Agency employee Instructions – Caterpillar TPL Team

1. Make sure you have signed the below **Joining forms:**

# Non-Disclosure agreement

* + **Non-Compete Undertaking**
  + **Electronic Communication Guideline**
  + **Agency Employee instruction & QRG**

1. Caterpillar employee/ PS ID & CWS ID creations will be taken care by TPL Team/ us.
2. You should complete the mandatory training on the first day of joining (Refer the QRG for login setup and CLMS access setup)
3. Make sure you receive your **IQN Login credentials** from your supplier SPOC to enter the time sheets on weekly bases.
4. Entering Time sheet is mandatory for all the agency resources who are coming under TPL program.
5. Delay & Missing time sheet entries will lead to loss of pay.
6. Your first point of contact will be your supervisor, please avoid discussing your issues/concerns with your team members.
7. It is strictly prohibited to discuss about your salary or pay with your team members, Uncompromising action will be taken.
8. For any issues related with the time sheet entering, you can notify your supervisor, Supplier company.
9. Carry your identity cards always inside the CAT- premises, it will help the administration to give distinct identity to staff members.
10. Time Sheet information in 4th, 5th & 6th points will not be applicable for FCD Enablers and SOW resources (off-site supporters)
11. Please understand your work/shift timings from your supervisor.
12. Drop a mail to [Tpl\_Help\_India@cat.com](mailto:Tpl_Help_India@cat.com) if there is any issue in your access card with your supervisor approval.
13. Please hold this form for future references.

# Dress code policy and Prohibited harassment policy

Employees represent Caterpillar and themselves through their appearance, behavior, and work. In support of Caterpillar’s Our Values in Actions culture, the Company empowers employees to make decisions regarding their style of dress that fit their needs while maintaining a consistent and professional image that represents Caterpillar well.

**For men,** it includes dress shirts without ties, creased dress slacks or pants, sports coats, golf or polo shirts if they bear an authentic Caterpillar or business unit logo, sweaters, and well-maintained dress or casual shoes with socks.

**For women,** it includes blouses, golf or polo shirts if they bear an authentic Caterpillar or business unit logo, sweaters, creased dress slacks or pants (including tailored capris/cropped pants that extend below the knee), blazers, skirts, dresses, and well-maintained dress/ court shoes or sandals. Culturally appropriate forms of dress (eg. sarees, salwar kameez, etc. in India) are also considered acceptable.

# Prohibited Harassment Policy

Caterpillar is committed to maintaining a work environment that is free of illegal discrimination. In keeping with this commitment, Caterpillar will not tolerate any form of illegal harassment by or

against its applicants and its employees during their employment. Caterpillar also prohibits any form of illegal harassment against other persons during performing work at Caterpillar.

# CAT- Training sessions

The below training session will be mandatory, you will be receiving a training session invite as soon as you join, we request you to participate the training without fail

1. IT training Should be completed in CLMS tool on the First day of joining
2. Safety training will be conducted within 30 days of your joining date
3. Awareness on prohibited harassment training will be conducted within 30 days of your joining date

# ID card processing

* + **Photo ID card will not be issued as we are on-boarding you virtually, if you are planning to visit office you should provide prior communication (4 Days) to TPL team to get the Access card/Photo id card**

**Contact: Kannan\_pavithra@Cat.com/C\_K\_Manoj@Cat.com**

* + Any ID Card access issue- Drop a mail to [Tpl\_Help\_India@cat.com](mailto:Tpl_Help_India@cat.com) Please mention Supplier Coordinator contact details for your reference: Name:

Supplier company: Cognizant technologies Pvt ltd

Coordinator Email: [Suresha.lv@cognizant.com](mailto:Suresha.lv@cognizant.com)

Contact Numbers: 9566272856

Employee Signature

# The resource is instructed to hold this form for future references.