

Declaration of completion of mandatory courses for offroll employees

This is to certify that I, Mr / Ms. JAGDISH NAYAK Joined on 30/01/2019 have undergone and completed the below courses as mandated by my employer Vodafone.

I further certify that I have fully understood the below mentioned policies and promise to adhere to all the guidelines mentioned in these policies during my deputation at Vodafone India Services Pvt Ltd

- Health, Safety and Well Being
- Prevention of Sexual Harassment
- Information Security
- Privacy Policy
- AntiBribery Policy
- Code of Conduct
- DPP

I also agree to have provided the documents as mentioned in the below table to my employer

Vodafone (ITC Infotech)

| Sr. No | Document | Check(Yes/No) |
|--------|---|---------------|
| 1 | Resume | Yes |
| 2 | Latest 3 month Payslips | Yes |
| 3 | Salary Breakup Letter (Appraisal / Appointment Letter) | Yes |
| 4 | Previous Employment experience/ Service letter- if applicable | Yes |
| 5 | Educational Documents | Yes |
| 6 | a) 10 th Std Mark Sheet | Yes |
| 7 | b) 12 th Std Mark Sheet | Yes |
| 8 | c) Graduation/ Diploma Mark sheets + Convocation Certificate | Yes |
| 9 | d) Post Graduation Mark sheets + Convocation Certificate (If applicable) | Yes |
| 10 | Address Proof :- Passport/ Aadhar Card/ Ecity Bill / telephone bill/ Rental agreement/ Voter's ID etc | Yes |
| 11 | Pan card | Yes |

In the unlikely event of a breach of any of the policies, I shall be solely responsible for the same.

Signature Jaydish Nayak

Name in capital: JAGDISH NAYAK

Signature of Vendor Vandana

Name in Capital: VANDANA