

# Employee Rights and Responsibilities



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I acknowledge and understand my rights and responsibilities with respect to the exit process. The following forms/documents need to be submitted by me as per defined timelines, failing which Accenture will not be responsible for any delays in my full and final settlement:

## 01 PF Related Procedures

**If I am Employed** after leaving Accenture within 60 days –

- ▶ I am aware that as per the Provident Fund Act, I am supposed to apply for a Transfer of Provident Fund balance to the organization I am joining in the future.
- ▶ I am also aware that I am not eligible to withdraw if I am employed by any other Company which is covered under the Employees Provident Fund and Miscellaneous Provisions Act, 1952 within 60 days of my last working day with Accenture.
- ▶ For PF Transfer-out Online login to [EPFO Portal](#)

**If I am Unemployed** for more than 60 days from my date of leaving with Accenture –

- ▶ I have the option for PF Withdrawal. I can apply for online PF withdrawal by login to [EPFO Portal](#)

### Withdrawal

- ▶ I understand, as per Employees' Provident Fund Scheme 1952 - Para 69, for withdrawing Provident fund there is minimum 2 months (60 days) waiting period from the date of leaving Accenture. **This is not controlled by Accenture.**
- ▶ Please note that withdrawal is recommended only if the individual is unemployed, else PF transfer is recommended).
- ▶ In case of any further queries on PF-related status
  - Write to- [EB.Socialsecurity@accenture.com](mailto:EB.Socialsecurity@accenture.com).
  - In the subject line, please mention, Attention: Provident Fund-withdrawal or transfer along with employee's Accenture employee code.

## 02 Submit Time Report and Expense

Time report till my last working day (LWD) is required to be submitted 14 working days before the last working date. Non-completion of the same could lead to inaccurate calculation of the Full & Final Settlement. I will not do any PPA (Prior period adjustment) activity while and after the submission of my last time report. I am aware that in case I do any PPA then it's my responsibility to pay back the difference amount (as applicable) to the company. Non-submission of the time report could lead to inaccurate calculation of the Full & Final Settlement. In case of any further queries on Time and Expense, please write to - [EB.Socialsecurity@accenture.com](mailto:EB.Socialsecurity@accenture.com)

## 03 Leave Encashment

I understand the vacation balance will only be paid out at the time of separation from the Company. Payouts are limited to a maximum of 30 days only. Vacation encashment will be calculated on the total fixed salary.



## 04 Returning of Assets

I agree that I will return all assets issued to me by the Company and/or client on or before my Last working date, failing which the Company will be entitled to deduct the relevant asset amount in lieu of the same as part of my full and final settlement. These would include but not be limited to:

1. Laptop/Desktop, RSA token, and any other technology assets. I will ensure that I will need to raise decommission request prior to the handover of the Laptop/Desktop to the IT stores as Ownership transfer of the Laptop/Desktop is not allowed. Also, all other IT Assets will be returned prior to my exit, failing which I will not receive clearance from the DNCISU team.
2. Library books I have borrowed, if not submitted by 14 working days before the Last working date the value of the book would be accordingly recovered. The amount recovered from the library standpoint will not be refunded if these items are submitted post the above-mentioned SLA.
3. Pedestal keys.
4. Parking sticker (if availed).
5. Id card/s (Photo ID card), access card/s– The above-mentioned workplace-related assets (Points 3, 4, and 5) are to be submitted by last working date to the Workplace Helpdesk.
6. If I have availed corporate AMEX card, I would need to cancel the card by writing to the POC's ([sharath.c.kumar@accenture.com](mailto:sharath.c.kumar@accenture.com) and copy to [manjunath.shetty@accenture.com](mailto:manjunath.shetty@accenture.com)). I will ensure that I will need to clear the outstanding dues on the card 14 working days before the Last working date to receive clearance from the e-travel team.
7. If I have availed a company-leased car, then prior to my exit, I will be required to log a request for e-closure of the lease through [ServiceNow](#). I will also ensure that I will submit the Transfer copy of the Registration Certificate in the new owner's name to finance prior to exit and I am aware that my relieving letter will not be issued till that time.

## 05 Information Security Controls

Accenture is committed to keeping your personal data secure and processing it in accordance with applicable data protection laws and our internal policies, including Accenture's Global Data Privacy Policy 90.

Please note that as part of the exit process, **your access to some systems will be reduced.** You will **still be able to perform your work and have access to most Accenture tools and applications from your Accenture-managed or authorized device.**

If **additional access** is required for you to do your work, please raise [HR Information Security Access Exceptions](#)

### [Transfer of Personal documents](#)

There is a **baseline capability** in place to allow you to **remove your personal files**. In advance to your last working date, remember to remove or transfer any personal documents from Accenture-managed devices. You can send personal files by adding all documents to a zip file named '**Private.zip**' and sending it attached from your Accenture email to your personal email (**25MB limit per email**). If you require **more capability** to remove a large number of personal files, [an exception process is in place.](#)

Reach out to your **HR Partner/Exit Case manager** or contact [HR.EnablementCenter@accenture.com](mailto:HR.EnablementCenter@accenture.com) if you have an inquiry. Please refer to the [Q&A](#) document for more details.



## 06 Disablement of Ids

I am aware that Enterprise / Domain ID credentials **would be disabled from 12:00 pm onwards on my last working date**. Hence, I will ensure that all the necessary actions dependent on my id/password like (Ex: myTE submission, Service now related, Asset decommission request, etc.) would be completed before the scheduled time. Failing which re-enablement of either of the credentials will not be entertained.

## 07 Recoveries if applicable

I agree to pay any recoveries or dues from me to Accenture failing which the same can be deducted from my full and final settlement. Further, Accenture can reverse or adjust any expenses I have claimed or submitted documents for if the same is not verifiable or approved. If there is a request from my end for early release from the Company, the notice period amount recovered from the employee will be calculated on the total fixed salary.

## 08 Gallup Strengths Finder

If you took **Gallup's Clifton Strengths Finder**, the results are, yours to keep and we hope you find them valuable in your new role!

- ▶ You have until your last day of employment with Accenture to either print or download and send your reports to your personal email account. If you do not have your results, log in to Gallup Online (<https://strengths.accenture.com>) using your active Accenture Enterprise ID and password to download your Strengths Reports. After your last day of employment, we will remove your report from our systems in line with our internal policies.
- ▶ Gallup may retain your report for longer, as you also have the option of setting up a profile with Gallup to access your report via your personal email address. Please contact Gallup Client Support at [strengthscenter@gallup.com](mailto:strengthscenter@gallup.com) for more details on how to access your Strengths report on Gallup's Strengths Centre site after your last day of employment.
- ▶ You have the right to request to permanently remove your results from Gallup's database. If you would like your results removed, send an email to [Privacy.Administrator@Gallup.com](mailto:Privacy.Administrator@Gallup.com).



I confirm that I will return to Accenture all documents or other materials furnished by Accenture to me constituting "Confidential Information" \*, together with all copies thereof, including computer disks in my possession before my last working date, and that I will not take any Accenture or client information with me. I further confirm and acknowledge that monetary damages would be both incalculable and an insufficient remedy for any breach and that any such breach would cause irreparable harm to Accenture. I am aware that I must follow the provisions in the employment agreement as well as Accenture's policies, including Global Policy 69 (Confidentiality), Global Policy 57 (Acceptable Use of Information, Devices, and Technology), Global Policy 91 (Intellectual Property), and Global Policy 1431 (Data Management), which further detail ownership of Accenture intellectual property and confidential information and your obligations to protect it. Those obligations continue to apply even after I have left Accenture. Accordingly, I also agree that in the event of any breach or threatened breach now (or if discovered any time later), I shall be liable for prosecution in accordance with Indian Law.

(\* "Confidential Information" meaning any and all information disclosed to, or otherwise acquired or observed by me from Accenture, its client, and their affiliated companies, relating to the Services, whether communicated in writing, orally, electronically, photographically, or in the recorded or any other form, including, but not limited to, all sales and operating information, existing and potential business and marketing.)

Accenture's Employee Assistance Program (EAP) offers 24/7 free and confidential services which is extended to your family as well. It is available to you and your family for upto 12 months post-employment with Accenture. EAP supports our people with a variety of issues such as managing stress at home or workplace, legal and financial issues, and relationship problems.

You can access EAP services through call, chat, or face to face sessions.

**Toll free number:** 18001027293

**Main Alternative Toll-Free Number:** 1800 209 8424

**Alternative:** +91 80 6764 9900

**Out of Country Number:** +91 80 4926 9000

All [Recognize](#) "Points to Redeem" balance points and "[Benefits YOU](#)" points must be redeemed at least 7 calendar days prior to your last working date. This is to enable smooth calculation of your Full & Final settlement amounts. Redemption of the aforesaid points have tax implications, and this process ensures that we can calculate your tax liabilities accurately. You will cease to have access to [Recognize Portal](#) and [Benefits YOU](#) portal post this cut off period and all unused points will lapse.



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