



Mindtree

A Larsen & Toubro Group Company

Return to Office

Guidelines and FAQs

March 2022



General Guidelines

- Currently, Mindtree offices will operate only during general shifts.
- Only fully vaccinated Minds will be permitted to work from the office.
- Seats are required to be booked in advance through the hot seat booking application.
- C8 and above shall be allotted dedicated seats at all Mindtree offices.
- Access will be restricted to places other than your designated floor and shared areas.
- Only laptop users without ODC restrictions will be permitted to work from the office in the current arrangement.
- Minds tagged to ODCs are required to seek prior approval from the Corporate Security team by sending a request at corporatesecurity@mindtree.com
- Minds visiting the office specifically for system issues will be accommodated and attended to at the security kiosk only.

Before Coming to The Office

- Please book your seat through the hot seat booking application available at [Mvisage \(mindtree.com\)](https://mvisage.mindtree.com). For any queries or to report any issues with the app, please contact by email at 1Mindtree@mindtree.com
- Please save your vaccination certificate on your mobile for verification at the security kiosk.
- You will need to present your physical or digital ID card to enter the office. If you do not have a physical ID card, please follow this path to obtain a digital ID card: [MS Teams -> 1Mindtree Maci -> DI Card](#). For further assistance on generating your digital ID, please contact by email at gcc.team@mindtree.com. You may also place a request for a physical ID card at the security kiosk.
- If you need to access the customer network from within the Mindtree network using a VPN, raise a genie ticket in advance to get the required firewall ports opened.
- Please remember to carry your water bottle and all necessary laptop accessories (power adapter, converter cables, headset, and mouse) to your workplace.

In the office



- Follow all prescribed COVID-19 safety precautions. Always wear a mask and maintain social distancing.
- Avoid using speakerphones at your desk. This will help Minds working around you not get distracted.
- Please remember to collect all your personal belongings before leaving the office.



Offices Currently Open

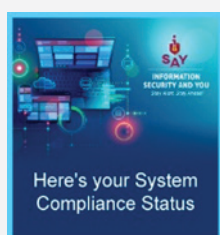
- **Mindtree East Bengaluru, Karnataka:** Mindtree Limited (East Campus), Plot No. 150, EPIP Second Phase, KIADB Industrial Area, Hoodi Village, Whitefield, Bengaluru 560066, Karnataka, India.
- **Mindtree West Bengaluru, Karnataka:** Global Village, RVCE Post Mysore Road, Bengaluru 560059, Karnataka, India, +91 80 67064000.
- **Mindtree Manyata, Karnataka:** Mindtree Ltd – SEZ Unit, Manyata Promoters Pvt Ltd SEZ, B Wing, 4th Floor, Elm (C4) Building, Embassy Manyata Business Park, Rachenahalli, Nagavara, Bengaluru 560045, Karnataka, India, +91 080 68848100.
- **Mindtree Bhubaneshwar, Odisha:** Plot No-1 Chandaka Industrial Estate, Chandrasekharpur Post Office, Khurda, Bhubaneshwar 751015, Odisha, India, +91 674 6643000.
- **Mindtree Chennai (MTC2), Tamil Nadu:** 10th Floor, TRIL Infopark Ltd., Neville Block, Ramanujan IT City SEZ, Taramani, Chennai 600113, Tamil Nadu, India, +91 44 66711100.
- **Hyderabad (Divyasree), Telangana:** Divyasree Orion SEZ, 12th Floor, Block #6, North Tower Survey #66/1, Raidurga Ranga Reddy District, Gachibowli, Hyderabad 500032, Telangana, India, +91 40 672 30000.
- **Pune, Maharashtra:** Rajiv Gandhi Infotech and Biotech Park Plot No. 37, Phase 1 MIDC, Hinjewadi, Pune 411057, Maharashtra, India, +91 20 67924000.
- **Pune, Maharashtra:** Mindtree Limited, ICC Tech Park, Tower B, 8th and 9th Floor, Senapati Bapat Road, Shivajinagar, Pune - 411016, Maharashtra, India.
- **Kolkata, West Bengal:** Adventz Infinity, 18th Floor, Plot-5, Block - BN 5, Sector-V, Saltlake, Kolkata - 700091, West Bengal, India.

Additional Information

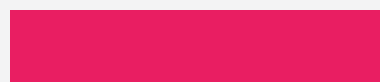


1. Prerequisites

- Ensure your laptop is compliant with the Mindtree policies. You can check the compliance status of your laptop by clicking the below tile on PeopleHub.



If your laptop is not compliant, please contact by email at cis.gsd@mindtree.com



- Please ensure that you have completed the Mindtree Health and Safety training available at <https://yorbit.mindtree.com/detailsPage/Course/101/3720>

2. Entry Process

- Your vaccination certificate will be checked on your first visit to the office. Please keep it handy on your mobile phone and present it at the security kiosk when asked. This will not be required for subsequent visits.

3. Facilities

- Pantry – Pantry service will be available on all functional floors in the premises.
- Cafeteria – Each Mindtree campus will have at least one cafeteria functional for lunch services.
- Pick-up and drop services shall be provided as per the following schedule:
 - From Pattanagere (RV College) Metro Station to Mindtree Global Village (Bangalore) – Every 30 minutes from 08:15 AM to 10:45 AM.
 - From Mindtree Global Village (Bangalore) to Pattanagere (RV College) Metro Station – Every 30 minutes from 06:00 PM to 07:30 PM.
 - From Baiyappanahalli Metro Station to Mindtree East Campus (Whitefield, Bangalore) – Every 30 minutes from 08:30 AM to 09:30 AM.
 - From Mindtree East Campus (Whitefield, Bangalore) to Baiyappanahalli Metro Station – Every 30 minutes from 06:00 PM to 07:00 PM.

4. Support Available

- For support related to seats, food, or air conditioning, please contact your local Admin Helpdesk at the numbers given below.

From Landline	12345 extn. 2
From Mobile	04440812345 extn. 2

- For IT support, please contact by email at cis.gsd@mindtree.com or ask our security team to guide you to your local CIS Helpdesk

Please check the [WFO](#) page in the COVID-19 microsite for additional information and FAQs. For queries, please contact by email at futureways.ofwork@mindtree.com

FAQs

Entry To the Office

- 1) I am vaccinated with the first dose only. Can I work from office?

No. Access to office is currently restricted to Mindtree Minds who are fully vaccinated only.

Welcome to possible

- 2) I joined during the pandemic and do not have the Mindtree ID card. How do I access the office premises?

If you do not have a physical ID card, please follow this path to obtain a digital ID card: [MS Teams -> 1Mindtree Maci -> DI Card](#). If you need support on how to generate your digital ID, please contact by email at gcc.team@mindtree.com. You can also place a request for the physical ID card at the security control room of our office premises.

- 3) How many days in advance do I need to book my seat to work from office?

You can book your seat on the same day you plan to work from office or up to a maximum of 7 days in advance.

Travel To the Office

- 1) I will be using my personal transport to come to the office. Can I submit a reimbursement?
No. All office travel cost needs to be borne by the Mindtree Mind.

Work Location

- 1) My base location as per PeopleHub is Bengaluru, but I am currently working from Pune. Can I work from the Mindtree Pune office?

Yes, you can once you have signoff from your customer and the reporting manager on the arrangement.

- 2) Am I allowed to sit at any place within the office premises?

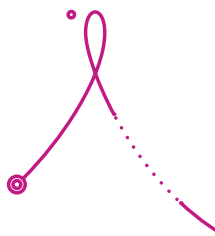
You need to be seated only at a location you have booked through the hot seat booking application. The application is available at [Mvisage \(mindtree.com\)](#)

- 3) How do I book/block a meeting room/conference room to conduct a team meeting?

You can book a meeting/conference room in advance via Outlook for the preferred date and duration.

- 4) I had joined Mindtree during the pandemic and was onboarded virtually. Now, I am planning to relocate to my base location. Can I claim reimbursement for my relocation cost?

If your offer letter mentions a relocation allowance applicable to you, you are eligible to claim the relocation expenses. The limits and eligibility of this allowance would have been detailed in the offer letter.



Working Hours and Attendance

- 1) Do I need to apply for NIO on the days I will be working from the office and if yes, which category of NIO needs to be selected?

Yes, you must continue to apply for NIO under the 'Remote BCP' category until further communication.

- 2) How will my attendance and time spent in the office be tracked?

Time spent at work will be calculated as per the NIO and timesheet entries.

Timesheets

- 1) I worked for a few hours at home and remaining from the office, how many hours should I fill in my timesheet?

You need to continue making entries in your timesheets. The time spent at work will be considered as per the NIO and timesheet entries.

Project Linked Bonus (PLB)

- 1) I will be working from the client's location. Will I be eligible to claim PLB?

Yes, you can claim your PLB as outlined in the policy available at [Project-Linked-Bonus \(sharepoint.com\)](#). Please connect with your manager and people function representative for more information.

Cafeteria Services

- 1) Will cafeterias be operational while working from the office?

One of the cafeterias in the facility will be functional during operating hours. If you would like to utilize the cafeteria services, please ensure to mark your preference while booking your seat through the hot seat booking application.

Creche Facility

- 1) I need day-care services for my child. Is the creche facility available?

Based on the changing situation and needs of Mindtree Minds, further communication will be shared regarding the availability of the creche/day-care facility within our campuses.

