a knowledgeable GE insider, or otherwise reflect on GE, consult with your business Communications Leader for further guidance.

DO NOT USE THE GE MONOGRAM or other GE logos to create the impression that your activity, or information you post, is attributable to the Company, unless specifically authorized to do so.

POSTING ANY TRADE SECRETS on external or personal online resources is prohibited.

DO NOT USE AN EXTERNAL ONLINE RESOURCE AS A MEDIUM FOR COVERT MARKETING which do not identify GE, or you as a GE employee, as the author. If you discuss a GE product or service, or one offered by a competitor, you must clearly disclose your relationship with GE. If you have questions, contact your business Compliance or Communications Leader

PERSONAL ONLINE ACTIVITY that interferes with your work productivity. Do not use GE resources, including work time, for personal online activity beyond limited non-business use.

MAKING PREDICTIVE STATEMENTS that may reveal GE's business strategy or future performance.

BEFORE PARTICIPATING IN ANY SITE, understand who owns the site and what access and security controls apply to the site and any personal or GE Information posted there, and carefully consider what personal or GE content is appropriate for posting/sharing on that site. Just because a site appears to be GE-branded, GE does not necessarily own or control that site and may not be able to control how content is interpreted, used and protected.

Software and Copyrighted Material

WHAT TO KNOW

GE computers are delivered with standard pre-installed software. Do not disable or uninstall such software. GE will routinely install software on its computers, and any attempt to permanently prevent such software installations is prohibited.

Only software and applications reviewed and approved by your business may be loaded onto GE computers. If you need additional software to perform your job, contact your business Help Desk to follow the applicable business process for approval. The use or installation of software purchased or licensed by GE on any non-GE device is prohibited unless approved by your business Software Governance Leader.

GE may remove or block software that may pose security or compliance risks or conflicts with the operation of GE-loaded software, including freeware, open source software, peer-to-peer file sharing programs, remote control software, voice chat, hacking tools, anonymizers, instant messaging and malware.

WHAT TO DO

LEARN AND COMPLY with these Guidelines, *The Spirit & The Letter*, your, business policies and guidelines, and applicable laws, including copyright laws.

RAISE ANY QUESTIONS regarding the use of software with your business Help Desk or Software Governance Leader.

BE AWARE OF COPYRIGHT RESTRICTIONS. Use of most Internet content, including images found through search engines, requires a license unless labeled as free for commercial use.

WHAT TO WATCH OUT FOR

FREE AND OPEN SOURCE SOFTWARE or applications that may have restrictive licenses. License restrictions can vary depending upon the software's version or usage. Contact your business Help Desk or Software Governance Leader to follow the applicable business processes prior to download on GE computers.

PEER-TO-PEER SOFTWARE OR OTHER FILE-SHARING PROGRAMS. Do not use file-swapping programs on GE computers.

INSTALLING PERSONAL SOFTWARE on GE computers is prohibited unless approved. GE may remove personal software if it poses security or compliance risks or conflicts with the operation of GE-loaded software. GE is not responsible for restoring personal programs or information removed in the process.

INSTALLING GE-LICENSED SOFTWARE on non-GE Information Resources, including personally owned or contractor owned devices, is prohibited unless approved by your business Software Governance Leader.

AUDITS, INQUIRIES OR INFORMATION REQUESTS FROM THIRD PARTIES regarding software license compliance. Do not respond on behalf of your business unless authorized. Immediately contact your business Software Governance Leader if you receive such a request.

Working with Suppliers

WHAT TO KNOW

Protecting GE Information Resources requires close cooperation with suppliers. The *GE Third Party Information Security Policy* and *GE Supplier Acceptable Use of Information Resources* outline the security policies designed to safeguard GE Information from unauthorized or accidental modification, damage, destruction or disclosure when it is in the care of suppliers. But GE workers who work with suppliers must take appropriate precautions before transferring GE Information to suppliers. GE workers are not permitted to release GE Confidential and GE Restricted information to third parties without permission of the GE Information owner, who is the GE employee responsible for the collection or creation of the GE Information, as well as for its protection.

WHAT TO DO

IF YOU WORK WITH SUPPLIERS, LEARN AND COMPLY with the *GE Third Party Information Security Policy* and the *GE Supplier Acceptable Use of Information Resources*.

ONLY SHARE GE INFORMATION ON A “NEED TO KNOW” basis with suppliers.

RAISE ANY QUESTIONS about supplier security with your business Information Security or Sourcing Leader.

SECURE TRANSMISSIONS OF GE INFORMATION to suppliers. Follow business procedures for securing GE Information shared with suppliers, and contact your business Information Security Leader for assistance in selecting and implementing appropriate protections.

WHAT TO WATCH OUT FOR

UNSECURE TRANSMISSION of GE Information to suppliers. All Internet transmissions (e.g., emails) of GE Confidential and GE Restricted information

must be encrypted. Contact your Information Security Leader for an appropriate method of transfer.

Compliance with These Guidelines

These Guidelines are designed to protect you, your co-workers and GE. Violation of any portion of these Guidelines may result in disciplinary action, up to and including termination of employment with GE, with respect to applicable law. Violations of these Guidelines by contractors may result in the Company requesting that the contractor's employer remove the contractor from the GE assignment.

GE may review, audit, monitor, intercept, access and disclose information processed or stored on GE Information Resources to ensure compliance with these Guidelines and related GE and business policies and guidelines; to protect the security of GE, maintain proper operations of GE Information Resources, and assure GE compliance with applicable law and regulatory requirements and other business obligations; or for any other reason permitted by local law and/or any local agreements with works councils or unions. If the Company discovers misconduct, including criminal activity or violation of this or any other GE or business policy, any related files or information may be disclosed to authorities.

Raising a Concern

Any concerns about the appropriate use or protection of GE Information Resources should be raised at <http://security.ge.com> or by contacting your manager, Human Resources, or business Ombudsman or Privacy, Information Security, Software Governance or Compliance Leader.

Links to Other GE and GE Business Guidelines

GE-WIDE GUIDELINES

For an updated list of GE-wide guidelines addressing the use of GE Information Resources, please visit <http://security.ge.com>.

BUSINESS-SPECIFIC POLICIES AND GUIDELINES

Please note that your GE business may have more stringent policies or guidelines in place affecting your use of GE Information Resources. For an updated list of business-specific guidelines, please visit <http://security.ge.com>.

Contact Information

If you have any questions about the use of GE Information Resources, please contact your manager, Human Resources or your business' Privacy, Software Governance or Information Security Leader. For a complete list of business contacts, please visit <http://security.ge.com>.

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Integrity Guide

for Suppliers, Contractors
and Consultants

A Message from GE

The General Electric Company ("GE") is committed to unyielding Integrity and high standards of business conduct in everything we do, especially in our dealings with GE suppliers, contractors and consultants (collectively "Suppliers"). For well over a century, GE people have created an asset of incalculable value: the company's worldwide reputation for integrity and high standards of business conduct. That reputation, built by so many people over so many years, depends on upholding it in each business transaction we make.

GE bases its Supplier relationships on lawful, efficient and fair practices, and expects its Suppliers to adhere to applicable legal and regulatory requirements in their business relationships, including those with their employees, their local environments, and GE. The quality of our Supplier relationships often has a direct bearing on the quality of our customer relationships. Likewise, the quality of our Suppliers' products and services affects the quality of our own products and services.

To help GE Suppliers understand both (1) the GE commitment to unyielding Integrity, as well as (2) and the standards of business conduct that all GE Suppliers must meet, GE has prepared this **GE Integrity Guide for Suppliers, Contractors and Consultants**. Suppliers are expected to collaborate with GE's employees so that GE's employees can continue to consistently meet these GE integrity commitments.

The Guide is divided into four sections:

- GE Code of Conduct
- Responsibilities of GE Suppliers
- GE Compliance Obligations
- How to Raise an Integrity Concern

Suppliers should carefully review this Guide, including but not limited to the section entitled "Responsibilities of GE Suppliers." Suppliers are responsible for ensuring that they and their employees, workers, representatives and subcontractors comply with the standards of conduct required of GE Suppliers. Please contact the GE manager you work with or any GE Compliance Resource if you have any questions about this Guide or the standards of business conduct that all GE Suppliers must meet.

GE Code of Conduct

GE's commitment to total, unyielding Integrity is set forth in GE's compliance handbook, *The Spirit & The Letter*. The policies set forth in *The Spirit & The Letter* govern the conduct of all GE employees and are supplemented by compliance procedures and guidelines adopted by GE business components. All GE employees must not only comply with the "letter" of the Company's compliance policies, but also with their "spirit."

The "spirit" of GE's Integrity commitment is set forth in the GE Code of Conduct, which each GE employee has made a personal commitment to follow:

- Obey the applicable laws and regulations governing our business conduct worldwide.
- Be honest, fair and trustworthy in all of your GE activities and relationships.
- Avoid all conflicts of interest between work and personal affairs.
- Foster an atmosphere in which fair employment practices extend to every member of the diverse GE community.
- Strive to create a safe workplace and to protect the environment.
- Through leadership at all levels, sustain a culture where ethical conduct is recognized, valued and exemplified by all employees.

No matter how high the stakes, no matter how great the challenge, GE will do business only by lawful and ethical means. When working with customers and Suppliers in every aspect of our business, we will not compromise our commitment to integrity.

Employee ID: 840127

Date: Apr 11, 2016

Employee Name : Archana Kakarla

Signature: Archana Kakarla
Archana Kakarla (Apr 11, 2016)



GE Compliance Obligations

All GE employees are obligated to comply with the requirements —the “letter”—of GE’s compliance policies set forth in *The Spirit & The Letter*. These policies implement the GE Code of Conduct and are supplemented by compliance procedures and guidelines adopted by GE business components and/or affiliates. A summary of some of the key compliance obligations of GE employees follows:

Improper Payments

- Always adhere to the highest standards of honesty and integrity in all contacts on behalf of GE. Never offer bribes, kickbacks, illegal political contributions or other improper payments to any customer, government official or third party. Follow the laws of the United States and other countries relating to these matters.
- Do not give gifts or provide any entertainment to a customer or supplier without prior approval of GE management. Make sure all business entertainment and gifts are lawful and disclosed to the other party’s employer.
- Employ only reputable people and firms as GE representatives and understand and obey any requirements governing the use of third party representatives.

International Trade Controls

- Understand and follow applicable international trade control and customs laws and regulations, including those relating to licensing, shipping and import documentation and reporting, and record retention requirements.
- Never participate in boycotts or other restrictive trade practices prohibited or penalized under United States or applicable local laws.
- Make sure all transactions are screened in accordance with applicable export/import requirements; and that any apparent conflict between U.S. and applicable local law requirements, such as the laws blocking certain U.S. restrictions adopted by Canada, Mexico and the members of the European Union, is disclosed to GE counsel.

Money Laundering Prevention

- Follow all applicable laws that prohibit money laundering and that require the reporting of cash or other suspicious transactions.
- Learn to identify warning signs that may indicate money laundering or other illegal activities or violations of GE policies. Raise any concerns to GE counsel and GE management.

Privacy

- Never acquire, use or disclose individual information in ways that are inconsistent with GE privacy policies or with applicable privacy and data protection laws, regulations and treaties.
- Maintain secure business records of information which is protected by applicable privacy regulations, including computer-based information.

Supplier Relationships

- Only do business with suppliers who comply with local and other applicable legal requirements and any additional GE standards relating to labor, environment, health and safety, intellectual property rights and improper payments.
- Follow applicable laws and government regulations covering supplier relationships.
- Provide a competitive opportunity for suppliers to earn a share of GE’s purchasing volume, including small businesses and businesses owned by the disadvantaged, minorities and women.

Regulatory Excellence

- Be aware of the specific regulatory requirements of the country and region where the work is performed and that affect the GE business.

- Gain a basic understanding of the key regulators and the regulatory priorities that affect the GE business.
- Promptly report any red flags or potential issues that may lead to a regulatory compliance breach.
- Always treat regulators professionally, with courtesy and respect.
- Assure that coordination with business or corporate experts is sought when working with or responding to requests of regulators.

Working with Governments

- Follow applicable laws and regulations associated with government contracts and transactions.
- Be truthful and accurate when dealing with government officials and agencies.
- Require any supplier or subcontractor providing goods or services for GE on a government project or contract to agree to comply with the intent of GE’s Working with Governments policy and applicable government contract requirements.
- Do not do business with suppliers or subcontractors that are prohibited from doing business with the government.
- Do not engage in employment discussions with a government employee or former government employee without obtaining prior approval of GE management and counsel.

Complying with Competition Laws

- Never propose or enter into any agreement or understanding with a GE competitor to fix prices, terms and conditions of sale, costs, profit margins, or other aspects of the competition for sales to third parties.
- Do not propose or enter into any agreements or understandings with GE customers restricting resale prices.
- Never propose or enter into any agreements or understandings with suppliers that restrict the price or other terms at which GE may resell or lease any product or service to a third party.

Environment, Health & Safety

- Conduct your activities in compliance with all relevant environmental and worker health and safety laws and regulations and conduct your activities accordingly.
- Ensure that all new product designs or changes or service offerings are reviewed for compliance with GE guidelines.
- Use care in handling hazardous materials or operating processes or equipment that use hazardous materials to prevent unplanned releases into the workplace or the environment.
- Report to GE management all spills of hazardous materials; any concern that GE products are unsafe; and any potential violation of environmental, health or safety laws, regulations or company practices or requests to violate established EHS procedures.

Fair Employment Practices

- Extend equal opportunity, fair treatment and a harassment-free work environment to all employees, co-workers, consultants and other business associates without regard to their race, color, religion, national origin, sex (including pregnancy), sexual orientation, age, disability, veteran status or other characteristic protected by law.

Security and Crisis Management

- Implement rigorous plans to address security of employees, facilities, information, IT assets and business continuity.
- Protect access to GE facilities from unauthorized personnel.
- Protect IT assets from theft or misappropriation.
- Create and maintain a safe working environment.
- Ensure proper business continuity plans are prepared for emergencies.
- Screen all customers, suppliers, agents and dealers against terrorist watchlists.
- Report any apparent security lapses.

Conflicts of Interest

- Financial, business or other non-work related activities must be lawful and free of conflicts with one's responsibilities to GE.
- Report all personal or family relationships, including those of significant others, with current or prospective suppliers you select, manage or evaluate.
- Do not use GE equipment, information or other property (including office equipment, e-mail and computer applications) to conduct personal or non-GE business without prior permission from the appropriate GE manager.

Controllership

- Keep and report all GE records, including any time records, in an accurate, timely, complete and confidential manner. Only release GE records to third parties when authorized by GE.
- Follow GE's General Accounting Procedures (GAP), as well as all generally accepted accounting principles, standards, laws and regulations for accounting and financial reporting of transactions, estimates and forecasts.
- Financial statements and reports prepared for or on behalf of GE (including any component or business) must fairly present the financial position, results of operations, and/or other financial data for the periods and/or the dates specified.

Insider Trading or Dealing & Stock Tipping

- Never buy, sell or suggest to someone else that they should buy or sell stock or other securities of any company (including GE) while you are aware of significant or material non-public information ("inside information") about that company. Information is significant or material when it is likely that an ordinary investor would consider the information important in making an investment decision.
- Do not pass on or disclose inside information unless lawful and necessary for the conduct of GE business —and never pass on or disclose such information if you suspect that the information will be used for an improper trading purpose.

Intellectual Property

- Identify and protect GE intellectual property in ways consistent with the law.
- Consult with GE counsel in advance of soliciting, accepting or using proprietary information of outsiders, disclosing GE proprietary information to outsiders or permitting third parties to use GE intellectual property.
- Respect valid patents, trademarks, copyrighted materials and other protected intellectual property of others; and consult with GE counsel for licenses or approvals to use such intellectual property.

Responsibilities of GE Suppliers

GE will only do business with Suppliers that comply with all applicable legal and regulatory requirements. Today's regulatory environment is becoming more challenging, subjecting GE and its Suppliers to a growing number of regulations and enforcement activities around the world. This environment requires that GE and its Suppliers continue to be knowledgeable about and compliant with all applicable regulations and committed to regulatory excellence. Suppliers that transact business with GE are also expected to comply with their contractual obligations under any purchase order or agreement with GE and to adhere to the standards of business conduct consistent with GE's obligations set forth in the "GE Compliance Obligations" section of this Guide and to the standards described in this section of the Guide. A Supplier's commitment to full compliance with these standards and all applicable laws and regulations is the foundation of a mutually beneficial business relationship with GE.

GE expects its Suppliers, and any Supplier's subcontractors, that support GE's work with government customers to be truthful and accurate when dealing with government officials and agencies, and adhere strictly to all compliance obligations relating to government contracts that are required to flow down to GE's suppliers.

As stated above, GE requires and expects each GE Supplier to comply with all applicable laws and regulations. Unacceptable practices by a GE Supplier include:

- **Minimum Age.** Employing workers younger than sixteen (16) years of age or the applicable required minimum age, whichever is higher.
- **Forced Labor.** Using forced, prison or indentured labor, or workers subject to any form of compulsion or coercion, or the trafficking in persons in violation of the US Government's zero tolerance policy or other applicable laws or regulations.
- **Environmental Compliance.** Lack of commitment to observing applicable environmental laws and regulations. Actions that GE will consider evidence of a lack of commitment to observing applicable environmental laws and regulations include:
 - Failure to maintain and enforce written and comprehensive environmental management programs, which are subject to periodic audit.
 - Failure to maintain and comply with all required environmental permits.
 - Permitting any discharge to the environment in violation of law, issued/required permits, or that would otherwise have an adverse impact on the environment.
- **Health & Safety.** Failure to provide workers a workplace that meets applicable health, safety and security standards.
- **Human Rights.**
 - Failure to respect human rights of Supplier's employees.
 - Failure to observe applicable laws and regulations governing wage and hours.
 - Failure to allow workers to freely choose whether or not to organize or join associations for the purpose of collective bargaining as provided by local law or regulation.
 - Failure to prohibit discrimination, harassment and retaliation.
- **Code of Conduct.** Failure to maintain and enforce GE policies requiring adherence to lawful business practices, including a prohibition against bribery of government officials.
- **Business Practices and Dealings with GE.** Offering or providing, directly or indirectly, anything of value, including cash, bribes, gifts, entertainment or kickbacks, to any GE employee, representative or customer or to any government official in connection with any GE procurement, transaction or business dealing. Such prohibition includes the offering or providing of any consulting, employment or similar position by a Supplier to any GE employee (or their family member or significant other) involved with a GE procurement. GE also prohibits a GE Supplier from offering or providing GE employees, representatives or customers or any government officials with any gifts or entertainment, other than those of nominal value to commemorate or recognize a particular GE Supplier business transaction or activity. In particular, a GE

Supplier shall not offer, invite or permit GE employees and representatives to participate in any Supplier or Supplier-sponsored contest, game or promotion.

- **Business Entertainment of GE Employees and Representatives.** Failure to respect and comply with the business entertainment (including travel and living) policies established by GE and governing GE employees and representatives. A GE Supplier is expected to understand the business entertainment policies of the applicable GE business component or affiliate before offering or providing any GE employee or representative any business entertainment. Business entertainment should never be offered to a GE employee or representative by a Supplier under circumstances that create the appearance of an impropriety.
- **Collusive Conduct and GE Procurements.** Sharing or exchanging any price, cost or other competitive information or the undertaking of any other collusive conduct with any other third party to GE with respect to any proposed, pending or current GE procurement.
- **Intellectual Property & other Data and Security Requirements.** Failure to respect the intellectual and other property rights of others, especially GE. In that regard, a GE Supplier shall:
 - Only use GE information and property (including tools, drawings and specifications) for the purpose for which they are provided to the Supplier and for no other purposes.
 - Take appropriate steps to safeguard and maintain the confidentiality of GE proprietary information, including maintaining it in confidence and in secure work areas and not disclosing it to third parties (including other customers, subcontractors, etc.) without the prior written permission of GE.
 - If requested to send data over the Internet, encrypt all such data.
 - Observe and respect all GE patents, trademarks and copyrights and comply with such restrictions or prohibitions on their use as GE may from time to time establish.
 - Comply with all applicable rules concerning cross-border data transfers.
 - Maintain all personal and sensitive data, whether of GE employees or its customers in a secure and confidential manner, taking into account both local requirements and the relevant GE policies provided to the Supplier.
- **Trade Controls & Customs Matters.** The transfer of any GE technical information to any third party without the express, written permission of GE. Failure to comply with all applicable trade control laws and regulations in the import, export, re-export or transfer of goods, services, software, technology or technical data including any restrictions on access or use by unauthorized persons or entities, and failure to ensure that all invoices and any customs or similar documentation submitted to GE or governmental authorities in connection with transactions involving GE accurately describe the goods and services provided or delivered and the price thereof.
- **Use Subcontractors or Third Parties to Evade Requirements.** The use of subcontractors or other third parties to evade legal requirements applicable to the Supplier and any of the standards set forth in this Guide.

The foregoing standards are subject to modification at the discretion of GE. Please contact the GE manager you work with or any GE Compliance Resource if you have any questions about these standards and/or their application to particular circumstances. Each GE Supplier is responsible for ensuring that its employees and representatives understand and comply with these standards. GE will only do business with those Suppliers that comply with applicable legal and regulatory requirements and reserves the right, based on its assessment of information available to GE, to terminate, without liability to GE, any pending purchase order or contract with any Supplier that does not comply with the standards set forth in this section of the Guide.

How to Raise an Integrity Concern

Subject to local laws and any legal restrictions applicable to such reporting, each GE Supplier is expected to promptly inform GE of any Integrity concern involving or affecting GE, whether or not the concern involves the Supplier, as soon as the Supplier has knowledge of such Integrity concern. A GE Supplier shall also take such steps as GE may reasonably request to assist GE in the investigation of any Integrity concern involving GE and the Supplier.

I. Define your concern: Who or what is the concern? When did it arise? What are the relevant facts?

II. Prompt reporting is crucial -- an Integrity concern may be raised by a GE Supplier as follows:

- By discussing with a cognizant GE Manager; OR
- By calling the GE Integrity Helpline: +1 800-227-5003 or +1 203-373-2603; OR
- By emailing ombudsperson@corporate.ge.com OR
- By contacting any Compliance Resource (e.g., GE legal counsel or auditor).

A GE Compliance Resource will thereupon promptly review and investigate the concern.

III. GE Policy forbids retaliation against any person reporting an Integrity concern.

Non Solicitation Declaration

To

The HR Manager

IGATE

Sub: **Declaration of employment history**

I 840127 hereby declare that, I have not worked in any GE projects OR GE task Order through any GDC or third party vendor in the past 12 months. All the facts disclosed by me are true and factual and I shall abide by the terms and conditions in the Offer Letter dated April 11,2016. If the information provided by me to the Company is incorrect or wrong, I agree to face the consequences.

I am available at any point of time on the following mobile number 9492538206 for verification purpose.

Warm regards,

Archana Kakarla
Archana Kakarla (Apr 11, 2016)

SIGNATURE OF THE EMPLOYEE

Employee Id: 840127

Name of the Employee: Archana Kakarla

Date: Apr 11, 2016

Address:
1B,908,Imperial Towers,OMR road,SIPCOT

GE Secrecy and Inventions Agreement

Addendum C

To be signed by All Workers at Initiation of Task Order

All Contractor and Subcontractor personnel who are assigned to perform work, services or tasks for the Company are required to sign the following Agreement.

Dear : 840127

You have been assigned by **iGate Global Solutions Ltd** to perform contract services for General Electric Company, General Electric International, Inc. or an affiliate or subsidiary of the foregoing (individually and collectively, the "Company"). As a condition of Contractor's engagement by Company, it is a requirement that you agree (i) to hold in confidence information that you learn about the Company as a result of your work, and (ii) that the results of your work will be owned by the Company.

This Agreement is for the benefit of the Company.

1. Conflict of Interest

You warrant that your work with the Company will not in any way conflict with any obligations you may have in favor of prior or other employers or in favor of other persons or entities. You further warrant that, during the time you are providing services to the Company, you will refrain from any other activities that would present a conflict of interest with your work on behalf of the Company.

2. Secrecy

You agree to hold in confidence all proprietary and confidential information that you obtain from, or as a result of your work for the Company, or that you develop for the Company, and you agree not to use for your own benefit or for the benefit of others, or disclose to others, at any time during or after termination of your work for the Company, such information without the prior written consent of the Company. You also agree that you will not knowingly disclose to the Company any information that is the secret, confidential, or proprietary information of any other person or entity. Confidential information includes, but is not limited to, all non-public information furnished or made available to you orally or in writing in connection with your work for the Company or developed by you, such as data, ideas, concepts, procedures, agreements, deliverables, notes, summaries, reports, analyses, compilations, studies, lists, charts, surveys and other materials, both written and oral, in whatever form maintained concerning the business of the Company or the Company's customers and/or vendors. Confidential information also includes any personal data you may be furnished with or exposed to in the performance of your work for the Company. Confidential information excludes all information and materials that are or become publicly available through means other than through the violation of an obligation of confidentiality to the Company or any other party. Your obligation of confidentiality shall continue in effect (a) for seven years following the date you last provided services to the Company with respect to all confidential information that is not a trade secret, (b) for as long as such confidential information remains a trade secret under applicable law, with respect to confidential information that is a trade secret, and (c) in perpetuity with respect to all personal or customer data.

3. Inventions

GE Secrecy and Inventions Agreement

You agree that any work product that you produce in providing services to the Company and any inventions, developments, suggestions, ideas, innovations, concepts or reports conceived, created, developed or discovered by you as a part or a result of your to the Company (a "Development") shall be the sole property of, the Company. You agree to promptly notify the Company of any Development, and, if deemed necessary or desirable by the Company, you agree to execute any documents provided by the Company to convey or perfect ownership in any such Development in the Company or its designee, including an assignment in the form attached to this agreement or as otherwise provided. You agree to cooperate with the Company, at the Company's expense, in obtaining, maintaining or sustaining patents or other intellectual property protection anywhere in the world with respect to any such Developments. Should any such Developments be the result of combined efforts with, or the invention of, any person or persons, other than yourself, you will so inform the Company of this at the time you notify the Company of the Development. Your obligations under this letter will survive any termination of your agreement with the Company and any expiration or termination of any Task Order or other agreement with the Company under which you are performing services.

4. Copyrights

You agree that all copyrightable material that results from services performed by you for the Company shall belong exclusively to the Company. If by operation of law any such copyrightable materials are deemed not to be works made for hire, then you hereby assign, and agree to assign in the future, to the Company the ownership of such materials and the copyrights for the same. The Company may obtain and hold in its own name copyrights, registrations, and other protection that may be available with respect to such copyrightable material, and you agree to provide the Company any assistance required to perfect such protection. **You also agree to waive any "artist's rights", "moral rights", or other similar rights you might otherwise have in any copyrightable materials you develop during the term of this Agreement. To the extent you cannot effectively waive such rights, you agree not to seek to enforce such rights against the Company or any purchaser or licensee of such materials from the Company.**

5. Employer-employee Relationship.

In furnishing services to the Company under any Task Order or other agreement between the Company and Contractor, you will not be an employee of the Company and will not by reason of this agreement or the performance of your services be entitled to participate in or receive any benefit or right under any of it's the Company's employee benefit or welfare plans, including, without limitation, employee insurance, pension, savings and stock bonus, and savings and security plans.

6. Governing Law.

This agreement, its validity, performance, construction and effect shall be governed by the laws of the State of New York, United States of America, excluding its conflict of laws rules. The laws of the United States of America shall govern issues involving the creation, protection, or exercise of rights in Intellectual Property.

If the foregoing terms are acceptable to you as a condition for performing services for the Company, please indicate your acceptance by signing one copy of this letter and returning it to us. You may retain the other copy for your information and file.

Very truly yours,

GE Secrecy and Inventions Agreement

Company:

iGate Global Solutions.

Employee Name: Archana Kakarla

Employee Signature : Archana Kakarla
Archana Kakarla (Apr 11, 2016)

Date : Apr 11, 2016