

DATE: 20-MAR- 20

Work From Home (WFH) Arrangement Details:

GID\Name: 557822\Jaladi Gayatri Manvitha
Position/Designation: Software Engineer
Department/Account: CECM
Manager/Immediate Supervisor: Chandra Shekhar
Address: Amaravathi Road, Guntur - 533034
Contact Number: +91 7659892371
Work Schedule: 11AM to 8 PM

UNDERTAKING

I hereby declare that I have fully read, understood and accepted the terms and conditions of the Company's "Work From Home" Arrangement. I further agree that this arrangement is conditioned on the following:

- I will consistently meet all of my performance targets and deliverables, as required by the Company, the Client or my Supervisor, Manager or Team Leader.
- I will strictly follow my normal/regular work schedule while working from home. For this purpose, I shall inform my Supervisor, Team Leader or Manager of the commencement as well as the end of my shift every day. Any exception or deviation from this may only be made with the prior written conformity of Human Resources (HR).
- I will personally report to the Company whenever my presence/attendance is necessary or required therein.
- I understand that while working remotely that I am responsible for maintaining a safe working environment and will immediately report any work-related injury that I may suffer during the course of my work day.
- I will use my work laptops or desktops only with a secure, fast and reliable Internet connection.
- I will not use public or common Wi-Fi networks for any work-related communication or email.
- I will only use a licensed Operating System (OS) and latest AV for my work laptop or desktop, the amount of which, if any, shall be solely borne by me.
- I will keep my work laptop or desktop updated with the latest Antivirus and Patches.
- I will observe strict confidentiality over all work-related communication and information I process or receive while working from home.
- I will use TechM webmail only for official work-related communication and never for my personal use.
- I will not circulate any personal, spam or chain mails using my official mail ID or the Company webmail.
- I will not copy or retain any client or TechM data in any local or personal storage devices such as, but not limited to, USB, Personal Hard disk, compact-disk, memory card.
- I will not browse suspicious websites or click on suspicious links / mail attachments which may lead to loss, modification or corruption of the data in the laptop or desktop I am using for work.

- I will immediately delete any TechM or client data which I have obtained in connection with or in furtherance of my work once the purpose thereof has been completed.
- I will ensure that my work laptop or desktop is locked when not in use and is always kept in a secured area.
- I will only access TechM or Client data from a secured work place and not in a public area.
- I will not divulge, share, print, reproduce or send to unauthorized persons any Company, Client or work-related communication or information which I may have had access to or obtained while working from home. I will hold such information under the strictest confidence. Should any such confidential information be divulged to unauthorized persons, whether directly or indirectly, intentional or by negligence, I shall immediately inform the Company of the same.
- I will continuously and faithfully abide by TechM's Acceptable Usage Policy, Data Protection and Privacy Policies, Code of Conduct and such other Rules, Regulations and Policies which the Company may issue from time to time.
- I understand that any breach of this Undertaking, the terms and conditions of my "Work From Home" arrangement, my Employment Contract, the Company's Code of Conduct, and all other Company Policies, Rules and Regulations shall be a ground for the termination of this "Work From Home" arrangement, without prejudice to such disciplinary action/s which the Company may impose upon me.
- I will hold the Company free and harmless from any and all liabilities, damages and causes of action which may arise from a breach of this Undertaking or from my unsafe, irresponsible, illegal, unauthorized or unsecure use of Company webmail or work-related information.
- I understand and specifically acknowledge that all relevant work related policies and instructions of the Company will be applicable to me while working from home, with necessary changes / modifications to them, and I will strictly abide by them throughout this period.
- In case I am required to use personal device for work purposes, I will nonetheless follow all the points given in this undertaking.

I acknowledge that I have read and fully understood the contents as well as effects of this Undertaking. By affixing my signature below, I hereby completely agree and bind myself to the conditions set forth herein as well as the provisions of the documents referred to above.

Below are the details of device and network I am using:

Laptop Name: MSATBSD-LP09955

Network: AP Fiber WiFi

[PLEASE GIVE HEADINGS OF DETAILS REQUIRED]

(Jaladi Gayatri Manvitha)

Signature over Printed Name

20th March 2020

Date