

## **Temporary Work from Home (WFH) Arrangement Acknowledgement and Agreement for Crisis Response**

I hereby acknowledge that I have read, understood and agree to the Temporary Work from Home Arrangements for Crisis Response policy.

Associate Name	: Naveen Kumar Sambandan
Associate ID	: 285059
Role / Designation	: Associate - Projects
Business Unit	: CDB-AIA
Project ID / Description	: 1000269157 / GSK-GP-TESARO-BI-SEP 2
Approved WFH Start Date	: 03/25/2020
Salaried / Hourly	: Salaried
Work Address (Assigned Work Location)	: 5/639, Old Mahabalipuram Road,,Varalakshmi Tech Park, Kandanchavadi, Chennai,Chennai,TN,IND,600096
Present Home Address (Indicates Work from Home address, where you can be reached & assets can be shipped to, if required)	: 52, Ezhil Nagar,Chedukkarai Post,Gudiyattam,Vellore Dist, Vellore,TN,IND,632602

### **Associate Work Schedule under this agreement:**

Associate agrees that his/her work availability during the pendency of this temporary work from home arrangement shall be the same as any available work schedule for the associate for this period in the Time & Labor module of PeopleSoft HCM system.

The Company agrees to allow Associate to perform all of his or her assigned work for the Company at the remote location located at Associate's home as documented above on a temporary basis. This agreement does not establish an ongoing right to work from home and is limited to the position and project documented above. Associate should not assume that work-from-home arrangements will last for any specified period and Cognizant may require employees to return to regular, in-office work and terminate this arrangement at any time.

It is understood that the Associate will complete the regular full-time workload in this work-from-home schedule unless agreed otherwise with the Associate's manager. If business needs change, with reasonable notice, Associate will be expected to adjust his or her work schedule and location to meet the needs of the business. As required for all Cognizant Associates, work Associates should make every effort to arrange personal appointments during non-working

hours. Standard Cognizant attendance policies apply to all work from home Associates (See Cognizant Attendance guidelines or HR policies in Be.Cognizant).

When overtime work is pre-approved and scheduled, required or permitted, Associates, where applicable, will be paid all overtime pay to which they are legally entitled per federal, state, and/or other applicable locality where applicable.

Associate acknowledges that, other than as set out in this agreement and Global Temporary Work from Home Arrangements for Crisis Response policy or otherwise agreed with the Associate's manager, the duties, responsibilities and conditions of employment remain the same as currently set out in the Associates offer letter, contract of employment or arrangements which applied prior to the temporary work-from-home arrangement being put in place pursuant to this policy. Associate will continue to comply with all Company policies and procedures and those of any client, if applicable, including but not limited to, Cognizant's Acceptable Use Policy and Code of Ethics, both available on Be.Cognizant.com and any data privacy or other policies concerning security and confidentiality of Company and client materials and the Company's and client's computer network and equipment. Associate will take all steps to protect the integrity of Cognizant and client systems and will abide by any rules and policies communicated by the Company and client concerning the use of any computers or office equipment or confidential information.

As stated herein, if the Associate's dedicated Cognizant or client work site is closed or has to close early, due to unforeseen circumstances, it is Cognizant's expectation that work-from-home associates continue to work as scheduled from their home. Any temporary work-from-home arrangement is intended to allow the company to maintain business continuity wherever and whenever feasible.

In the event that Associate's power or internet is disrupted or any other circumstance occurs where such disruption impacts the Associate's ability to work remotely, the Associate will be required to contact his/her Manager immediately. Any time off the clock related to such disruptions, that is not related to Cognizant or client system failures will require the Associate to use PTO or vacation leave to cover non-working time where permissible.

Management reserves the right at any time to change the work schedule if business needs change or if management determines that this work schedule is not successful.

**By signing below, I (Associate) certify that I have read, understand and agree with the parameters outlined in the Global Temporary Work from Home Arrangements for Crisis Response document and this agreement.**

**In addition, I (Associate) understand and agree that all Company policies and procedures apply to me regardless of my work location.**

**I (Associate) also understand that this temporary work from home arrangement does not constitute a separate contract of employment between me (Associate) and the Company and does not alter the employment relationship between me (Associate) and the Company.**

**I further understand that the content of this virtual work arrangement (i) may be terminated by the Company at its discretion (ii) is a purely temporary measure intended to deal with the immediate consequences of the Covid-19 pandemic and (iii) is not indicative of or a precedent for any future work arrangements.**

Naveen Kumar Sambandan

04/09/2020

I Naveen Kumar Sambandan(285059) hereby agree that I have understood the terms and conditions of the current document accepted electronically on 04/09/2020 10:39:0.000 effective from 03/25/2020.