

Bench guidelines and policies

We would like to remind all Center Bench employees to follow our policies and complete the key tasks that are listed below. By abiding by Accenture's rules and regulations, and complying with our policies, you help make the shift to your future deployment seamless and stress-free.

A. Complete the following requirements immediately

- NEW IT training – Go to the [NEW IT](#) website and complete all learning boards within your first week in Bench.
- Performance Achievement – Make sure to [Define Your Priorities](#) within the first week of your Bench tenure, as well.
- MyLearning – You are required to take and finish all [MyLearning](#) courses that are available to you. Please make sure that you complete each training by its respective due dates.
- Update your resume – Keep yourself marketable and make your CV stand out. See this attached CV update kit for guidelines.
- Send an e-mail notification to your assigned Bench lead upon completion of each requirement.

Please keep in mind that an employee who violates these rules and fails to comply with these guidelines may be subjected to disciplinary process in accordance with AP 0093 (Discipline Policy).

B. Strictly follow our Project Refusal Policy

The *Project Refusal Policy* sets the general guidelines for your project deployment. Please be reminded that failure to comply with this policy and its procedures may result in an insubordination report and disciplinary action.

Project Refusal Policy:

- *Bench resources must be assigned & deployed to projects with open demands to achieve business targets. When appropriate, the company will multi-skill employees to prepare them for their assignment. Employees must study well during training/upskilling/retooling so they can pass assessments and perform well in their new project.*
- *Projects will immediately document the case and notify TFS if a candidate is rejected because of any explicit or implied employee preference.*
- *Deployment to a project is Company's prerogative. The Company reserves the right to assign its employee to any project it may deem fit based on business need.*
- *Incident Report (IR) for insubordination shall be filed if the resource does not report for an assignment after receiving a DN or if he/she declines any invite for interview without a valid reason**.*
***The only acceptable reason for project refusal is health-related concerns. This should be supported with a medical certificate validated by an Accenture-accredited clinic or doctor.*

C. Make sure that you get involved in other administrative duties

Take this opportunity to continue learning and upskilling. Use your time wisely and optimize the use of your skills while waiting for your next project engagement.

- Sign up for various client work at [Talent Source](#).
- Volunteer for Time Keeper, Asset Custodian or Training Coordinator jobs.
- Take on a Capability Sub Lead role, when appointed.

D. Remember to utilize the Global Productivity Hub (GPH) daily

GPH is Bench's official attendance and productivity tracking tool**. It is imperative that you log your daily activities in this tool to avoid being marked absent for the day. Please note that non-compliance will be subject to penalties.

***Already operational for Center Bench as of June 2016. Will be made available for other Bench groups by September 1, 2016.*

E. Find more open roles and career opportunities by visiting the [Accenture's Careers Marketplace](#)

When applying for permanent and GCP roles, tenure in project is not applicable for Bench resources. All other eligibility criteria should be met.

F. Strictly observe punctuality and attendance

Reliable, consistent attendance is a requirement in Bench and is an important factor in evaluating individual performance and continued employment. Kindly take note of the following schedule and policies to avoid disciplinary action.

- Bench's reporting time is from 7:00 AM to 7:00 PM, with core hours at 9:00 AM to 5:00 PM.
- You are required to render 10 hours every day. (This includes an hour of lunch break).
- Bench is on a flexible schedule from 7:00 AM to 9:00 AM. This means that you can come to work anytime within that time frame.
- You will be marked late if you come in at 9:01 AM or later.
- Overtime is not allowed.
- You must get explicit permission from your Sub Lead / Supervisor and Project Manager when you need time away from the office during core hours.
- You must notify your Sub Lead / Time Keeper regarding any scheduled training.
- When filing for Sick Leave (SL), ensure that you call the Absence Care hotline. Take note of the tracking number.

Absence Care Hotline:

Manila:

(02) 548 9100 (PLDT)

(02) 717 3500 (Globe)

(02) 909 2273 (Globe)

Cebu:

(032) 265 5000

- Policy Reminders:
 - *If you need to go on SL for two days or more within a pay period OR two or more consecutive SL days, it is required that you file a medical certificate and present this to a site clinic doctor for a Fit to Work clearance.*
 - *Frequent tardiness, i.e. Failure to Report for Work On Time for either an accumulated or single occasion of tardiness of 45 minutes or every three instances of tardiness, whichever comes first, within the same calendar month shall be considered one infraction.*
 - *You will be tagged “undertime” if you fail to log out from TKS, leave your work assignment or leave company premises during working hours without permission from or information given to your immediate superior.*

F. Become adept in all things Bench

- Go through your starter kit regularly.
- Know your Bench Management Team by coordinating with your assigned contact upon roll-in.

G. Familiarize yourself with other Accenture policies

- [Social Media](#)
- [Information Security Management](#)
- [Discipline](#)

Accenture prioritizes and makes all efforts to help with your redeployment. Make sure to follow these guidelines, use your time wisely, be proactive and let Accenture help you grow your career.