**WFH Attestation from Cognizant Employees**

**Employee to initial each point below:**

* I will follow the security controls I learned in the Cognizant AUP training while working from home
* I will follow the HIPAA and healthcare training guidelines I learned in the annual training while working from home. Associate to continue following the provisions and requirements of The Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) Privacy and Security Rules as trained by the Company’s Compliance Department; thus, ensuring continued protection of all Patient Health Information (“PHI”). Associate shall agree to familiarize with and abide by the Company’s HIPAA HCC-001-02-Handling PHI Employee Requirements.
* I will not download any data to a personal machine or a USB drive while working from home
* I will use the Cognizant issued device and no other personal devices to conduct my work from home
* I will login into Citrix VDI and use DUO while working from home
* I will not use a USB drive or USB device on my Cognizant issued device while working from home
* I will not use the clipboard function (copy and paste) to copy and paste from EH work to Cognizant email, hard drive or at all. Printing or copying of customer and company information and material is not allowed.
* I will not use the camera on my Cognizant device unless required for a special work task or webex / team calls while I work from home
* I will not use the Cognizant issued device for personal use (no personal email, browser use, etc.)
* This agreement is valid for this position only and may be revoked at any time. If Associate obtains another position within Cognizant or any other company, including assignment to a new project or client, any virtual work arrangement established per these guidelines will terminate.
* Managers have ultimate discretion for virtual schedules which include required, periodic time for check in calls and working hours from home. Management, at their full discretion, reserves the right to discontinue the Virtual Work Arrangement at any time for any Associate.
* Associate will be available and accessible through Skype for Business (or equivalent business application), email and phone and be able to respond promptly during his or her scheduled work hours.
* Associates are responsible to ensure their separate work area is conducive to a Virtual Work arrangement and ensure the proper privacy of bus iness information. Non-Cognizant Associates, including family members and children, should not view or have access to Associate’s work computer and materials. Associates must not allow the use of Cognizant technology or systems by others including family and other household members when work is being done from home.
* For the purposes of this agreement, “Work From Home (WFH)” means working one or more days in a given workweek from home. I will not conduct work from a public café or public location using public WIFI. I will not take the Cognizant issued devices to any other location or city other than my home location.

Associates Physical AddressCity State Zip 600061

Associate **may** be provided with the following equipment to perform the assigned work. Employee to initial which items are going home for WFH arrangements.

* Laptop
* Desktop computer
* Keyboard
* Mouse
* Monitor(s)
* Cognizant or Client phone
* Headset for SofPhone access
* Client installed applications (no applications other than company approved may be installed)

Cognizant Employee Signature for agreement for all of the above conditions:

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