August 8, 2019

Sabeena Beevi.P.M

HeadMistress

Govt. Upper Primary School

Edappally

Dear Sabeena Beevi,

We would like to thank “Govt. Upper Primary School” for agreeing to permit Cognizant Technology Solutions India Private Limited (“Cognizant”) to conduct ‘School Volunteering’ program within the School and interact with the students.

Cognizant is a leading provider of information technology, consulting and business process outsourcing services. Cognizant believes in and is conscious of the need to give back to the society. With this view, Outreach, Cognizant’s Corporate Social Responsibility arm works to support volunteering initiatives focused on education. Towards this, Cognizant would like to start the ‘School Volunteering’ program.

1. Cognizant volunteers being its employees and other identified authorized individuals would be coming to the school on weekday based on a mutually agreed upon schedule to conduct programs that benefit the school. A minimum of 1 School teacher is requested to be in the school while Cognizant volunteers are conducting any program. Cognizant volunteers shall conduct one or more programs in the following areas after understanding the needs of the school based on volunteer availability, school availability and willingness of the school management. Academic programs that help children needing attention or supplementing the efforts of teachers or supporting students in honing their academic skills
2. Co-curricular and extra-curricular programs that contribute to holistic learning and development of children.
3. Skill Building and Enablement to Teachers to help them perform their role more effectively.

School herewith acknowledges that there can be no claims against Cognizant or its employees under any circumstances pursuant to the “School Volunteering” program conducted at the School.

School will not use Cognizant’s name, logo and trademark in any promotional materials or other communications with third parties without the prior written consent of Cognizant.

In no event shall Cognizant’s liability to School or any other person or entity arising out of or in connection with this School Volunteering’ program exceed, in the aggregate INR 1000 (Rupees One Thousand Only).

School herewith represents and warrants that the permission granted under this letter and also “School Volunteering” Program conducted at the School is and shall be compliant with all laws, rules and regulations, including Anti-Bribery and Anti-Corruption Laws as such laws including The Prevention of Corruption Act 1988, The U.S. Foreign Corrupt Practices Act, The U.K. Bribery Act 2010, and local anti-corruption laws (collectively, “Anti-Bribery and Anti-Corruption Laws”.

School further represents and warrants to Cognizant that it has not made and it will not make any improper payment under this letter, in connection with any of the “School Volunteering” Program conducted.

Neither the School nor, to the School’s knowledge, any other person, including but not limited to the School’s employees or agents, have made, or will offer, promise, give, encourage, solicit, receive or otherwise make any loan, gift, donation or other payment of anything of value, directly or indirectly, whether in cash or in kind, (including without limitation any facilitation payment) to or for the benefit of any officer or employee of a government agency, department, instrumentality, government-owned company, or public international organization, political candidate, political party or official thereof, or anyone acting in an official capacity for any of the foregoing (collectively, “Government Officials”), or to any other person (For the purpose of this clause, a “person” includes any individual, partnership company or any other legal entity, public or private) to obtain any improper advantage. It is the intent of the Parties that no payments or transfers of value shall be made which have the purpose or effect of public or commercial bribery, acceptance of or acquiescence in extortion, kickbacks or other unlawful or improper means of obtaining business. For the purpose of this Agreement, a “Government Officials” means any employee or officer of a government of a country, including any federal, regional or local department, agency, enterprise owned or controlled by the government, any official of a political party, any official or employee of a public international organization, any person acting in an official capacity for, or on behalf of, such entities, and any candidate for political office.

School will immediately report to Cognizant any attempt by Cognizant's officers or employees to solicit or obtain any gifts, gratuities, personal discounts or special services from the School.

School also herewith undertakes to immediately report any violation of Cognizant’s Code of Conduct or Anti – Bribery polices by any Cognizant employees or representative to

The Chief Compliance Officer:

By email: [chiefcomplianceofficer@cognizant.com](mailto:chiefcomplianceofficer@cognizant.com)

By fax: 201-801-0243

By mail: Cognizant Technology Solutions

Attn: Chief Compliance Officer

Glenpointe Centre West

500 Frank W. Burr Boulevard

Teaneck, New Jersey 07666

School herewith grants the permission to Cognizant to work in the School for ‘**SCHOOL VOLUNTEERING PROGRAM’** from 2019 to 2023**.**

The authorized signatory for the School is duly authorized and has the legal authority to grant the permission under this letter.

**Very truly yours,**

**By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: Gorgis Aby**

**Title: Sr. Manager - HR**

**Cognizant Technology Solutions India Private Limited**

**AGREED AND ACCEPTED TO THIS ON \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BY: Sabeena Beevi.P.M**

**For School:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: In case the HM has any concerns with behavior of any of the volunteers or effectiveness of the program, they should inform Kanthi E Ph. Number : 960541 7123 immediately