

# Accenture Delivery Centers in India

## Guidelines for Visitors

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.

Check-in your baggage and handbags at the cloak room, except for laptop bags, brief cases, and lady's purses and handbags. To comply with security obligations, your handbags will undergo manual search and your baggage will be scanned by a hand-held metal detector before check-in.

Ensure that your laptop is tagged and registered at the reception.

In case you need to log on to the Accenture network, ensure that your visit point of contact has your laptop specifications to enable access.

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 deposit them with security while checking in and collect them while exiting the facility.

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.

A large, stylized red chevron graphic pointing to the right, positioned behind the text.

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