ELECTRONIC COMMUNICATION GUIDELINES

Electronic communications - including any access to or exchange of data via e-mail, the Internet or Intranet, voice mail, or otherwise - are a vital and growing segment of our business communications. Users of these systems are responsible for the communications in which they engage and for the resulting Company’s records that they create, send, forward or save – and for doing so only in accordance with these guidelines.

1. The electronic communication and information systems and related equipment (the Systems) are provided by and are the property of the Company, as is all information residing on or carried by these Systems. As a condition of your use of the Systems, you acknowledge and agree that the Company may, at its discretion and for legitimate business purposes, inspect, use, or disclose your communications and related information without further notice. You should have no expectation of personal privacy associated with your use of the Systems.

1. Unauthorized access to the Systems is prohibited, and t h e Company takes reasonable precautions to secure the Systems from such access. Authorized users must exercise reasonable care to maintain the security of the Systems, including the use and management of required passwords. However, password protection is for the security of the Company and the Systems and does not imply that communications are private or confidential to individuals.

1. The Systems are intended for the Company’s business. You may not use the Systems for personal gain, for purposes not reasonably related to the conduct of the Company business, or in any manner that harms other individuals or the Company.

1. Use of the Systems should be business like, courteous, and civil, and must comply with laws and regulations such as those regulating trademarks, copyrighted material, threatening or obscene material, and confidential, proprietary, or trade secret information. Use that is harassing, discriminatory, defamatory, disruptive or offensive to others, illegal or criminal, or that involves obscene, vulgar, or sexually explicit content, is prohibited. Although your use of the Systems indicates your consent that the Company may, at its discretion, inspect, use, or disclose any resulting information, such inspection is not systematic or guaranteed. The Company depends upon users to report inappropriate, offensive, or illegal material to the Company’s management.

1. Communications must clearly disclose the originator, sender, and intended recipient. If you receive a communication by mistake, you should stop reading as soon as you realize it was not meant for you and notify the sender or your system administrator immediately. It is impermissible, and may be illegal, to purposely read communications intended for another person without permission of that person or of the Company. If you forward a communication originated by someone else, do not make changes without clearly disclosing that you have done so.

1. Communications outside of the Company, for example, via the Internet, Electronic Data Interchanges, direct modem connections, or otherwise, often travel through systems not under the control of the Company and might be intercepted and misused. Therefore, confidential information must not be communicated outside of the Company unless clearly marked as to its confidential s t a t u s . Privileged information, such as communications between an attorney and client, must not be shared without prior Legal Services approval. Marking communications as confidential does not necessarily protect them for disclosure or misuse, and the Company guidelines might require the use of encryption. However, encryption may be employed only where the Company has authorized its use and has been provided with all keys necessary for decryption. You may not intentionally encode or encrypt files to make them unreadable by authorized the Company representatives.

1. Use of the Systems creates records that can be difficult to eliminate. Communications or related information might be printed or saved and might exist on backup media or otherwise be retrievable from the Systems for indeterminate periods of time. Therefore, you should be aware that mere “deletion” of a Caterpillar: Confidential Green

communication does not ensure removal of it or of related information from the Systems. Consider this when drafting and sending communications.

1. Various other Company’s policies, procedures, and practices apply to electronic communications and Systems. Examples include guidelines established by the Corporate Records Management Program, Corporate Information Services, Corporate Travel Services, Corporate Identity, and your facility and business unit. It is your responsibility to manage your electronic communications in accordance with all such direction.

Use of the Company’s Systems is a privilege. Inappropriate use may result in disciplinary action, up to and including termination. In addition, failure to follow these guidelines could subject both Company and you, the individual user, to legal liabilities and embarrassment. You should report any misuse to your supervisor, your facility Human Resources or Information Services manager, or to Security.

# ACKNOWLEDGMENT OF RECEIPT OF ELECTRONIC GUIDELINES

I have received a copy of electronic communication guidelines and understand my responsibility to read it and adhere to the policies and procedures of Caterpillar. Use of the unauthorized external devices are prohibited inside the office premises. Inappropriate use may result in disciplinary action, up to and including termination. Caterpillar reserves the right in its sole discretion, with notice, to modify this guideline.

During the term of my employment with the Company, I hereby confirm that I will not bring any kind of storage devices inside office premises.

Date: 19-05-2020

Name: A.Amir John

Supplier Company Name: **Cognizant Technology Solutions India Pvt Ltd**

Signature: A.Amir John

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