

WELCOME LETTER

Welcome to Open Access BPO!

And welcome to Training!

You'll be learning a lot about the Open Access family, your new program, and your new team in the weeks to come. There is a lot to look forward to: new skills, new friends, and a great atmosphere where your best potential and learning will be brought out. We're here to help you succeed.

The next 3 weeks are crucial to your new career with us in Open Access. Make sure you come to class every day. Be on time. Make sure you participate in class. Let us know what you need, and we'll make every effort to assist you in this time of your transition and growth.

During Training, our expert Trainers will conduct various learning sessions to get you equipped for your future role in Production. It is very important that you are ready and present during the entire period of your Training. Please plan ahead and make backup plans to ensure you are here on time every day.

TRAINING BRIGHT-SPOT REMINDERS:

- Arrive early (15 minutes is recommended.)
- Arrive ready (Dress nicely and get set to take part in class).
- Participate, participate, participate.
- Shine. Stand out.
- Have fun!

Welcome to our team and happy Training!

To help you get started and guided accordingly, please click the links below and take time to read the following security policy documents:

- Open Access Code of Conduct (Open Access BPO Employee Manual)
- Information Security Management Policies
- Non-Disclosure Agreement
- Non-Compete Agreement

Once done, click the checkbox at the bottom of each document to confirm your understanding and commitment to comply to the aforementioned policies.

Once all done, we're ready to roll!

☒ I have read the Welcome Letter. Thanks for the warm welcome.

Acknowledgment of OAMPI Company Manual

I, the undersigned acknowledge receipt of the Manual with OAMPI Employee Code of Conduct (revised edition: March 2015 of OAMPI Inc.) I undertake to comply with my obligations stated therein. I understand that the policies, including the offenses and corresponding sanctions described in it are subject to change and may be done so by the Company at any time for reasons it deems fit.

I further understand that my continued employment with OAMPI INC. is governed by the following agreement:

1. That it is my responsibility to access OAMPI Employee Code of Conduct via _____ with the following link and log-in details:

LINKS:

<http://hris.oampi.com/accessone/employee/manuals>
<http://hris.oampi.com/accessone/>

Comment [AN1]: To Mike P.: Revise as needed. Fill in appropriate link.

2. That I agree to diligently perform the duties and responsibilities pertaining to the job which I have been hired for and other such duties that the Management may assign from time to time.

3. That I agree and shall faithfully comply with the Company policies, rules, and regulations, and meet the standards of performance prescribed by the Company.

4. That I have read and will devote to familiarize myself with its contents and follow its provisions to the best of my ability.

EMPLOYEE'S FULL NAME _____

EMPLOYEE'S EMAIL ADDRESS _____

POSITION TITLE _____

SITE _____

DATE _____

☒ This check mark signifies that I have read the **OAMPI Employee Code of Conduct** and that I agree to all of the above. I hereby commit to fully comply with the Company's rules and regulations as stated in the manual.

Welcome to the OAMPI INC. Family. We look forward to a long and productive working relationship with you. Your digital signature below in the space provided hereunder will denote your acceptance of the foregoing terms.

INFORMATION SECURITY MANAGEMENT POLICIES

I, the undersigned acknowledge receipt of the **Information Security Management Policies** (revised edition: January 2018 of OAMPI Inc.) undertake to comply with my obligations stated therein. I understand that the policies, including the offenses and corresponding sanctions described in it are subject to change and may be done so by the Company at any time for reasons it deems fit.

I further understand that my continued employment with OAMPI INC. is governed by the following agreement:

1. That it is my responsibility to access the IT Policies document via _____ with the following link and log-in details:

LINKS:

<http://hris.oampi.com/accessone/employee/manuals>

<http://hris.oampi.com/accessone/>

2. That I agree to diligently perform my duties and responsibilities while complying to the Information Technology Policies spelled out in the document.

3. That I agree and shall faithfully comply with the IT policies, rules, and regulations, and meet the standards of performance prescribed by the Company.

4. That I have read and will devote to familiarize myself with its contents and follow its provisions to the best of my ability.

EMPLOYEE'S FULL NAME _____

EMPLOYEE'S EMAIL ADDRESS _____

POSITION TITLE _____

SITE _____

DATE _____

☒ This check mark signifies that I have read the **OAMPI Information Security Management Policies** and that I agree to all of the above. I hereby commit to fully comply with the Company's rules and regulations regarding information security as stated in the manual.

Welcome to the OAMPI INC. Family. We look forward to a long and productive working relationship with you. Your digital signature below in the space provided hereunder will denote your acceptance of the foregoing terms.

NONDISCLOSURE AGREEMENT

CONFIDENTIALITY

You shall not divulge, disclose or communicate to any person, firm, corporation or any other entity, in any manner whatsoever; any confidential information, trade secrets or business records concerning any matter affecting the business of OAMPI Inc. or any of its affiliates or clients, including, but not limited to, any of the client or the clients' customers, methods of operations, finance or service modes of OAMPI Inc. or any of its affiliate, clients or clients' customers, its offices and other employees to you, as a consequence of, or by reason of, your employment with OAMPI Inc.

You agree that all records and documents of the Company, and any information or data acquired or gained in the course, or as incident of your employment are confidential and unauthorized disclosure will not be made by you at any time during or after your employment. This confidentiality provision likewise extends to non-disclosure of your salary. You agree that any breach of confidentiality will constitute sufficient ground for immediate termination of your employment for cause.

Confidential information, includes all disclosures, information and materials, whether oral, written or otherwise, including but not limited to information learned by the Employee, which have already been or will be accessed by, furnished to or obtained including without limitation: i) information of a business nature, ii) information of a technical nature and iii) information related to future developments.

USE / DISCLOSURE: It is strictly prohibited to disclose, publish, or disseminate the Confidential Information of the Company to anyone, and that the Employee will take reasonable precautions to prevent any unauthorized use, disclosure, publication of dissemination of the Confidential Information. The Employee is not allowed to use the Confidential Information of the Company or any third party without prior written approval of the Company's owners.

EMPLOYEE'S FULL NAME _____

EMPLOYEE'S EMAIL ADDRESS _____

POSITION TITLE _____

SITE _____

DATE _____

The checkbox below signifies that I agree and shall diligently adhere to this **Non-Disclosure Agreement** and its accompanying policies, rules, and regulations.

The checkbox below signifies that I have read and will devote time to familiarize myself with its contents and follow its provisions to the best of my ability.

☒ I have read the **OAMPI Non-Disclosure Agreement** and I hereby commit to fully comply with the Company's rules and regulations regarding information security as stated in the manual.

Welcome to the OAMPI INC. Family. We look forward to a long and productive working relationship with you. Your digital signature below in the space provided hereunder will denote your acceptance of the foregoing terms.

NON-COMPETE AGREEMENT

The term “non-compete” as used herein shall mean that the Employee shall not own, manage, operate, consult or be in the employment / work directly or indirectly with any of the clients (including affiliates and subsidiaries) of existing and past clients of the Company or such other business activity in which the Company may substantially engage during the entire period of employment and continue to be in full force and effect within a period (1) year commencing from the severance of the employment and notwithstanding the cause of reason for termination.

The Employee shall be liable to the Company for liquidated damages in the amount of Php100,000 as a result of the breach by the former of any provision of this Agreement.

EMPLOYEE'S FULL NAME _____

EMPLOYEE'S EMAIL ADDRESS _____

POSITION TITLE _____

SITE _____

DATE _____

The checkbox below signifies that I agree and shall diligently adhere to this **Non-Compete Agreement** and its accompanying policies, rules, and regulations.

The checkbox below signifies that I have read and will devote time to familiarize myself with its contents and follow its provisions to the best of my ability.

☒ I have read the **OAMPI Non-Compete Agreement** and I hereby commit to fully comply with the Company's rules and regulations regarding information security as stated in the manual.

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