

# Accenture Delivery Centers in the Philippines Guidelines for Visitors

A large, stylized green chevron graphic pointing to the right, positioned behind the text "High performance. Delivered."

High performance. Delivered.

Please carry your passport or photo ID badge for identity verification during your visit to Accenture facilities. After due identification by an Accenture employee, you will be issued a visitor photo ID.

To comply with security obligations, your handbags will undergo manual search upon entrance to Accenture facilities.

In case you need to log on to the Accenture network, you may use the wi-fi credentials provided to you by your visit point of contact.

You can carry cell phones with a camera only in nonproduction areas such as receptions, meeting rooms and cafeterias. However, please refrain from taking photographs inside Accenture facilities as it is prohibited and requires prior approval.

We request you to leave external or media storage devices such as still and video cameras, USB drive and hard

disk at your hotel. In case you wish to carry these equipment for personal use outside Accenture facilities, please inform your visit point of contact for proper endorsement to security team.

Your Accenture sponsor or his/her nominee will accompany you at all times inside the Accenture facility. You will be required to work in conference rooms; however, you can enter work areas with authorization from respective project managers.

Information security is important at Accenture. We request you to sign a Company Non Disclosure Agreement to get access to Accenture or Client Confidential Information.

In case of an emergency that leads to evacuation, you will be escorted to the safe assembly area outside the building premises.