

Employee Rights and Responsibilities

I acknowledge and understand my rights and responsibilities with respect to the exit process.

1. The following forms/documents need to be submitted by me as per defined timelines, failing which Accenture will not be responsible for any delays in my full and final settlement:

I. PF Related Procedures:

- a. The application for PF withdrawal from my end to Accenture can be submitted only after 60 days from my Last Working Day.
 - b. Provident Fund withdrawal application will not be accepted if I submit it prior to 60 days. It will be returned back to the employee as per address mentioned on the PF withdrawal form.
 - c. For withdrawal I have to submit **Forms 10C** and **Forms 19**. (Courier the filled Forms 10C & Form 19 to the below mentioned address: To: India Finance Center, Accenture Solutions Pvt. Ltd., Bay 49, M2B, Plant 3, Godrej & Boyce Complex, LBS Marg, Vikhroli West, Mumbai – 400 079.)
 - d. Post my Last Working Day, to find out the status of my documents, I will be required to send an email at EB.Socialsecurity@accenture.com. (In the subject line, please mention, Attention: Provident Fund-withdrawal or Transfer along with employee's Accenture employee code).
 - e. I understand, post submission of forms to Accenture, it takes approximately 3-4 weeks for Accenture to submit the same to the PF office as there are checks that need to be conducted before the forms are submitted by the organization.
 - f. **Withdrawal:** I understand, as per Employees' Provident Fund Scheme 1952 - Para 69, for withdrawing Provident fund there is minimum 2 months (60 days) waiting period from date of leaving Accenture. **This is not controlled by Accenture. (Please note that withdrawal is recommended only if the individual is unemployed, else PF transfer is recommended).**
- II. **Submit time report** - Time report till my last working day (LWD) is required to be submitted 2 days before the LWD. Non-completion of the same could lead to inaccurate calculation of the Full & Final Settlement. In case of any further queries for Time and Expense Related Queries-EB.TE.Exit@accenture.com
- III. **Leave encashment** – I understand, vacation balance will only be paid out at the time of separation from the Company. Pay outs are limited to a maximum of 30 days only. Vacation

encashment will be calculated on total fixed salary.

IV. I agree that I will return all assets issued to me by the Company and/or client on or before my Last Working Date, failing which the Company will be entitled to deduct the relevant asset amount in lieu of the same as part of my full and final settlement. These would include but not limited to:

I. Laptop, RSA token and any other technology assets.

II. Library books I have borrowed, if not submitted by the LWD the value of the book would be accordingly recovered. The amount recovered from library standpoint will not be refunded if these items are submitted post Last Working Day.

III. Pedestal keys- Recovery of Rs 100.

IV. Parking sticker (if availed) – Recovery of Rs 20.

V. Id card/s(Photo ID card), access card/s– If any one of these items are not submitted by Last Working Date, I will need to sign a declaration on paper and submit the same to F&S Helpdesk in that facility. Additionally, a sum of Rs.220/- (Rs 200 towards the Access & Display card and Rs 20 towards the White ID card) will be recovered in the full and final settlement in lieu of the same. **The above mentioned amount from workplace standpoint will not be refunded if these items are submitted post Last Working Day.**

VI. If I have availed of corporate credit card, I would need to deactivate the card with the bank and submit it to the travel desk.

VII. If I have availed a company leased car, then prior to my exit, I will be required to log a request for foreclosure of the lease through “myrequest”. I will also ensure that I will submit the Transfer copy of the Registration Certificate in the new owner name to finance prior to exit and I am aware that my relieving letter will not be issued till that time.

3. I am aware that Enterprise / Domain ID credentials **would be disabled from 1200 pm onwards on my last working day**. Hence I will ensure that all the necessary actions dependent on my id/password like (Ex: MYTE submission, AST related, Asset decommission request etc) would be completed before the scheduled time. Failing which re - enablement of either of the credentials will not be entertained.

4. I agree to pay any recoveries or dues from me to Accenture failing which the same can be deducted from my full and final settlement. Further, Accenture can reverse or adjust any expenses I have claimed or submitted documents for, if the same is not verifiable or approved. If there is request from my end for early release from the Company, the notice period amount recovered from the employee will be calculated on the total fixed salary.

5. I confirm that I will return to Accenture all documents or other materials furnished by Accenture to me constituting “Confidential Information” *, together with all copies thereof, including computer disks in my possession before my last working day, and that I will not take any Accenture or client information with me. I further confirm and acknowledge that money damages would be both incalculable and an insufficient remedy for any breach and that any such breach would cause irreparable harm to Accenture. . I am aware that I must follow the provisions in the employment agreement as well as Accenture’s policies, including Global Policy 69 (Confidentiality), Global Policy 57 (Acceptable Use of Information, Devices, and Technology), Global Policy 91 (Intellectual Property), and Global Policy 1431 (Data Management), which further detail ownership of Accenture intellectual property and confidential information and your obligations to protect it. Those obligations continue to apply even after I have left Accenture .Accordingly, I also agree that in the event of any breach or threatened breach now (or if discovered any time later), I shall be liable for prosecution in accordance to the Indian Law. (*“Confidential Information” meaning any and all information disclosed to, or otherwise acquired or observed by me from Accenture, its client and their affiliated companies, relating to the Services, whether communicated in writing, orally, electronically, photographically, or in the recorded or any other form, including, but not limited to, all sales and operating information, existing and potential business and marketing