

September 10, 2021

Rehnan Ybañez Ramil  
Mandaluyong City

Dear Rehnan:

Congratulations! We are pleased to inform you that you have been accepted into Accenture Internship Program (the "Internship"). Accenture, Inc. ("Accenture") recognizes your talent and would like to help you in reaching your full potential.

The terms and conditions set out in this letter will apply to your internship from September 14, 2021 until May 24, 2022 or the completion of One Thousand Four Hundred Forty (1,440) hours required by the University of San Carlos, whichever comes first.

1. Your duties and responsibilities are set out in detail in "Annex A" hereof.
2. You are subject to all rules, regulations, established practices and procedures, rules of conduct and personnel policies of Accenture
3. You will receive an allowance amounting to Three Hundred Forty-Two (PHP 342.00) per eight (8) hours/day.
4. Each work day shall consist of 9 hours which shall comprise of 8 hours of internship and breaktimes for meals or rest totaling to 1 hour from Monday to Friday. Your internship should not be more than eight (8) hours per day and shall also exclude weekends and/or holidays for the entire duration thereof.

However, in the event that the student is 15 years old but below 18 years old, he/she shall not be allowed to work between 10:00 p.m. to 6:00 am. Neither shall student be required or allowed to render work beyond 8 hours per day or more than 40 hours per week.

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5. You are required to come in business attire and follow the dress code guidelines discussed during your orientation.
6. During your internship, you acknowledge that you will not do any other internship or work in the areas of information technology, organization and human performance, and/or strategic services for any company other than Accenture. Likewise, during the course of your internship, you are also not allowed to accept any other position, part-time or full-time even outside our regular office hours without the written consent of Accenture.
7. You agree to abide by Accenture's Code of Discipline and its local and global policies, and to act in a professional manner at all times for the duration of the internship. These include but are not limited to confidentiality, data privacy, workplace behavior, information security, and such other company rules and regulations as may be communicated to you in the course of your internship.
8. You are aware that your internship is under the express condition that you are not suffering from any disqualification or prohibition either by reason of law, regulations or policies, or by contract to undertake the internship with Accenture. You represent and warrant that your performance of all the terms of this Agreement and your internship with Accenture does not and will not breach any agreement(s) to which you are a party. You further represent that you have not entered into, and will not enter into, any agreement, either written or oral, in conflict with your obligations under this Agreement.
9. You agree to ensure the secrecy of confidential and project-related information which you learn in the course of your internship with Accenture, even after the completion or termination of your internship.

Also, you shall treat in strict confidence any and all information that you may acquire about the business of Accenture and its affiliates or business partners. Thus, you warrant that you will not at any time in any manner whatsoever, directly or indirectly, disclose to any person or entity any information of any kind relating to the business of Accenture, its affiliates and business partners, including but not limited to any of their clients or any other information concerning their businesses, manner of operation, plans, processes, or data/information of any kind which you may acquire, learn and receive during and by reason of your internship with Accenture.

You shall not keep or copy from Accenture files and records and/or download from Accenture's computer systems any of the foregoing information after the termination of your internship with Accenture for whatever cause.

10. You agree to hold in confidence all information disclosed to you concerning the business activities of Accenture. This obligation applies to information in oral, written or electronic format, whether or not marked as "confidential," including information belonging to clients or other third parties with whom you will be dealing. This obligation also applies to information accessed on Accenture's confidential and proprietary Knowledge Xchange® database network. This obligation does not apply to information you can prove is publicly available. You will use, access, copy and disclose the information only on an "as-needed" basis, to the extent necessary to achieve the purpose for which the information was disclosed to you. You will not access or use Accenture client information until you have been informed that the client has consented to your access or use. Unless specifically authorized by Accenture, you will not disclose the



information to any person within the organization of Accenture, whether such person is an employee, partner, agent, affiliate, associate, consultant or contractor of Accenture, or to any other persons, clients, or subcontractors outside of Accenture. You will not remove the information from the premises of Accenture without first being expressly authorized by Accenture to do so.

11. No license under any trade secrets, copyrights, or other rights of Accenture is granted by this Agreement or any disclosure hereunder. Any copies of Accenture confidential information that you may have been permitted to make, or other written materials incorporating such confidential information, shall be the sole property of Accenture and must be returned to Accenture or destroyed upon the first to occur (a) completion of your services to Accenture or (b) request by Accenture. This undertaking shall become effective as of the date Accenture confidential and proprietary information is first made available to you. Your confidentiality obligations hereunder shall survive the return of the confidential and proprietary information to Accenture.
12. Any proprietary rights whatsoever, including without limitation, patents, copyright and design rights in the results of, the development and the application of all work you produced during or in consequence of this internship, whether alone or in conjunction with others and whether during normal hours or not, including (but not limited to) any invention, design discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of your internship with Accenture shall be assigned absolutely to Accenture or any corporate entity designated by Accenture. You agree to provide, during and after your internship, all such assistance as Accenture reasonably considers necessary, to secure the vesting of such rights to Accenture or its nominees. Furthermore, you agree to comply with the terms and conditions of any Accenture policy relating to the protection of intellectual property. You consent to all acts or omissions of (or for the benefit of) Accenture or any Accenture Affiliate which would otherwise constitute a breach of any moral rights which you may have in relation to any works or other copyright subject matter which is connected with your internship.
13. You consent to the processing of personal data or information relating to yourself in accordance with Accenture's Policies and Guidelines.

The Personal Data or Personal Information may be used or processed for legitimate business purposes in furtherance of Accenture's interests, including but not limited to, an independent investigation of your background and credentials, performance evaluation, data analytics, management & market research, Business Continuity Management (BCM) purposes and automated profiling/processing systems. Accenture may also hold, retain and use this information to consider any future applications or your qualifications for a position when it becomes available and only for a period reasonably necessary to complete the purposes you have agreed to herein.

As part of a global organization, Accenture may transfer your Personal Data or Personal Information to other Accenture employees, third party service providers both within and outside of the Philippines, any customer or client of Accenture, any actual or proposed merger partner/assignee of Accenture's business, any third parties where disclosure to such is required in the normal course of business of Accenture or by law and any other person under a duty of confidentiality to Accenture, for the following purposes: (a) those related to your internship;



and (b) those related to the use and processing of sensitive personal data about yourself to the limited extent, for the same purposes as mentioned above, and as described in Accenture Policies and Guidelines.

The references to personal information "relating to you" or "about you" include references to information about third parties such as your spouse and children (if any) which you provide to Accenture for administration and other related purposes in connection with your employment with Accenture.

The reference to "sensitive personal data" is to various categories of personal data identified by some data privacy laws as requiring special treatment. These categories comprise personal data about racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record. A small amount of the personal data relating to you which Accenture holds may constitute "sensitive personal data" under the above definition (e.g. your passport photo and your nationality). Whilst you consent to Accenture continuing to use any sensitive personal data it already holds for administration and other related purposes connected with your employment, it is Accenture's policy to only collect and/or use further "sensitive personal data" when you have given your explicit consent. In normal circumstances of employment, collection of such "sensitive personal data" may not be necessary.

You understand that you have the right to check whether Accenture holds personal data about you and, where it does, the right to request access to such personal data and to request Accenture to correct or delete any such personal data which is inaccurate.

You will treat any personal data, to which you have access in the course of your employment in accordance with Accenture policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

14. You are required to undergo a medical examination for which you give your consent to, and for which the expenses shall be shouldered by Accenture. You likewise acknowledge that your internship is conditional on Accenture being satisfied with its reference, background and medical checks of you, and that any representations you make for the purposes of participating in the internship are accurate. In the event that such checks are unsatisfactory or if you made false representations in your pre-internship documents or interviews, Accenture may recourse to automatically terminate the internship and render this Agreement as null and void.
15. During your internship, your performance shall be constantly evaluated by your superiors based on the standards set forth in your school's course curriculum requirements and on Accenture's specific reasonable standards made known to you at the commencement of your internship based on your compliance with the Discipline Guidelines, Accenture policies, rules and regulations. Upon the satisfactory completion of the internship, Accenture shall issue a Certificate of Completion in your favor.

You hereby acknowledge that Accenture has no obligation to issue a Certificate of Completion in the event that any of the following instances occur: (1) you fail to complete the required hours for your internship; and (2) you purposefully and maliciously commit act/s in violation of the Accenture's policies, rules and regulations.



16. You have been informed of the schedule/agenda of the Program and should by your acts act/s or volition choose to perform an act which deviates from the set schedule/agenda and thereby incur liability in any form or manner due to said activity, you (or your guardian or parent, as the case may be) shall be held fully liable and accountable for such liability.
17. Your participation in the program is voluntary, which shall include any assignment to a night shift internship schedule which shall, in any case, be later than 7:00 p.m., with full knowledge and acceptance of the risks involved without any compulsion whatsoever from Accenture and with full knowledge and understanding of the requirements and risks associated with your participation in the Program.
18. You are fully cognizant of the legal implications of such assumption of fault and/or liability, and you hereby forever discharge, release and waive rights which may devolve to you, your heirs or assigns by reason of any incident which may occur during the said activity not attributable to the negligence or willful act of any of the personnel or officers of Accenture, and hereby hold forever free and harmless Accenture, its executives, employees, or any related bodies corporate from any liability and/or warranty over the aforesaid injuries and liability which you may sustain by participating in the Program.
19. The waivers and quitclaim contained herein shall forever be applicable, extending to your assigns and heirs, and any information as to any incident which may cause injury and/or liability to devolve upon Accenture that would come to your knowledge and attention arising from the Program shall require you to forego, refrain and/or decline participation in any shape or form in the pursuit of such matter.
20. You shall protect the interests of Accenture at all times during the Program and shall indemnify and hold Accenture, its officers, executives, employees and related corporate bodies free and harmless from any liability and/or warranty for any death, bodily injury, damage to property over the injuries and liability which may be suffered by any party by reason of your actions, fault or negligence during the Program.
21. You hereby acknowledge that this Internship Program does not constitute as an undertaking, on the part of Accenture, to subsequently hire you as an employee. You further acknowledge that this Agreement does not, in any way, create an employer-employee relationship between you and Accenture.

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Please sign and return the attached copy of this Agreement and its corresponding Annex. Your signature is confirmation that you have read, understood and accepted all the terms and conditions set out in this Agreement and its corresponding Annex, including the start date provided below, which you acknowledge may be changed upon mutual agreement.

We welcome you to Accenture and we look forward to your stay with us.

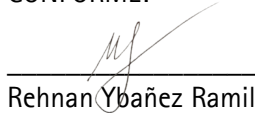
Very truly yours,

Accenture, Inc.



Ma. Rosario N. Reyes  
Philippines HR Managing Director

CONFORME:

  
Rehnan Ybanez Ramil

START DATE: September 14, 2021

Schedule: Full Time: Mondays to Fridays (8:00AM – 5:00PM)

Location: N/A

Contact Person: ceredion.jr.q.bascon

Team Lead/Manager: george.o.go.jr

Team: CIO – 31420 Source to Pay (Procurement)

ANNEX A  
Scope of Internship

This Scope of Internship is made and entered into as of September 10, 2021 by and between Accenture Inc. ("Accenture") and Rehnán Ybañez Ramil pursuant to the Accenture Internship Program Agreement (the "Agreement") between you and Accenture, dated as of this September 10, 2021, which Agreement is hereby incorporated herein by reference.

The terms and conditions of the Agreement will apply to this Scope of Internship.

This Scope of Internship is dated as of this September 10, 2021 and comprises the following:

1. SCOPE OF SERVICES:

You shall serve as the Intern for CIO - 31420 Source to Pay (Procurement) and shall perform the following duties:

Operations

- a) Conduct regular (daily/weekly/monthly) activities
- b) Monitor and respond to tickets
- c) Investigate and resolve issues (easy difficulty)
- d) Break fix coding (easy to medium)

Test

- a) Execute test scripts
- b) Log defects

2. COMMENCEMENT AND END DATE

You shall commence the internship on from September 14, 2021 until May 24, 2022 or the completion of One Thousand Four Hundred Forty (1,440) hours, unless extended pursuant to express written agreement of the parties.

3. DELIVERABLES AND ACCEPTANCE CRITERIA

To be acceptable to Accenture, all works performed by you in relation to this Scope of Internship must be performed in a professional manner to a standard which is acceptable in the industry and in accordance with such instructions based on your school's curriculum requirements and those that Accenture has communicated to you prior to your internship.

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- Submit one (1) original copy of this Internship Agreement to Human resource (HR)
- Attend the Accenture Internship Program orientation session
- Complete the mandatory Accenture training for interns
- Complete the Intern Roll-In and Roll-Off Checklist
- Complete a time sheet and submit to HR at the completion of the internship program
- Complete the feedback form and submit to HR at the completion of the internship

#### 4. ALLOWANCE

- (a) You shall receive an allowance amounting to Php 342.00 per eight (8) hours/day.
- (b) You shall be expected to render up to forty (40) hours of work per week or eight (8) hours of work per day during the duration of the internship.
- (c) Your allowance shall be given to you through GCash within (30) days from Accenture's receipt and acceptance of your monthly Time Report. Such manner of payment may be subject to further change at the option of Accenture.

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