

## Home Based Working – Code of Conduct Agreement

I hereby agree & undertake that during the period of 'Work from Home':

- I will fully abide by all company policies relating to Information Security, Intellectual Property, Non – Disclosure & Non – Solicitation agreements.
- I will work diligently & ensure fulfillment of KPIs/ deliverables as agreed with my Manager
- My attendance will be regulated through system log-in
- I will have no specific seat allocation in the office during this period. I will use the common seat area to operate whenever I am required to be in office.
- I will not print any documents at home & printing of documents will be strictly done through office printer set-up only
- I would ensure my availability on phone during working hours and prior information would be given to my PM/Manager, if otherwise
- I would be physically available at home and would take prior approval from his PM/manager, if otherwise
- I would ensure a noise free/ disturbance free environment during official calls.
- I understand that the sanction to 'work from home' can be revoked at any time due to business exigencies or due to non – adherence to Code of Conduct.

Employee Code

50014249

Name:

ASADULLAH SHAIKH

Place/ Date:

BANGALORE / 02nd April, 2019

Signature:

(Asadullah Shaikh)

Signature of the Project Manager/ Reporting Manager:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_