

Dear Associate,

The Coronavirus Outbreak declared as a pandemic has drawn worldwide attention and concern, spreading to several countries in a very short span of time impacting the eco-system. This necessitates TCS, to draw certain additional measures towards its continuing commitment to protect the safety and wellbeing of our employees, their family and extend possible support on employment conditions & work environment during this crisis.

Accordingly, we made few changes to the International Deputation practices which requires a detailed level of sensitization and sharing of expectations so that you and your family are prepared for a smooth travel & transition to settle in a new country amidst this uncertain situation. You are required to read, undertake, and agree to the contents before the travel ticket is issued to you and your dependents.

Employee Undertaking for International Long-term Deputation

I hereby declare that I Binay Kumar (Name & Emp No) have accepted to travel to Toronto, ON (Destination City, State, Country) to undertake my international assignment from TCS India. With the COVID situation being uncertain, I understand that TCS has guided and shared the below series of possible challenges/risk that I may face as I settle and establish in the destination country.

**Country specific travel restrictions:** All the below eligible travelers under essential category must show 14 days Quarantine plan when arrive in Canada. This plan is mandatory. When you arrive in Canada by air, land or sea, the officer at the Canadian port of entry will assess your health before you leave the POE. If you're a foreign national, and you have symptoms of COVID-19, you won't be allowed to enter Canada. So better check COVID related test before you board the flight from your home country. Travelers Allowed under essential category (Including US and UK)

1. Holding only WP approval letter and not work permit (First time travelers)

Fresh work permit and Visitor record approved for employees/dependents and currently outside Canada. Employee and family members should have a valid port of entry letter that shows primary applicant and dependents were approved for work permit and visitor record to enter Canada. (Employee / Dependents can enter with the Valid WP/VR approval letter and Valid visa in the passport along with the approval e-mail from IRCC).

Employee should write to IRCC and get their approval before booking flight tickets – e-mail ID - IRCC.COVID-TravelExemptions-Exemptionsdevoyage-COVID.IRCC@cic.gc.ca

2. Already Holding valid Work permit - Allowed to Enter Canada – Currently residing in Canada as a Temporary Foreign Worker but got stuck outside Canada due to COVID Travel restrictions.

Employee and family members should have a valid immigration status and address proof to enter Canada (Valid work permit/Visitor record and Valid visa in the passport and address proof in Canada is mandatory along with the approval e-mail from IRCC).

Employee should write to IRCC and get their approval before booking flight tickets – e-mail ID - IRCC.COVID-TravelExemptions-Exemptionsdevoyage-COVID.IRCC@cic.gc.ca

3. Only dependents who are stuck outside Canada due to COVID-19 guidelines - Allowed to Enter Canada

Dependents of Temporary foreign nations who stuck outside Canada can write to IRCC for Authorization to board the flight to Canada from countries including US & UK, passenger must have written authorization from IRCC to fly to Canada. Email IRCC at the address below only if you're reuniting with an immediate family member who is living in Canada temporarily.

Employee should write to IRCC and get their approval before booking flight tickets for dependents – e-mail ID - IRCC.COVID-TravelExemptions-Exemptionsdevoyage-COVID.IRCC@cic.gc.ca

4. PR holders or Canadian Passport holders can register in the below link and enter anytime in Canada as soon as IRCC approved their request.

<https://travel.gc.ca/travelling/registration>

Travelers NOT Allowed under essential /non-essential category (Including US and UK)

1. Business visa category
2. Visitor (Where there is no primary applicant is staying in Canada)
3. Tourist

**Flight Arrangement & Options:** The TCS travel desk will make travel arrangements from current city until destination city as per the travel request raised. However, given that there are limited flights being operated from India, there are possibilities that you including your family (if travelling) may not get a direct flight to the destination host city in Canada, requiring you to make more than 1 stops / layover where there may be quarantine mandates by the city / state/country. You will be required to comply with those regulations. Do expect extra screening measures, limited amenity options and possibility of longer delays in-between flights.

**Port of Entry:** Its observed that there is additional / detailed enquiry at the port of entry in Canada regarding your travel and work authorization; reason for the physical travel if most jobs are on remote working; substantial evidence to prove that you are active employment, etc. Hence, there are chances of stringent scrutiny at the port of entry.

**Travel & Health Insurance:** For all international deputations, TCS will provide Travel Insurance which will be valid for 5 days from your date of travel from home country. On arrival, you would be required to write a mail to Canada Global Mobility Insurance team ([GlobalMobility.CanadaInsurance@tcs.com](mailto:GlobalMobility.CanadaInsurance@tcs.com)) to initiate PRP insurance through iA for you and your dependents.

**Mandatory Quarantine:** On arrival in Canada you would be required to self-quarantine along with your family (if travelling together) for a mandatory 2-week period. Kindly ensure that you follow this regulation to be in compliant with local provincial regulations.

**Medical Checkups/treatment/hospitalizations/Consultations:** Due to COVID-19 situation there are limitations on the spread of treatments and availability of doctors. We would like to sensitize you on the below

- the priority for medical care is extended primarily to COVID related treatments /emergencies, you may expect a delay to attend to your medical needs.
- In the current situation getting enrolled with a family doctor is difficult. You would need to depend on the walk-in-clinics located around you for a visit to the doctor.
- There could be a considerable wait time/delay than the normal wait time in having appointments for medical consultations/treatments including for emergency conditions
- Associates/family members with pre-existing medical conditions need to be aware of the above situations and be prepared accordingly.
- For any serious medical condition, you can call 911 or walk into the Emergency in the nearest hospital.

**Daycare/School Admissions:** It should be noted that with the COVID situation evolving, most of the District School Boards have not firmed up the school reopening procedures. The District School Boards which also manage the new admission enrollments are either working remotely or closed now which may pose a challenge/delay to enroll your kids into the school program.

**Social Security Number (SIN):** Securing a SIN card for yourself / your dependent spouse is very essential for different purposes including banking, TCS direct payroll credit, housing rental / driving license, etc. Due to the COVID situation, you may observe considerable delays in securing your SIN. It would not be an issue if you have already had a SIN.

**Driving License:** Most of the cities Driving Test Centers are closed or accepting very limited applications. You may experience delays in registering for a G1 permit /complete the tests/ securing the final driving license.

**Province Level Regulations / Federal Guidelines:** Apart from the Federal level advisories and guidance, each province may have appropriate and relevant advisories and directions. You are required to comply to the same for you and your families' safety. Pls refer to the below links for additional details.

Federal - <https://travel.gc.ca/covid-19-travel>

Ontario – <https://www.publichealthontario.ca/>

Alberta – <https://www.alberta.ca/covid-19-travel-advice.aspx>

British Columbia – <https://www2.gov.bc.ca/gov/content/home>

Quebec – <https://www.quebec.ca/en/>

Manitoba – <https://www.gov.mb.ca/covid19/protection/soe.html>

Saskatchewan - <https://www.saskatchewan.ca/>

**Reporting to Customer Offices:** While most of the assignments have SBWS enabled, depending on the criticality of the business and the nature of essential services, you may be required to report to Customer/TCS Worksite to manage your assignment / tasks. You will be required to provide your online Work-from-Home acceptance and comply with the stipulated safety measures and guidelines as published by Customer / TCS offices.

**List of HR Business Partners and their contact details for any support or guidance in US:**

Emp No	Regional HR Name	Role	Contact Number	Email ID
185976	Dinesh V Kumar	Lead – HR - NonBFSI	647-790-7321	dinesh.vkumar@tcs.com
865020	Sarvin Hajivandi	Lead – HR - BFSI	647-790-7411	sarvin.h@tcs.com
680891	Madhura Khadye	HRBP- BFSI	647-790-7405	madhura.khadye@tcs.com
700825	Vishwas Sharma	HRBP - NonBFSI	416-999-7585	vishwas.s@tcs.com
1750662	Rukshana Randelia	HRBP - NonBFSI	416-220-5602	rukshana.randelia@tcs.com
228522	Rohit T	RMG Lead	647-790-7418	rohit.t@tcs.com
219794	Suresh Kumar Mohanraj	Immigration Lead	647-790-7420	suresh.mohanraj@tcs.com

I Binay Kumar (name) am fully aware of all the above risks related to COVID-19 and take sole responsibility for my own safety and wellbeing. I will ensure compliance to the COVID-19 advisory published by TCS & TCS Customer. Further, during this travel and subsequent stay, I will abide by COVID-19 related guidelines promulgated by the government in my home country, and the country of destination which is Canada.

Name & of the Associate: Binay Kumar  
Date & Place: 23 August 2022 , Kolkata