



Welcome to Atlanta

HR & Facilities

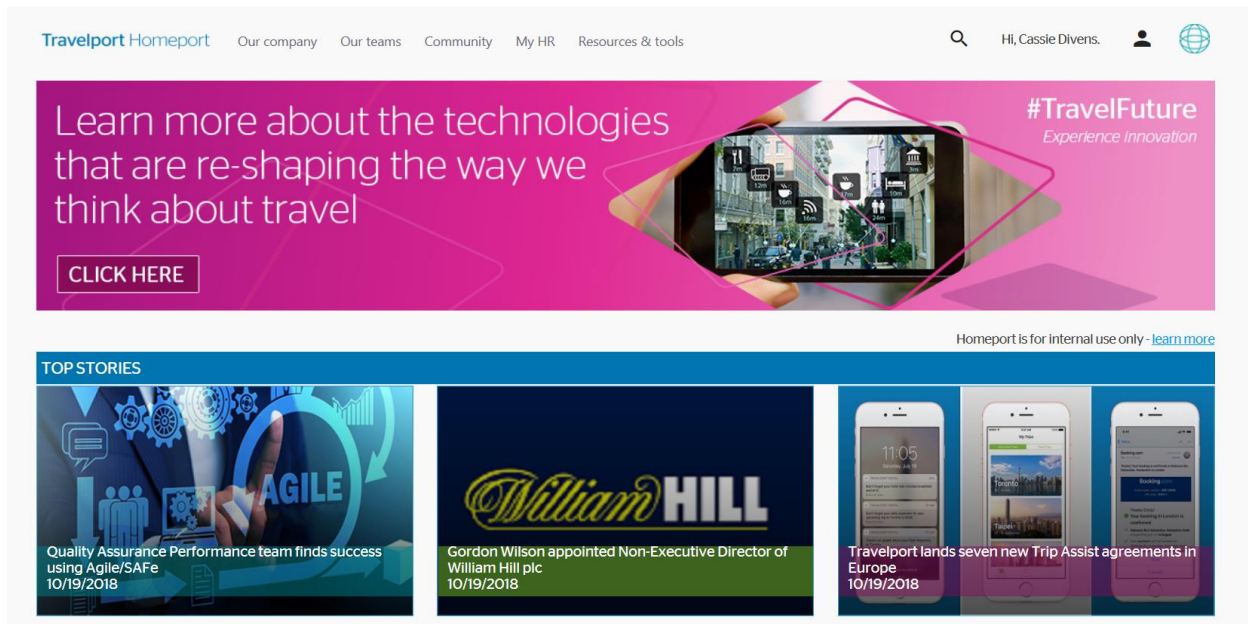
Useful Information

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COMPANY INTRANET SITE – HOMEPORT

Homeport is Travelport’s intranet site that provides a launch pad to all the information about the company.



On Homeport you will find:

Landing Page

- Top Stories
- Company updates
- Single sign on links
 - MyLearning and Performance Enablement
 - Onboarding Portal
 - ADP
 - Benefits
 - Service Now

My HR

My HR is the “One Stop Shop” for any HR related information.

CONTACTS

Internal

| | |
|-----------------------------------|--|
| Human Resources | hrglobalsupport@travelport.com |
| Payroll | payroll-us@travelport.com |
| Benefits | benefits-us@travelport.com |
| 401K | retirementplans-us@travelport.com |
| Facilities | atlanta.facilities@travelport.com |
| Corporate Travel and Expense Card | ccard.admin@travelport.com |
| Purchase (PO) Card | pcard.admin@travelport.com |
| Expense Reporting | T&EUS.travelport@travelport.com |

External

Travelport Benefit Service Center

Email: TravelportBenefits@bswift.com

URL: www.mytravelportbenefits.bswift.com

Phone: (844) 611-TBSC | (844) 611-8272

Hours: 7 AM - 7 PM CST, Monday - Friday

Fax: (844) 271-6178

Travelport 401k Plan (Fidelity)

URL: www.401k.com

Phone: (866) 522-4015

ULTIPRO PAYROLL

Online Self Service

All employees must register with UltiPro Self Service within the first week of employment. This site will allow you to do things such as view and print your paycheck stubs, view and print your W2s, sign up for direct deposit, and change your tax withholding allowances (married, single, number of dependents, etc.). Each employee is responsible for updating their own information. You can access UltiPro through Homeport's single sign on, or via the URL link below.

Paid Time Off (PTO)

All absence requests are entered in UltiPro under the Workforce Management tab. Please refer to page 14 of the UltiPro Self-Service User Guide for step by step instructions. If you have questions or need assistance, please reach out to the Payroll team at payroll-us@travelport.com.

URL:

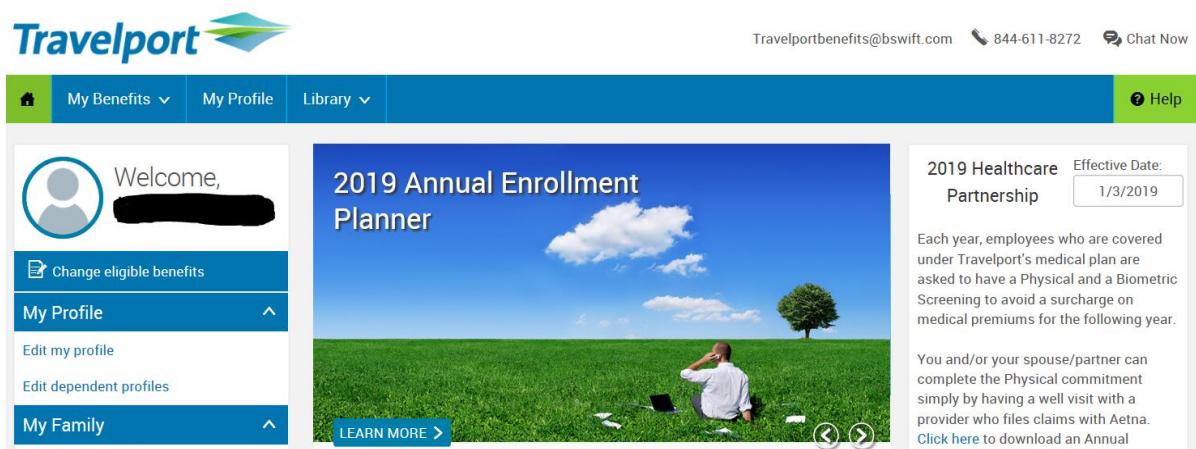
<https://federation.travelport.com/affwebservices/public/saml2sso?SPID=http://efs.ultipro.com/adfs/services/trust>



WELCOME TO YOUR BENEFITS

Within your first week at Travelport, you will receive your login details directly from Travelport Benefits (travelportbenefits@bswift.com).

Once you have logged in, your landing page will look like this:



You can also access the Benefits portal via single sign on in Homeport.

The Travelport Benefits tool allows you to join all the benefits including medical, dental, vision, and basic employee life. It is your responsibility to join the plans online- they are not automated.

You must complete your benefit enrollment within 30 days after your hire date. Otherwise, you will not be able to enroll until the next open enrollment, unless you experience a qualified life event. Please note the schedule below:

| Employee Start Month | Login Communicated | Benefits Effective |
|--------------------------------------|--------------------------|--------------------|
| January or February 1 st | By the end of first week | February 1, 2019 |
| February or March 1 st | By the end of first week | March 1, 2019 |
| March or April 1 st | By the end of first week | April 1, 2019 |
| April or May 1 st | By the end of first week | May 1, 2019 |
| May or June 1 st | By the end of first week | June 1, 2019 |
| June or July 1 st | By the end of first week | July 1, 2019 |
| July or August 1 st | By the end of first week | August 1, 2019 |
| August or September 1 st | By the end of first week | September 1, 2019 |
| September or October 1 st | By the end of first week | October 1, 2019 |
| October or November 1 st | By the end of first week | November 1, 2019 |
| November or December 1 st | By the end of first week | December 1, 2019 |
| December or January 1 st | By the end of first week | January 1, 2020 |

401K ENROLLMENT



Eligibility: All full-time employees become eligible for the plan on their date of hire.

Auto enrollment: You will be automatically enrolled to contribute 3% of your eligible pay on a pre-tax basis unless you opt out or make a contribution election within 30 days after your hire date.

Company match: The total of your pre-tax and Roth 401k contributions are matched dollar for dollar, up to 6% of your eligible pay. So, if you contribute 6% of pay or more each year, you will get the maximum 6% Company match.

Enroll: www.401k.com

ORACLE LOGIN

Oracle is the main system used for HR record keeping. Please log in to make sure that your personal details (date of birth, social security number and address) are correct.

URL: https://ebusinessprod.travelport.com/OA_HTML/AppsLocalLogin.jsp

Username: Your WWID

Password: Date of Birth in format YYYYMMDD

You must be in a Travelport office or connected via VPN in order to log in.

A screenshot of the Oracle login form. It features a dark blue background with a lighter blue rectangular area containing the form fields. The fields include "WWID" and "Password", both with white input boxes. Below these are "Login" and "Cancel" buttons. Further down are links for "Password Reset" and "Register here". At the bottom, there are two dropdown menus labeled "Accessibility" (with "None" selected) and "Language" (with "English" selected).

BUSINESS TRAVEL ASSISTANCE

Our travel assistance providers are Anvil/Healix. Employees can call +44(0) 20 3667 2795 for emergency situations. This number is accessible 24/7 anywhere in the world and can be used for medical/safety issues.

URL: <http://travelport.anvilgroup.com> ; Membership ID: 11BCPA000134

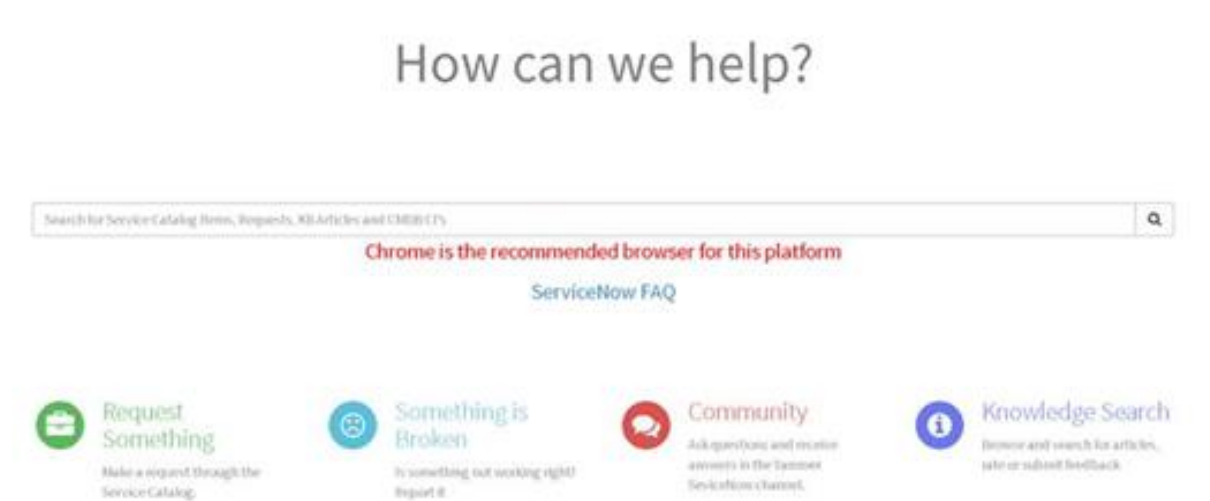
EMPLOYEE DISCOUNTS

Within your first month, you will receive an email from **Travelport (US) Perks at Work** (formerly Blackstone Marketplace). Perks at Work is an employee savings program for Travelport employees!

URL: <http://www.perksatwork.com>

IT ASSISTANCE

Any IT helpdesk questions should be directed through Service Now. This should be set up on your single sign on application through Homeport.



ATLANTA FACILITIES

300 Galleria Café

The 300 Galleria Café is open Monday to Friday from 7:00 a.m. until 3:30 p.m. The breakfast and lunch hours are as follows:

- **Breakfast:** 7:00 a.m. – 10:45 a.m.
- **Lunch:** 10:45 a.m. – 2:30 p.m.*

*After 2:30 p.m., sandwiches and drinks are the only items sold.

300 Galleria Micro Market (10th Floor)

The market is open 24/7 with a variety of items for your convenience such as drinks, snacks, salads, sandwiches, and desserts.

300 Galleria Newsstand (Lobby level)

The 300 Galleria Newsstand is open Monday to Friday from 6:30 a.m. until 5:30 p.m. The Newsstand offers various sundries and services for your convenience such as drinks, snacks, greeting cards, balloons, dry cleaning, and lottery tickets.

300 Galleria Athletic Club (Lobby level)

The 300 Galleria Athletic Club is open Monday to Friday from 5:45 a.m. until 8:00 p.m.

300 Galleria Automotive Services

| | |
|--|--------------|
| Spiffy Car Wash and Detailing (Building 300, Parking Level G)..... | 844-438-7743 |
| Superb Windshield Repair (Building 300, Parking Level G)..... | 770-356-8700 |
| Oil Change Service (Building 300, Parking Level G)..... | 404-848-1463 |

ENVIRONMENTAL AWARENESS

The 300 Galleria Building recycling program is coordinated by our landlord, Childress Klein Properties. Approximately 80% of the items that you throw away on a daily basis are recyclable through the program. Please note the following:

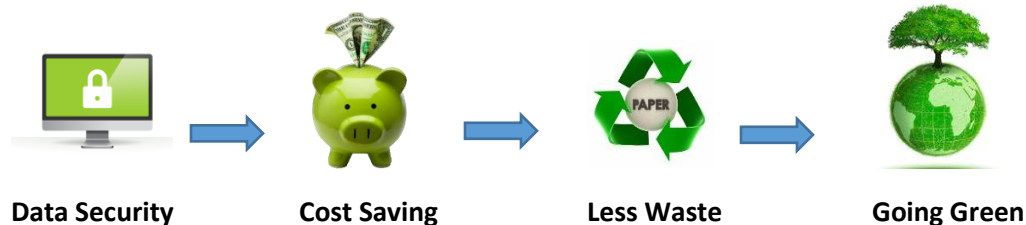
- Always notice the color of the bag/liner in the bins around the building
 - Clear bags = Recycle
 - Black bags = Trash
- At your desk should be a recycle bin. You can place everything in this bin EXCEPT food or items that have touched food. You can also place empty drink cans/bottles in your recycle bin.
- In the break area/kitchen on your floor, there should be one or more trash bins. In addition, some large conference rooms have a trash bin to assist with collecting trash after meetings.

For additional information regarding the 300 Galleria Building recycling program, please see the following on Homeport:

- Recycling – Galleria Recycling Program
- Recycling – Quick Reference Sheet



PRINTING



You do not need to send a print job to a specific printer, but you will need to indicate whether you want your document printed in black and white or color (black and white will be the default color). After you send your documents to be printed, you can visit any printer and swipe your ID card to access.

If you would like to scan documents, simply swipe your badge, click on the scan button and your documents will be emailed directly to your account.

You are automatically logged off after 2 minutes of the machine being idle, however, as a courtesy to your colleagues please ensure you remember to “log off” once you have finished.

Register your ID card

In order to register your ID card, please follow the instructions below on any printer and you will automatically be registered on every machine.

- Swipe your access card at any printer.
- Input your username and password. Use the same username and password that you use for your laptop/PC.
- Click on the **Associate Card** screen. The screen should confirm that your access was successfully associated. If you have trouble, submit a ticket via Service Now.
- Click on the round **Access** button to log off. Remember to make this a habit. This protects your account and leaves the machine ready for the next person. If you forget, the machine will reset in 30 to 60 seconds.

MAIL

Courier Delivery

In an effort to assist you and to keep our floors secure, when you have a package being delivered by a courier, please ask them to address the package to Shipping/Receiving on the 10th floor.

Office Services will deliver your package as soon as it arrives, or will call you if they are unable to deliver it right away.

Courier Pickup

In an effort to assist you and to keep our floors secure, when you have a package to be picked up by a courier, please submit a ticket via Service Now.

Outgoing U.S./International Mail (Business Related)

Place all outgoing U.S. mail in the outgoing mail bin on your floor.

Outgoing mail pickup time is at 3:00 p.m., Monday – Friday.

Outgoing U.S./International Mail (Personal)

Place stamped, personal outgoing mail in the outgoing mail bin on your floor.

Personal postage can be purchased at the Newsstand.

Outgoing mail pickup time is at 3:00 p.m., Monday – Friday.

Intra-Company Mail

Intra company mail envelopes are on your floor's mailroom furniture.

Be sure to complete both the location and mail stop fields on intra office envelopes. Please refer to the Global Address book in Outlook for the most accurate mail stop information.

Place intra company envelopes in the appropriate mail bin on the mail furniture on your floor.

Shipping, UPS Campus Ship/Overnight and Ground Shipments

UPS is Travelport's preferred mail shipping vendor for all U.S. office locations. If you need to request a UPS Campus Ship ID, please submit a Service Now ticket through Facilities.

Mail/Overnight/Package Deliveries

Overnight mail and packages will be delivered directly to your desk by the Facilities team.

U.S. mail and intra-office mail will be delivered to your mailbox on your floor. Each floor has a mailroom where mail is sorted by mailstop. Please make it a habit to check your mailbox once per day.

CAR PARKING

Parking at Travelport's Atlanta Galleria office is available 24/7 in the parking deck adjacent to the building on Levels A through G. Level A is uncovered parking and Levels B-G are covered parking. A parking hang tag is required and will be distributed by Facilities.

Reserved Parking

Travelport has reserved parking spaces for senior management (VP level and above only). Facilities will contact those who are eligible for this benefit.

Overnight Parking

If you need to leave your vehicle on Galleria property overnight, Galleria security requests that you fill out a HDQ Overnight Parking Form and return the completed form to the 300 building lobby officer.

HOUSE KEEPING

Compliance with Fire Codes is a critical concern for Travelport. In addition, the appearance and condition of our work place is important to our company image as we frequently host key customers, visitors, and vendors in our building.

Please ensure you:

- A. General
 - a. Keep aisles clear at all times
 - b. Do not smoke inside the buildings. Please use designated smoking areas outside
- B. Cleaning
 - a. Avoid eating in your workspace as much as possible. If a spill occurs, please report the incident to Facilities immediately.
 - b. Any items too large for a wastebasket should be kept out of sight until the end of the workday. At that time, please mark the item clearly as "TRASH" and place it outside of your cube.
 - c. Please empty beverage containers and dispose of unfinished food items before you leave the office.
 - d. Please do not remove chairs from conference, huddle, or phone rooms. Upon completion of your meeting, please clean up the room to allow for the next meeting.
- C. Electrical
 - a. Personal appliances such as coffee pots and toasters may not be used in your workspace.
 - b. Space heaters are not allowed in the Galleria complex. If you are uncomfortable, please submit a request to Facilities.
 - c. In order to conserve energy and reduce costs, be sure to turn off any lighting at your desk/office at the end of the workday. Should you enter the floors after hours and turn on lighting, be sure to turn off the lights when you leave.
- D. Storage
 - a. Please utilize designated storage (drawers, closet, file cabinets, etc.) as provided or the contracted offsite record retention facility to store records and data not frequently accessed. Floors, under desk space and above the cubicle area are not designated or approved for storage.
- E. Miscellaneous
 - a. Limit plants and other decorative items which show above or outside cubicle walls.
 - b. Do not attach items other than your individual nameplate to the outside of the cubicle.
 - c. Do not use tacks, nails, tape, etc. to post or hang ANYTHING from painted or wallpapered walls in common areas.
 - d. No items of any kind may be suspended from the ceiling tiles or support grids.

FIRST AID

- If anyone falls and is injured and needs assistance, call 911 immediately. Have someone else (at the same time) call Galleria Security at 770-955-6198 so they can also respond.
- All accidents and injuries must be reported to the Facilities Manager, Huey Thomas. There are postings for Worker's Compensation posters on the 10th floor breakroom and in all mail rooms on each floor.
- First aid boxes are located on all floors in the hallway where the restrooms are located. On the 10th floor, the first aid cabinet is in the corner, just past the ice/water machine in the break room.

FIRE/EMERGENCY PROCEDURES

Anytime the alarm is sounding on your floor, you should go to the nearest stairwell and evacuate the building without delay.

Do not take any open containers in to the stairwell, as the content may spill and cause a slip hazard.

It is recommended by the Fire Marshall that you exit in a single file line down the stairwell. This provides room for emergency personnel who are coming up the stairwell.

During an evacuation, proceed down the stairwell and follow the "planned" evacuation route for that stairwell.

Elevators will not be available for your use, therefore, you should not wait in the elevator lobby for an elevator. If for any reason you are not able to exit via stairwells, you need to forward your name and condition to one of your floor's emergency wardens. Emergency wardens are listed on your floor's bulletin board in the top left hand corner.

Remain quiet in the stairwell and listen to any instructions given over the PA system. Every emergency situation is different and instructions over the PA system may direct you to use a specific stairwell/route.

Go to the assembly area designated by the emergency wardens on your floor. Listen to their instructions and assist them in locating others on your floor.

Remain at your staging area. Property management or Galleria security will provide updates to personnel.

Fire/Emergency Staging Areas

- 300 Building / Floors 4, 5, 10 – Level D of the parking deck
- 300 Building / Floors 11, 14 – Level C of the parking deck

SECURITY

Please ensure to abide by the following while onsite:

- Employees must display/wear their photo access card/ID at all times while on site at the Atlanta Galleria.
- As you enter different Travelport floors, do not allow other to tailgate behind you without a Travelport photo access card/ID displayed.
- No couriers are allowed within Travelport offices. All couriers are to be directed to the 10th floor. This applies to all deliveries, both business and personal (flowers, balloons, etc.)
- Advise Galleria Security (770-955-6198) immediately with a specific location if someone looks suspicious or is on a floor without a photo access card/ID.
- Employees should not open elevator lobby or stairwell doors when someone knocks to gain access. All visitors and customers should be directed to the 5th floor to check in at the reception desk.

For additional information, please contact Atlanta.Facilities@travelport.com.

SMOKING

Galleria Property Management has designated several areas near each building as smoking areas at the Galleria. Each area is equipped with tables, chairs, and ash urns. Smoking will be permitted only in these designated smoking areas. This smoking policy will be strictly enforced by Galleria Security.

Smoking Areas Closest to Building 300:

- Building 300:
 - The 300 Café outside patio
 - The covered smoking area on Level C of the parking deck
- Building 400:
 - The lower patio (west side of Building 400)
- Galleria Gardens –The Arbor (raised area in front of Building 100)