



_VOIS

Instructions

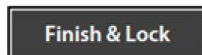
- This is a mandatory document required to complete the joining formalities on your Day 1.
- Read all the pages carefully.
- Please fill in this e-joining booklet completely as all the fields are mandatory.
- Acknowledge all the pages by signing them on your Day 1.
- Witness details needs to be filled on your Day 1.
- Please carry three passport size photographs in a white background on Day 1.

Guidelines for filling up the e-joining booklet

- Fill in your Name as per your PAN card.
- Fill in your Designation as per your Vodafone Offer Letter.
- Date format is DD/MM/YYYY.
- Fill in your nominee details in the PF and Gratuity Nomination and Declaration forms.

How to save the e-joining booklet?

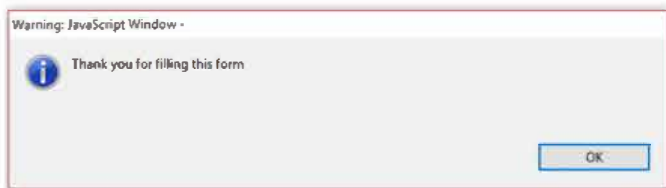
- Post filling in the entire booklet, please click on the below button. This would help you validate, if any fields have been missed.



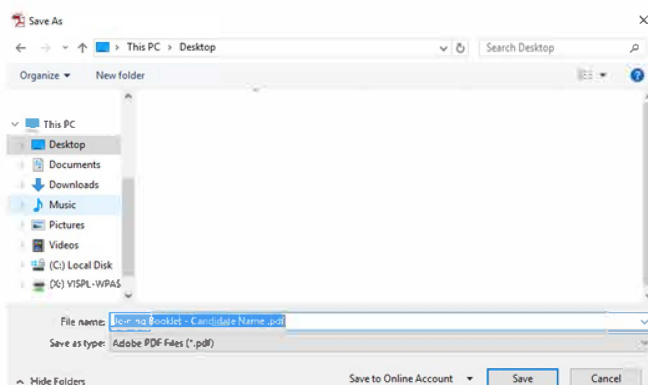
- If there are any fields which are not filled in, you would get the below error.



- Fill in all the details and click 'Finish & Lock' button. Once all the fields are filled in, you would get a display message 'Thank you for filling this form'. Please click OK.



- The 'Save' button would now appear. Please click on the Save button and save the file to your desktop.



- Please mail this saved e-joining booklet to your recruiter.
- In case of any further queries, please reach out to your respective recruiter.

About you

*Name H V SAMPATH
As per PAN



*Designation Deputy General Manager *Location Bangalore

*Date of Joining 29/11/2024 *Date of birth 01/06/1979

☒ Father / ☐ Husband's name Venkataiah Gowda H. S

*Gender Male Religion Hindhu

*Permanent address Gubbagadde, Suryadevasthana Post,

*City Koppa *Pincode 577126 *Telephone 9686333998

In case of emergency

*Blood group B+ Any known allergies? Pencillin

*Contact person Akshay Gowda

*Contact number 9686343839

*Contact address Spice Garden, Marthahalli

*City Bangalore *Pincode 560071 *Telephone 9686343839

I hereby declare that the information given above is true and correct. I agree to abide by the present and future rules & regulations of the Company. I understand that any misrepresentation by me in this application can be sufficient cause for termination of my services.

Date 24/10/2024

Employee's signature H.v. Sampath
H.v. Sampath (Oct 24, 2024 14:13 GMT+5.5)

PRIVACY DECLARATION AND CONSENT FORM

Vodafone India Services Private Limited ("VISPL"/"the Company") during the course of 'bonafide' business transactions, may outsource some of its activities including but not limited to payroll processing, providing data connectivity, travel and transport, hotel booking, data migration activities, reward, recognition programs and learning and development initiatives ("activities") to vendors, suppliers, consultants or business partners ("third party"). Your personal information may also be sought from law enforcement authority or your previous employer for the purpose of background verification.

Such activities may require storage, transfer, communication or sharing of your personal information with VISPL or with the third party, law enforcement authority and your previous employer for 'bonafide' business purpose. The personal information, inter alia, may include your name, address, date of birth, passport details, PAN, age, mobile number, bank account details and other financial and investment details, which may be retained with the third party as long as such information is required for processing the activities and thereafter it shall be deleted, destroyed or disposed of as per the process agreed by VISPL.

VISPL is committed to safeguarding your privacy by ensuring that your personal information is protected in conformity with the organizational values as well as the requirements of Indian Information Technology Act, 2000 and relevant Rules made thereunder, as amended from time to time. Accordingly, this declaration states that you understand, agree and confirm that during the course of your employment with VISPL, you may be required to transfer, communicate or share your personal information with VISPL and / or with the third party in order to enable them to process such activities for bonafide business purpose only.

I hereby accord my informed consent to transfer, communicate or share my personal information with VISPL and / or with the third party.

Employee name H V SAMPATH

Designation Deputy General Manager

Employee ID _____

Employee's signature H.v. Sampath Date 24/10/2024
H.v. Sampath (Oct 24, 2024 14:13 GMT+5.5)

Note: For information on the list of third parties associated with VISPL, please get in touch with the AskHR (askhr.vispl@vodafone.com).

Undertaking

I, H V SAMPATH hereby declare that I have resigned from the services of EPAM Systems Pvt Ltd and have been relieved from the services with effect 15/12/2024, after completion of handover process.

I undertake personal responsibility of any claim\ damage \ liability that any previous employers may raise with reference to any post employers and Vodafone India Services Pvt. Ltd would not be liable for any claim\ damage\ liabilities whatsoever.

Employee name H V SAMPATH

Employee's signature *H.v. Sampath* Date 24/10/2024
[H.v. Sampath \(Oct 24, 2024 14:13 GMT+5.5\)](#)

Undertaking

I confirm that I have received a copy of the policies named Code of Conduct and Gender Neutrality. I have read through the content, understood and agree to abide by its clauses.

H.v. Sampath
H .v. Sampath (Oct 24, 2024 14:13 GMT+5.5)
Employee's signature

Employee name

H V SAMPATH

Designation

Deputy General Manager

Date

24/10/2024

Location

Bangalore

Witness name

Signature

Date

To,
Vodafone India Services Private Limited
10th Floor, Tower A&B Global Technology Park
Maple Tree, Marathahalli Outer Ring Road,
Devarabeesanahalli Village, Varthur Hobli,
Bangalore-560103, Karnataka, India.

Dear Sir / Madam,

I understand and agree to abide by the following Company requirements during my employment and pursuant to my separation with the Company:

(A) Control of Confidential Information

1. I accept that the information received by me on the requirement of the confidential control and process of Confidential Information is binding on me and I will voluntarily adhere to the same as directed by Vodafone and/or as per Vodafone policies in force. I accept that the Confidential Information that is received by me shall be kept through the privacy and confidential controls as identified by the organization and the process of maintaining that control shall be binding upon me and I declare that I shall abide by the same as directed by Vodafone from time to time.
2. "Confidential Information" shall mean any information owned by Vodafone and/or the Vodafone Group Companies (including their respective subcontractors, suppliers, customers, clients or other contacts), including, but not limited to any financial, trading, economic, internal operation, policy, regulation, agreement, corporate plan, strategy, organization, procedure, system, analysis, customer, employee, supplier, business or technical data, discoveries, ideas, concepts, know-how, techniques, designs, specifications, drawings, blueprints, tracings, diagrams, models, samples, flow charts, data computer programs, disks, diskettes, tapes and any other information (including personal data as defined by the 'GDPR' Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (the "General Data Protection Regulation"), which is disclosed to the Employee or to which the Employee has access or obtains during the employment relationship in written, oral, magnetic or electronic format or in/on any other tangible or intangible format or support, whether or not they are explicitly marked as "business/confidential/secret information".
3. I will treat all Confidential Information as confidential and protect it from unauthorised disclosure or access. I have understood and accept, that any unauthorised access to or disclosure of Business Information may result in irreparable injury to Vodafone. The persons, who do not need the relevant data to perform the work, shall be deemed as unauthorized.
4. I am obliged to keep the Confidential Information and will use the Confidential Information only for work performed in the interest of the Vodafone. I agree to refrain from all activities, which result or may result in the unauthorized disclosure of the Confidential Information, or which make or may make the Confidential Information accessible or acquirable for unauthorized persons, or which result or may result in the use of the Confidential Information by unauthorized persons.
5. I agree to inform my line manager immediately about any misappropriation or misuse of the Confidential Information.
6. All Confidential Information shall be deemed as the property of Vodafone; I agree to return all Confidential Information received at the termination of employment relationship with Vodafone or if I am requested to do so. Except for use in connection with the work, I will not use any Confidential Information belonging to Vodafone for any purpose.

(B) Measures to assure the control of Confidential Information

7. I hereby declare that I am aware of the Vodafone Policies and accepts them as binding.
8. I agree to use only the IT equipment (including the electronic mail addresses) allocated by Vodafone for the term of my work and solely for the purpose of my work. The private use of the IT equipment assured by Vodafone is prohibited.
9. Vodafone is involved in the control, processing and transfer of highly confidential and secured data and information. In connection to this activity, in order to discover the security risks, to enforce the security requirements, to avoid the injury of, the loss of and the unauthorised access to the data, to avoid and to prevent the unauthorised access to the information systems, Vodafone shall be entitled to continuously observe and monitor the data stored, processed and controlled in the information system and also the communication, potentially including the content of the communication.
10. Vodafone provided me with access to its information equipment and systems (also including, but not limited to the electronic mailing system and Internet) for official/business purposes. The electronic mailing address allocated by Vodafone to me may not be considered personal data as it is allocated by using Vodafone's business domain and in respect of my work. The electronic mailing address is simply a mailing address allocated to me in Vodafone's system, which Vodafone may dispose in its sole discretion.
11. Vodafone - on the basis of the announcement as above - considers the data and information stored and recorded on the information equipment and in the system as information and data related to working, which belongs to Vodafone property until otherwise proven. On this basis Vodafone is entitled to observe, monitor, access to all data stored, recorded, controlled and processed in the information equipment and systems. In that case if a data proven to be personal (i.e. by accessing to the content of an e-mail) the data will be blocked by Vodafone, if it is not possible it will irreparably be deleted.
12. The monitoring of IT systems and data at Vodafone is executed by Corporate Security Team by the use of automatic monitoring tools. The data recorded by the automatic monitoring tools may be accessed only by the head of Corporate Security Team, or any person assigned with this tasks, who are an Executive position and have decision power.
13. The recorded data shall be annihilated and deleted as per concerned Vodafone policy, in force from time to time. In case the recorded data has to be used for any legitimate purpose (e.g., in case of crime or misdemeanour against assets, life, physical integrity, breach of confidentiality, any suspicion or attempt thereof, any work safety event), the data may be stored until the usage of the data as evidence in the internal investigation, administrative or court procedure.
14. Any breaches of the obligations specified in this declaration – either during the employment term or following the termination thereof – shall be considered by Vodafone as a material breach of this declaration, which would serve as a ground for Vodafone to terminate my employment with extraordinary notice and/or claim for damages against the Employee.
15. In case I fail to inform my line manager about any breach of confidentiality discovered by me, it also shall be deemed as a breach of confidentiality as well, and the legal consequences of a breach of confidentiality shall apply.

(C) Miscellaneous Covenants

I agree that I will not, either on my own account or on behalf of any other person, company, business entity or any other organisation whatsoever

- a. contact any person employed by the Company for the purpose of enticing such employee to accept alternative employment or influencing such employee to resign from the Company and
- b. contact with any other party for a period of twelve months after leaving the Company's service, that was a client or a prospective client of the Company for the purpose of providing any such client with products or services which the Company considers is in direct competition to the business of/to Company.

Agreement with employee

I, H V SAMPATH have read the company security policy.

I recognise and understand that the Company's electronic communications and information technology infrastructure are to be used for conducting the Company's business only.

As part of Vodafone India Services Private Limited and as a user of VISPL's networking infrastructure including Internet, Intranet and email systems, I understand that this policy applies to me. I have read the aforementioned document and agree to abide by the standards set in the document for the duration of my employment with Vodafone India Services Private Limited.

I will not directly or indirectly, use, make available, sell, disclose or otherwise communicate to any third party, other than in my assigned duties and for the benefit of the Company, any of the Company's confidential information, either during or after my employment with the Company.

I am aware that violations of this policy may subject me to disciplinary action, up to and including discharge from employment. I further understand that all my communications reflect Vodafone India Services Private Limited, worldwide to our customers, consumers, suppliers and competitors.

Furthermore, I understand that this document can be amended at any time.

Employee's signature H.v. Sampath
H.v. Sampath (Oct 24, 2024 14:13 GMT+5.5)

Date 24/10/2024

Employee name H V SAMPATH

HR Operation Manager's signature

Undertaking- Disclosure of Relationship

To,
Human Resources Department
Vodafone India Services Private Limited
10th Floor, Tower A & B, Global Technology Park
Maple Tree, Marathahalli Outer Ring Road,
Devarabeesanahalli Village, Varthur Hobli,
Bangalore-560103, Karnataka, India.

This is to state that I am aware that as part of compliance with the Vodafone Group Code of Conduct, employees at VISPL are required to disclose if they are related to:

- Any Director on the Board of VISPL or any other Vodafone Group entity
- Any of the Senior Management Team members in VISPL or any other Vodafone Group entity

(Click the suitable option)

☒ I confirm that I am not related to any of the VISPL Board of Directors and / or to any of the Senior Management Team members at VISPL or any the VF Group entities, in any capacity or manner.

OR

☐ I confirm that I am related to VISPL Board of Directors and or the members of Senior Management in the following manner :

However, if I get into such a relationship during the course of my career with VISPL, I will provide details of the nature of this relationship on priority to the HR department. I understand that if I do not disclose / withhold such information and the same is revealed at any point in time, it may be considered as misrepresentation of details provided by me and this might lead to the company initiating disciplinary action against me including and unto termination of employment on any terms and conditions that may be finalized by VISPL and will be acceptable to me.

Employee name H V SAMPATH

Employee's signature *H.v. Sampath*
H.v. Sampath (Oct 24, 2024 14:13 GMT+5.5)

Date 24/10/2024

I undertake that I shall use my best endeavors to ensure that any contact I have with any employees, customers, clients, dealers or suppliers of the Company (past, present, or future) will not have adverse effect on the business or business environment of the Company or in any way damage the business reputation of the Company.

Signature: H.v. Sampath
H.v. Sampath (Oct 24, 2024 14:13 GMT+5.5)

Employee Name: **H V SAMPATH**

Date: **24/10/2024** (DD/MM/YYYY) Date of Birth: **01/06/1979**

Vodafone India Services Private Limited Health, Safety and Wellbeing (HSW) Policy

Vodafone India Services Private Limited (VISPL) as a value-based organization is passionate about the Health, Safety and Wellbeing of its people.

We are committed to achieving the highest standards in HSW, with the aim of providing and maintaining a safe and healthy working environment for employees, customers, partners, contractors and visitors.

The Organization believes that:

- Injuries can be prevented
- HSW is business imperative and
- Consultation and employee involvement are essential to HSW performance.

VISPL's leadership team will ensure that appropriate resources are provided, and actions are taken to implement and maintain an effective HSW management system. To this effect, the people managers will implement HSW related activities in each business unit.

Consistent with this, VISPL will:

- ☒ Strive for best practice in HSW management and for continual improvement.
- ☒ Ensure that the policy is communicated to all employees and is made available to all interested parties.
- ☒ Comply with relevant statutory obligations, code of practice and industry standards, and where adequate laws do not exist, adopt a risk management approach, and apply standards that reflect our values.
- ☒ Provide information, instruction, training, and supervision to empower people to perform their roles in a safe manner, hence, to safeguard life and avoid property damage.
- ☒ Involve employees, customers, contractors, and visitors in HSW matters, and consult with them in ways to reduce workplace hazards and improve HSW management systems.
- ☒ Develop and maintain a HSW Plan, Objectives and targets that are consistent with those communicated by Vodafone Group.
- ☒ Establish procedures to recognize, implement, evaluate and monitor HSW performance.
- ☒ Carryout periodical review to ensure that the policy continues to be relevant and appropriate to the organization.
- ☒ Comply with legal obligations relating to safety of products including installation, design, and maintenance where relevant.

HSW is both an individual and a shared responsibility of all employees, partners and other people involved with VISPL operations.

We emphasise the need for everyone to:

- Adhere to safe work practices, including Absolute Safety Rules (ASR) at all times.
- Employ necessary controls to ensure a safe working environment.
- Report all HSW Incidents & accidents, assist in implementing control measures to prevent recurrence; and
- Be passionate about their own health and safety at work, and the welfare of others.

Employee Name: **H V SAMPATH**

Employees Signature: H.v. Sampath Date: **24/10/2024**
H.v. Sampath (Oct 24; 2024 14:13 GMT+5:5) -

Health, Safety and Wellbeing Check Sheet

This check sheet gathers information about your two wheeler or four wheeler. This check sheet has been designed in such a way that necessary compliance and communication is obtained from the individual before or as soon as possible during onboarding in VISPL business. The appropriate columns/ section need to be filled and cross checked as per the applicability / nature of job. This is in scope for all who are required to be working on behalf of VISPL. This sheet should be available at all locations where onboarding / joining takes place across all functions and all levels. The filled sheet needs to be reviewed by the respective manager / contract coordinator / contractor and records need to be maintained . The filled sheet should be submitted to VISPL on demand.

Name of the Individual HV SAMPATH

Employee No Gender Male Date of Birth 01/06/1979 (DD/MM/YY)

Agency / Employer VOIS Designation/Role Deputy General Manager

Function Location of Joining/Operation Bangalore

In Case of Emergency (ICE) Contact Akshay Gowda Relation BROTHER-IN-LAW

Does the role require Driving / Riding Electrical Work Work at Heights(Fill appropriate sections)

* SECTION FOR ROLES INVOLVING DRIVING / RIDING (SELF DECLARATION)

DRIVING LICENSE Number License Type ☐ 2Wheeler ☐ LMV ☐ HMV ☐ Transport Vehicle

Validity From Vality To Copy of Driving License retained for record ☐ Yes ☐ No

****Learners License is not allowed if riding / driving for Vodafone Business. No recruitment if learners license.**

Helmet ISI marked ☐ Yes (Non ISI not allowed) ☐ Full faced / ☐ Half faced Visor ☐ Ok ☐ Not Ok

Disclaimer: Besides ISI: DOT,ECE, & SNELL/Sharp Certified helmets are universally acknowledged & allowed . Helmet must be with proper chin strap

Chin Strap usable ☐ Yes/☐ No Cushion Intact ☐ Yes ☐ No Condition ☐ Ok/ ☐ Not Ok

Role Required riding two wheeler after sunset ☐ Yes/☐ No Reflective Jacket Available ☐ Yes/☐ No

Vehicle 1- Two Wheeler Vehicle Details

Registration No

Vehicle Age (Yrs)

Valid Insurance ☐ Yes ☐ No

Rear View Mirrors ☐ Ok/ ☐ Not Ok Tyre Condition ☐ Ok/ ☐ Not Ok Tail Light ☐ Ok/ ☐ Not Ok

Head Light ☐ Ok/ ☐ Not Ok Any Other Comments

Vehicle 2-Four Wheeler Vehicle Details

Registration No









Vehicle Age(Yrs) Valid Insurance ☐ yes/ ☐ No Front Belt Seats ☐ Yes/ ☐ No

Rear View Mirrors ☐ Ok/ ☐ Not Ok Tyre Condition ☐ Ok/ ☐ Not Ok Rear Seat Belts ☐ Ok/ ☐ Not Ok

Rear Lights ☐ Ok ☐ Not Ok Head Lights ☐ Ok ☐ Not Ok Any Other Comments

I understand the above requirements of VISPL and agree that i will comply them as and when applicable

8 Absolute Safety Rules

							
WE NEVER work under the influence of alcohol or drugs	WE ALWAYS drive safely and legally: we always obey the speed limit	NEVER carry out work on any electrical equipment unless you're qualified	When working at height, ALWAYS wear protective gear, attach a safety harness and use fall protection equipment	Always wear helmet while riding and ensure the pillion rider wears a helmet	When working in the proximity of power . WE ALWAYS maintain the required safe distance and use the correct insulated equipment.	WE ALWAYS drive safely and legally: we never use a handheld mobile device when driving	WE ALWAYS drive safely and legally: we always wear a seat belt

Prepared and circulated by HSW

Health, SafeHEty & Wellbeing Key Risk Compliance Check Sheet.

(To be filled out on your day of joining)

#	Questions / Checks	Yes	No
1	Have you undergone the HSW Policy?	<input checked="" type="radio"/>	<input type="radio"/>
2	Do you understand the Vodafone 8 Absolute Rules?	<input checked="" type="radio"/>	<input type="radio"/>
3	Have you understood the individual responsibility of HSW?	<input checked="" type="radio"/>	<input type="radio"/>
4	Do you understand the Key Risk for _VOIS-VISPL is related to driving for work?	<input checked="" type="radio"/>	<input type="radio"/>
5	Were you explained the consequence Management and understand the implication of violation ?	<input checked="" type="radio"/>	<input type="radio"/>
6	You understand that in case of any gross misconduct violation – your employment / engagement with _VOIS-VISPL can be terminated immediately?	<input checked="" type="radio"/>	<input type="radio"/>
7	Are you aware that all incidents / accidents are to be reported?	<input checked="" type="radio"/>	<input type="radio"/>
8	Driving / Riding (if applicable) Are you aware that no unauthorized person should accompany while riding / driving for Vodafone business?	<input type="radio"/>	<input type="radio"/>
9	Are you aware that driving in hours of darkness (between 8 pm to 5 am) on any national highways outside city limits is prohibited?	<input type="radio"/>	<input type="radio"/>
10	Are you aware that max 2 people are allowed on 2 wheelers?	<input type="radio"/>	<input type="radio"/>
11	Are you aware Reflective Jacket to be used while riding 2 wheeler at night (if applicable)	<input type="radio"/>	<input type="radio"/>

SELF DECLARATION):- I **H V SAMPATH**

assure that above mentioned particulars are true & correct to the best of my knowledge and belief. In future I will abide by all Vodafone HSW rules as explained to me.





Date of Birth **01/06/1979** Location **Bangalore** Signature H.v. Sampath
H.v. Sampath (Oct 24, 2024 14:13 GMT+5.5)

Comments of Reviewer (Line Manager / Contractor / Agency):-

Checked and reviewed- ☐ Yes / ☐ No. Allowed to work- ☐ Driving / Riding ☐ Electrical word ☐ Work at height

Company name _____
 Name **H V SAMPATH**

Emp No _____ Date **24/10/2024** Signature H.v. Sampath
H.v. Sampath (Oct 24, 2024 14:13 GMT+5.5)

							
WE NEVER work under the influence of alcohol or drugs	WE ALWAYS drive safely and legally: we always obey the speed limit	NEVER carry out work on any electrical equipment unless you're qualified	When working at height, ALWAYS wear protective gear, attach a safety harness and use fall protection equipment	Always wear helmet while riding and ensure the pillion rider wears a helmet	When working in the proximity of power . WE ALWAYS maintain the required safe distance and use the correct insulated equipment.	WE ALWAYS drive safely and legally: we never use a handheld mobile device when driving	WE ALWAYS drive safely and legally: we always wear a seat belt

Declaration form: New form No. 11

(To be retained by the Employer for future reference)

Employees' Provident Fund Organization

The Employees' Provident Funds Scheme, 1952 (Paragraph - 34 & 57) &

The Employees' Pension Scheme, 1995 (Paragraph - 24)

(Declaration by a person taking up employment in an establishment on which Employees' Provident Fund Scheme, 1952 and/ or Employees' Pension Scheme, 1995 is applicable.)

1	*Name of the member	H V SAMPATH
2	<input checked="" type="radio"/> Father's name / <input type="radio"/> Spouse's name (Please select whichever is applicable)	Venkataiah Gowda H. S
3	*Date of birth (DD/MM/YYYY)	01/06/1979
4	*Gender (Male/Female/Transgender)	Male
5	Marital status (Married/Unmarried/Window/Widower/Divorcee)	Married
6	(a) *E-mail Id (b) *Mobile number	SAMGOWDA@YMAIL.COM 9686333998
7	Whether earlier a member of the Employees' Provident Fund Scheme, 1952?	<input checked="" type="radio"/> Yes <input type="radio"/> No
8	Whether earlier a member of the Employees' Pension Fund Scheme, 1995?	<input checked="" type="radio"/> Yes <input type="radio"/> No
9	Previous employment details: (if yes to 7 AND/OR 8 above) (a) *Universal account number	101909389655
	(b) Previous PF account number	101909389655
	(c) Date of exit from previous employment (DD/MM/YYYY)	
	(d) Scheme certificate number (if issued)	
	(e) Pension payment order (PPO) number (if issued)	
10	(a) *International worker	<input type="radio"/> Yes <input checked="" type="radio"/> No
	(b) If yes, state country of origin (India/Name of other country)	
	(c) Passport number	
	(d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	
11	KYC details (Attach self-attested photocopies of following KYCs)	
	(a) Bank account number	
	(b) IFSC Code	
	(c) *Adhaar number	439510612557
	<input checked="" type="checkbox"/> I confirm that I do not have ADHAAR number as on date. As soon as I receive the ADHAAR number, I will update the same with employer. I also understand that any false declaration attracts punishment under Indian Penal code.	
	(d) Permanent Account Number (PAN) if available	

UNDERTAKING

1. Certified that the particulars are true to the best of my knowledge.
2. I authorize EPFO to use my Adhaar for verification/authorization/eKYC purpose for service delivery.
3. Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present P.F. Account. (The transfer would be possible only if the identified KYC detail approved by previous employer has been verified by present employer using his Digital Signature Certificate).
4. In case of changes in above details, the same will be intimated to employer at the earliest.

Date 24/10/2024

Place Bangalore

Signature of the member

DECLARATION BY PRESENT EMPLOYER

H V SAMPATH

A. The member Mr./Ms./Mrs. _____ has joined on 29/11/2024
and has been allotted PF number _____

B. In case the person was earlier not a member of EPF scheme, 1952 and EPS, 1995:

- **(Post allotment of UAN)** The UAN allotted for the member is _____
- **Please tick the appropriate option:**
The KYC details of the above member in the UAN database
 - ☐ Have not been uploaded
 - ☐ Have been uploaded but not approved
 - ☐ Have been uploaded and approved with DSC

C. In case the person was earlier a member of EPF scheme, 1952 and EPS, 1995:

- The above PF Account number/UAN of the member as mentioned in (a) above has been tagged with his/her member ID as declared by member.
- **Please tick the appropriate option:**
 - ☐ The KYC details of the above member in the UAN database have been approved with Digital Signature Certificate and transfer request has been generated on portal.
 - ☐ As the DSC of establishment are not registered with EPFO, the member has been informed to file physical claim (form-13) for transfer of funds from his previous establishment.

Date _____

Signature of employer with seal of establishment

Nomination & declaration form

For Unexempted/Exempted establishments

Declaration and Nomination Form under the Employees' Provident Funds and Employees' Pension Scheme
(Paragraph 33 & 61 (1) of the Employees' Provident Funds Scheme, 1952 and Paragraph 18 of the Employees' Pension Scheme, 1995)

	Form 2 (Revised)
Group no.	
Office	

1. Name (in capital letters) H V SAMPATH

2. Father's/husband's name Venkataiah Gowda H. S

3. Date of birth 01/06/1979 4. Gender Male

5. Marital status (married/unmarried/widow/widower) Married

6. P.F. account no. 101909389655

7. Permanent address Gubbagadde, Suryadevasthana Post ,

PART - A (EPF)

I hereby nominate the person (s)/cancel the nomination made by me previously and nominate the person/s, mentioned below to receive the amount standing to my credit in the Employees' Provident Fund in the event of my death.

Name and address of the nominee/s	Nominee's relationship with the member	Date of birth	Total amt. or share% of accumulation in PF to be paid to each nominee	If the nominee is minor, name & relationship & add. of the guardian who may receive the amount during minority of nominee
* AKSHATHA A.K	* Spouse	11/05/1987	* 100	
	Please Select			
	Please Select			
	Please Select			

- ☐ 1. Certified that I have no family as defined in para. 2(g) of the Employees' Provident Funds Scheme, 1952 and should I acquire a family thereafter the above nomination should be deemed as cancelled.
- ☐ 2. Certified that my father/mother is/are dependent upon me.

H.v. Sampath
H.v. Sampath (Oct 24, 2024 14:13 GMT+5.5)

Employee's signature or thumb impression

_VOIS

PART - B (EPS)

I hereby furnish below particulars of my family members who would be eligible to receive widow/children pension in the event of my death.

Sr. no.	Name and address of the family member/s	Date of birth	Relationship with member
1	*	* 11/05/1987	* Spouse
2			Please Select
3			Please Select
4			Please Select

☐ Certified that I have no family, as defined in para 2 (vii) of the Employees' Pension Scheme, 1995 and should I acquire a family hereafter I shall furnish particulars there on in the above form.

I hereby nominate the following person/s for receiving the monthly family pension (admissible under para 16 (2) (i) and (ii) in the event of my death without leaving any eligible family member/s for receiving pension.

Name and address of the family member/s	Date of birth	Relationship with member
*	*	*

Place **Bangalore**

Date **24/10/2024**

H.v. Sampath
H.v. Sampath (Oct 24, 2024 14:13 GMT+5.5)

Employee's signature or thumb impression

Certificate By Employer

CERTIFIED that the above declaration and nomination has been signed/thumb impressed before me by

Shri/Smt/Kum H V SAMPATH employed in my/our establishment after he/she has read the entry/entries have been read over to him/her by me and got confirmed by him/her.

Place _____

Date _____

Employer's signature

Or

Signature of other Authorised Officer
of the establishment with designation

(name and address of the factory/estt. or rubber stamp thereof)

Nomination & declaration form

For Unexempted/Exempted establishments

Declaration and Nomination Form under the Employees' Provident Funds and Employees' Pension Scheme
(Paragraph 33 & 61 (1) of the Employees' Provident Funds Scheme, 1952 and Paragraph 18 of the Employees' Pension Scheme, 1995)

	Form 2 (Revised)
Group no.	
Office	

1. Name (in capital letters) H V SAMPATH

2. Father's/husband's name Venkataiah Gowda H. S

3. Date of birth 01/06/1979 4. Gender Male

5. Marital status (married/unmarried/widow/widower) Married

6. P.F. account no. 101909389655

7. Permanent address Gubbagadde, Suryadevasthana Post ,

PART - A (EPF)

I hereby nominate the person (s)/cancel the nomination made by me previously and nominate the person/s, mentioned below to receive the amount standing to my credit in the Employees' Provident Fund in the event of my death.

Name and address of the nominee/s	Nominee's relationship with the member	Date of birth	Total amt. or share% of accumulation in PF to be paid to each nominee	If the nominee is minor, name & relationship & add. of the guardian who may receive the amount during minority of nominee
* AKSHATHA A.K	* Spouse	11/05/1987	* 100	
	Please Select			
	Please Select			
	Please Select			

- ☐ 1. Certified that I have no family as defined in para. 2(g) of the Employees' Provident Funds Scheme, 1952 and should I acquire a family thereafter the above nomination should be deemed as cancelled.
- ☐ 2. Certified that my father/mother is/are dependent upon me.

H.v. Sampath
H.v. Sampath (Oct 24, 2024 14:13 GMT+5.5)

Employee's signature or thumb impression

_VOIS

PART - B (EPS)

I hereby furnish below particulars of my family members who would be eligible to receive widow/children pension in the event of my death.

Sr. no.	Name and address of the family member/s	Date of birth	Relationship with member
1	*	* 11/05/1987	* Spouse
2			Please Select
3			Please Select
4			Please Select

☐ Certified that I have no family, as defined in para 2 (vii) of the Employees' Pension Scheme, 1995 and should I acquire a family hereafter I shall furnish particulars there on in the above form.

I hereby nominate the following person/s for receiving the monthly family pension (admissible under para 16 (2) (i) and (ii) in the event of my death without leaving any eligible family member/s for receiving pension.

Name and address of the family member/s	Date of birth	Relationship with member
*	*	*

Place **Bangalore**

Date **24/10/2024**

H.v. Sampath
H.v. Sampath (Oct 24, 2024 14:13 GMT+5.5)

Employee's signature or thumb impression

Certificate By Employer

CERTIFIED that the above declaration and nomination has been signed/thumb impressed before me by

Shri/Smt/Kum **H V SAMPATH** employed in my/our establishment after he/she has read the entry/entries have been read over to him/her by me and got confirmed by him/her.

Place

Date

Employer's signature

Or

Signature of other Authorised Officer
of the establishment with designation

(name and address of the factory/estt. or rubber stamp thereof)

FORM 'F'
[See sub-rule (1) of rule 6]
NOMINATION

To

[Give here name or description of the establishment with full address]

☒ I, Shri/Shrimati/Kumari AKSHATHA.A.K whose particulars are given in the statement below, [Name in full here] hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).

2 ☒ I hereby certify that the person(s) mentioned is a/are member(s) of my family within the meaning of clause (h) of section (2) of the Payment of Gratuity Act, 1972.

3 ☒ I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act.

4 ☐ (a) My father/mother/parents is/are not dependent on me.

(b) My husband's father/mother/parents is/are not dependent on my husband.

5 ☐ I have excluded my husband from my family by a notice dated the _____ [DD/MM/YY] to the Controlling Authority in terms of the proviso to clause (h) of section 2 of the said Act.

6. Nomination made herein invalidates my previous nomination.

Nominee(s)

Name in full	Age	Relationship	Address	Proportion by which gratuity to be shared
	37	Spouse	#13, 14th Cross , SoppuGudde, Thirthahallai, Shimoga	100
		Please Select		
		Please Select		
		Please Select		

Statement

1.	Name of employee in full	H V SAMPATH
2.	Gender	Male
3.	Religion	Hindhu
4.	Whether unmarried /married/ widow/ widower	Married
5.	Department/Branch/Section where employed	IT
6.	Post held with Ticket or Serial No., if any	
7.	Date of appointment	
8.	Permanent address Village/Thana/Sub-division/Post Office/ District/ State	Gubbagadde, Suryadevasthana Post ,

Place **Bangalore**

Date **24/10/2024** (MM/DD/YY)

H.v. Sampath
H.v. Sampath (Oct 24, 2024 14:13 GMT+5.5)

Signature/Thumb impression of the employee

Declaration by witnesses

.....

Nomination signed/thumb impressed before me.

Name in Full

Address

Signature

.....

.....

Certificate by the employer

.....
Certified that the particulars of the above nomination have been verified and
recorded this establishment.

Employer's Reference No., if any.....

Signature of the employer/ officer authorized.....

Designation.....

Place

Date: (DD/MM/YY)

Name and address of the
establishment Or
Rubber stamp thereof.

Acknowledgment by the employee

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

Date: 24/10/2024

(DD/MM/YY)

H.v. Sampath
H.v. Sampath (Oct 24, 2024 14:13 GMT+5.5)

.....
Signature of the employee

FORM 'F'
[See sub-rule (1) of rule 6]
NOMINATION

To

[Give here name or description of the establishment with full address]

☒ I, Shri/Shrimati/Kumari **H V SAMPATH** whose particulars are given in the statement below, [Name in full here] hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).

2 ☒ I hereby certify that the person(s) mentioned is a/are member(s) of my family within the meaning of clause (h) of section (2) of the Payment of Gratuity Act, 1972.

3 ☒ I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act.

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(b) My husband's father/mother/parents is/are not dependent on my husband.

5 ☐ I have excluded my husband from my family by a notice dated the _____ (DD/MM/YY) to the Controlling Authority in terms of the proviso to clause (h) of section 2 of the said Act.

6. Nomination made herein invalidates my previous nomination.

Nominee(s)

Name in full	Age	Relationship	Address	Proportion by which gratuity to be shared
	37	Spouse	#13, 14th Cross , SoppuGudde, Thirthahallai, Shimoga	100
		Please Select		
		Please Select		
		Please Select		

Statement

1.	Name of employee in full	H V SAMPATH
2.	Gender	Male
3.	Religion	Hindhu
4.	Whether unmarried /married/ widow/ widower	Married
5.	Department/Branch/Section where employed	IT
6.	Post held with Ticket or Serial No., if any	
7.	Date of appointment	
8.	Permanent address Village/Thana/Sub-division/Post Office/ District/ State	Gubbagadde, Suryadevasthana Post ,

Place **Bangalore**

Date **24/10/2024** (DD/MM/YY)

H.v. Sampath
H.v. Sampath (Oct 24, 2024 14:13 GMT+5.5)

.....
Signature/Thumb impression of the employee

Declaration by witnesses

.....
Nomination signed/thumb impressed before me.

Name in Full

Address

Signature

.....

.....

Certificate by the employer

*Certified that the particulars of the above nomination have been verified and
recorded this establishment.*

Employer's Reference No., if any.....

Signature of the employer/ officer authorized.....

Designation.....

Place

Date: (DD/MM/YY)

*Name and address of the establishment
Or
Rubber stamp thereof.*

Acknowledgment by the employee

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

Date: 24/10/2024 (DD/MM/YY)

H.v. Sampath
H.v. Sampath (Oct 24, 2024 14:13 GMT+5.5) -----
Signature of the employee

Apply for your identity card

To

Administration Department

Vodafone India Services Private Limited

10th Floor, Tower A & B, Global Technology Park

Maple Tree, Marathahalli Village, Varthur Hobli,

Bangalore-560103, Karnataka, India.

*Name (in capital letters) H V SAMPATH

Date of joining 29/11/2024

Designation Deputy General Manager

Employee no. _____

Location Bangalore

Department IT

Residential address Gubbagadde, Suryadevasthana Post ,

Emergency contact number 9686343839

*Blood group B+

Access card no. _____

(to be filled by Security Department as per policy)

My specimen signature H.v. Sampath
H.v. Sampath (Oct 24, 2024 14:13 GMT+5.5)

Date 24/10/2024

Authenticated

HR Operation Manager's signature _____

Security Manager's signature _____

Issued- ID Card no. _____

Date 24/10/2024

_VOIS

Nomination form

To,
Vodafone India Services Private Limited
10th Floor, Tower A&B, Global Technology Park,
Maple Tree, Marathahalli Outer Ring Road,
Devarabeesanahalli Village, Varthur Hobli,
Bangalore-560103, Karnataka, India.

Subject: Nomination of outstanding dues (if any)

I hereby authorise the Company that in the event of my death, the balance of my Salary/Unavailed leave/ Insurance and any other due payable to me, shall be paid to Akshatha A K, who is my (specify relationship) Wife and resides at #13, 14th Cross, Soppugudde, Thirthahalli, Shimoga-577432

The nomination shall remain in force until it is cancelled or revised by another nomination/s

Yours faithfully,

H.v. Sampath
Signature H.v. Sampath (Oct 24, 2024 14:13 GMT+5.5) Date 24/10/2024

Employee's full name SAMPATH H.V

Address Gubbagadde, SUryadevasthna Post , Koppa Tq, Chickmangular -577126

Designation Deputy General Manager Department IT

Witness

1. _____ Date _____ Place _____
Signature

Full name _____
Address _____

2. _____ Date _____ Place _____
Signature

Full name _____
Address _____

_VOIS

_ Vodafone Intelligent Solutions India Employee Privacy Statement

Employees entrust us with their privacy – whether it is the protection of their personal information, the confidentiality of their private communications or the way we develop our products and services. The way we handle their privacy is a vital part of our responsibility to employees and how we earn their trust. We aim to create a culture where everyone at Vodafone has a clear understanding of how important privacy is to our employees and how to ensure it is respected. Our Privacy Promise sets out the principles that govern our approach to privacy and how we communicate with employees, partners and other stakeholders on relevant issues – such as designing products to protect privacy or assisting with law enforcement.

Vodafone's privacy principles are:

How we operate

- **Accountability:** we are accountable for living up to these principles throughout our corporate family, including when working with our partners and suppliers. We have in place accountable privacy compliance measures and we monitor and enforce our compliance with these principles.
- **Fairness and lawfulness:** we comply with privacy laws and act with integrity and fairness. We will work with governments, regulators, policy makers and opinion formers for better and more meaningful privacy laws and standards.
- **Openness and Honesty:** we communicate clearly about actions we take that may impact privacy, we ensure our actions reflect our words, and we are open to feedback about our actions
- **Choice and access:** we give people the ability to make simple and meaningful choices about their privacy and allow individuals, where appropriate, to access, update or delete their personal information.

How we manage and protect personal information

- **Responsible Data Management and limited disclosures:** we apply appropriate data management practices to govern the processing of personal information. We choose the partners who participate in processing of personal information carefully and we limit disclosures of personal information to such partners to what is described in our privacy statement or to what has been authorized by our employees.
- **Security safeguards:** we implement appropriate technical and organisational measures to protect personal information against unauthorized access, use, modification or loss.

How we design our products and services

- **Privacy by Design:** respect for privacy is a key component in the design, development and delivery of our products and services.

How we make decisions

- **Balance:** when we are required to balance the right to privacy against other obligations necessary to a free and secure society, we work to minimize privacy impacts.

2 Who we are

_Vodafone Intelligent Solutions India (“_VOIS India”) which consist of Vodafone India Services Pvt Ltd (VISPL) and Vodafone Global Services Pvt Ltd (VGSPL) are the controller of your personal information. We are a member of the Vodafone Group and manage HR operations, including the processing of personal information about _VOIS India employees.

Our registered office is VISPL - 201-206, Shiv Smriti, 2nd Floor, 49/A, Dr. Annie Besant Road, Above Corporation Bank, Worli, Mumbai – 400 018, Maharashtra. or for VGSPL - Business @ Mantri, Tower A, 3rd Floor, S. No. 197, Wing A1 & A2, Near Hotel Four Points, Lohegaon, Pune - 411014, MH. We provide details of how to contact us in the [How to contact us](#) section of this privacy statement.

In some circumstances, Vodafone Group Services Limited (VGSL) controls the processing of your personal information jointly with us, in particular for the provision of Office-IT and related services and in any other circumstances where such a role has been defined in a privacy notice. The registered office of VGSL is Vodafone House, The Connection Newbury, Berkshire RG14 2FN. We are registered in England under company number 03802001. Unless otherwise specified in a separate privacy statement, the way your personal information is processed will remain compatible with the wording of this privacy statement. You may read the VGSL privacy statement on the Global Privacy Portal

3 Definitions

In this privacy statement:

“we/us” means Vodafone India Services Private Limited and/or Vodafone Global Services Private Limited;

“third party” means someone who is not you or us or a part of Vodafone Group; and

“Vodafone” or “Vodafone Group” means Vodafone Group Plc and any company or other organisation in which Vodafone Group Plc owns 50% or above of the share capital.

4 The Basics

4.1 Personal information we collect about you

4.1.1 Vodafone will process your personal information based on

1. **The performance of your employment contract with Vodafone** and to take action on your requests, including for example, leave requests or providing you with the correct pay; or
2. **Vodafone’s legitimate business interest**, including for example, fraud prevention, maintaining the security of our systems, investigations relating to compliance with our policies or laws, to defend our lawful interests in legal proceedings, meeting our targets for diversity, organisational planning and effectiveness and improving our services and workplace for employees; or
3. **Compliance with a mandatory legal obligation**, subject to strict internal policies and procedures which control the scope of legal assistance to be provided; or
4. **Consent you provide**, where Vodafone does not rely on another legal basis or in addition to performance of contract or reliance on our legitimate business interests, you choose to provide us with your personal information and the processing of that information is voluntary including for example, when you take part in events organised by Vodafone. Your consent can be withdrawn at any time.

4.1.2 How we collect information about you

We collect personal information about you when you apply for a job at Vodafone and subsequently as we prepare for you to start your employment with us. Some of the information we collect about you is required by law, for the provision of your employment contract, and to fulfil the obligations within that contract – we will make this clear at the point where we collect the information. If you do not provide this information

then we will not be able to create a contract of employment or we will not be able to fulfil our obligations under that contract e.g. paying your salary, approving leave request.

Other personal information we collect is subsequently generated during the course of your employment by our internal processes and applications.

We may collect personal information about you from external sources including third party service providers whom we have engaged to provide specific services to you, and to whom you have agreed to share your personal information with us. For example, third parties who process our pensions, share incentive schemes, company car hire or business travel bookings. . We may also collect personal information about you where the information has been made publicly available.

4.1.3 The types of personal information we may collect about you are, for example:

- a) **Personal details**, such as name, date of birth, address, personal email address, telephone number, emergency contact details, proof of identity (PAN Number, Aadhar card and UAN number), dependent details;
- b) **Employment information**, means job related information such as employee number, contract of employment, amendments to terms and conditions, letter of resignation, record of service, annual leave forms, company email address, company mobile number, job title, job description;
- c) **Recruitment information**, such as your application, CV, interview notes, references from previous employers, internal references; previous salary details, education details, Medical information and requisite background checks.
- d) **Salary and Payment information**, such as record of pay, payments for travel allowances, bank details, tax reference details, expenses claims and payments, pension records and ESOP;
- e) **Performance and Talent information**, such as training, training evaluation records, qualifications, personal development reviews, performance & talent rating, evidence from investigations, records of disciplinary actions;
- f) **General HR administration information**, such as general correspondence with HR, redundancy records, records of complaints and investigations;
- g) **Employee authentication information**, such as your Vodafone username password and biometric identifiers if provided (finger print & face identity) needed to log in to the Vodafone network;
- h) **Your use of work devices**, services, systems, networks, accounts and corporate communications. *Please see 4.2.1 Monitoring your use of work devices, networks and accounts below for more information*
- i) **Security in the workplace**, such as onsite CCTV footage and access card records;
- j) **Cookies**, on certain internal HR pages and Vodafone intranet.
- k) **Work from home SecureDesk**, such as biometric identifier, photo, capture static images using work device camera control on a pre-defined timeframe including surroundings people in front of work device laptop

We may also collect sensitive personal information about you – but only where this is strictly necessary to perform our legal obligations as an employer or when this information is provided on a voluntary basis. For example:

- a) we may collect information about your racial or ethnic origin to evaluate our compliance with the requirements set by equal employment legislation;

- b) we may collect information about your health, such as sickness records, medical certificates, in order provide sick pay or maternity cover and to perform our health & safety obligations as an employer;
- c) we may collect records of criminal convictions for security background checks at the recruitment stage;
- d) we may collect information about your sexual orientation to create anonymous and aggregated reports – but only where you provide this information voluntarily and we have collected your consent to process information for these purposes.
- e) we may collect biometric data and static images using work device camera control to secure the home work environment

4.2 How we use information about you

We may process the personal information that we collect about you for the following purposes:

- a) **Meeting our contractual obligations as your employer**, such as managing your employment contract. For example, we must include your name, date of birth and other information in the employment contract you enter with us.
- b) **Meeting our legal obligations as an employer**, such as providing government agencies with your employment information and managing our tax responsibilities. For example, we will provide your tax information to the government agencies;
- c) **Resourcing**, such as recruiting people internally, onboarding people into Vodafone, managing international mobility. For example, during onboarding we collect your personal email address so we can correspond with you during the recruitment process;
- d) **Learning and development**, such as identifying learning requirements, managing learning solutions, delivering learning. For example, Vodafone University may use your profile to recommend training courses;
- e) **Rewards and Recognition**, such as performing annual reward review, managing recognition and reward, managing global shares schemes. For example, we use information about your pay to generate your end of year reward statement;
- f) **Communication & Involvement**, such as conducting surveys amongst employees, letting you know about important business change. For example, we may conduct surveys with our employees to collect insights on a specific topic like diversity and inclusion;
- g) **Maintain employee health, safety and wellbeing**, such as managing employee safety and wellbeing incidents, monitoring employee wellbeing, conducting employee safety and wellbeing audit. For example: using information about incidents to register workplace incidents;
- h) **Organisation Effectiveness & Change**, such as internal reporting or analysis to support business and cultural change, reviewing organisational effectiveness and organisational planning. For example, we may use your workplace location and access card records to understand the impact on desk capacity in our sites;
- i) **Information security and investigations**, please see *4.2.1 Monitoring and assuring compliance with Vodafone policies* below for more information;
- j) **Monitor compliance with Vodafone policies**, please see *4.2.1 Monitoring and assuring compliance with Vodafone policies* below for more information;
- k) **Operational& administration**, such as managing requests and changes to your information during your employment lifecycle including leave, termination, record , time and attendance, travel and expenses, Office IT and payroll and resolving issues and requests raised tooour HR services;

- l) **Performance and talent management**, such as managing employee performance aligned to business goals, review employee potential, identify and review development of talent, management of resource. For example, we believe in "pay for performance" and to continue to differentiate our reward based on performance and potential;
- m) **Defend Vodafone's lawful interests**, for example in legal or investigatory proceedings in accordance with applicable laws.
- n) **Compliance and investigation purposes**, In order to ensure and monitor your compliance with our internal policies, we may process your personal information in cases such as
 - Maintaining Gifts & Hospitality register
 - Investigations related to policy violations
 - Monitoring of work spaces
 - Monitoring in office cabs via CCTV (in case you have availed the cab facility)

You will find these policies on the [Global Policy Portal](#)

4.2.1 Monitoring and assuring compliance with Vodafone policies

In order to ensure Vodafone is compliant with its internal policies, we may process your employee personal information for the purposes of monitoring your compliance with internal Vodafone policies such as collecting your personal information on our Gifts & Hospitality register in order to comply with our Anti-bribery policy. You will find these policies on the [Global Policy Portal](#). This information may be processed in the course of an investigation into such a matter.

In order to protect the confidentiality, integrity and availability of Vodafone's business information, personal information and our IT and other systems, we monitor, to the extent allowed by applicable laws, your use of:

- Vodafone owned equipment (for example your company laptop, tablet and phone);
- User owned devices (for example devices that are owned by a Vodafone employee and that are used to access Vodafone's systems and to access, process, store and transmit Vodafone's corporate data);
- Corporate networks and IT (for example your access to document management systems, your use of internal networks, tools, applications and your online browsing); and
- Corporate communications accounts (for example your messages sent via Outlook, Yammer, Skype for Business – this can include, in certain circumstances, viewing the content of your messages).

Please note: information will only be processed for this purpose when it is moved or sent in breach of Vodafone's **Information Security Policy** and subject to applicable national laws, even when you are not connected to the corporate VPN. You will find this policy on the [Global Policy Portal](#).

For example, we routinely scan our employees' use of our corporate network and corporate communications accounts to detect threats such as computer viruses, attempts to access suspicious third party websites, unauthorised access attempts and internal misuse (such as a breach of our information security policy). Similarly, software in your work device monitors the flow of information leaving your device and would alert internal security teams about a breach of policy as soon as your device reconnected to the corporate VPN.

We encourage you to read our **Acceptable Usage Guidance** which explains how to use Vodafone owned equipment and user owned devices, networks and communications accounts in compliance with internal company policy. You can also find more about our information security practices in our **Information Security Policy**. You can find these security policies on the [Global Policy Portal](#).

In some circumstances (for example if an internal investigation is opened, or Vodafone is subject to disclosure/discovery procedures as part of a regulatory investigation or legal proceedings) we may:

- remotely monitor your usage of our work devices, networks and communications accounts as outlined above – in more detail;
- require you to hand in your work device to be forensically analysed (**Please note:** if you store non-work related personal information, such as photos, documents or apps, onto the hardware of your work device these could be accessed by an investigator in the course of conducting their forensic analysis); or
- review your travel expenses to check for fraudulent expense claims or claims that are in breach of internal company policy, please see our Travel and **Expenses Policy** on the [Global Policy Portal](#) for more information;
- Other means deemed necessary to conclude an investigation subject to Vodafone's legitimate interests and applicable national law.

Information gathered from such investigations may be used in subsequent disciplinary or legal proceedings. For more information please read our **Investigation Policy** on the [Global Policy Portal](#).

For clarity, we do not, under any circumstances, routinely monitor your usage of work devices when you are:

- Using your work phone or tablet outside of work apps (for example, when you use your work phone to download and use apps like Facebook, Netflix, MyVodafone and Amazon or to take photos); or
- Saving personal information, such as photos, documents or apps, onto personal use cloud accounts (e.g. Google Docs, Dropbox or Facebook) from your work device (but our forensic investigators do potentially have access to personal information you save to the hard drive of your work device).

For further information, please see section 8 'Specific information for your market' in this privacy statement.

4.2.2 Analytics and automated decision making

We may process the personal information that we collect about you to do analytics for the purposes identified in section 4.2 of this statement. By way of brief summary:

- Many use cases will solely generate **anonymous, aggregate insights** which do not identify you personally;
- However, some use cases may involve **profiling** which means evaluation, analysis or prediction of aspects concerning you and your performance at work, including for example for the purposes of talent management, succession planning or fraud prevention.

We do not use analytics for **automated decision-making** (that is, decision making with no human involvement) which would produce legal effects or other similar significant impacts on you. Rather, the insights generated by use of analytics are used to provide additional insights and data points to inform our activities, for example, relating to reporting or business planning. You may learn about our analytics activities through your local Privacy Officer. Their contact details are available under section 8 'Specific information for your market'.

4.3 Who we share information about you with

We may share personal information about you with:

- We may share personal information about you with: Vodafone Group Services Limited where they may be a joint data controller
- Other companies in the Vodafone Group subject to inter-company data processing agreements, Companies in the Vodafone Group;
- Companies or consultants who are engaged to perform services for, or on behalf of Vodafone Group including for example, those who process our pension and share incentive schemes, payroll, company car hire or business travel bookings or other companies on the Vodafone Group;
- Law enforcement agencies, government bodies, regulatory organisations, courts or other public authorities if we have to, or are authorised to by law;
- A third party or body where such disclosure is required to satisfy any applicable law, or other legal or regulatory requirement;
- Other third parties when we have your consent to so (for example providing a personal reference to a bank, building society, landlord or property agent);
- In conjunction with any merger, sale or acquisition of a company in the Vodafone Group.

4.4 Where we process information about you

In doing the above, we may need to transfer personal information about you to other companies in the Vodafone Group or third parties located (or whose servers may be located) in countries outside of where you are employed, including countries outside of the European Economic Area (EEA). If we send personal information about you to a country that is not in the EEA, we will make sure that there is a legal basis for such transfer and that your personal information is adequately protected as required by applicable law, for example, by using standard agreements approved by relevant authorities and by requiring the use of other appropriate technical and organizational measures to protect your personal information.

Please contact your local Privacy Officer if you would like to find out more about the way we comply with our legal obligations in relation to international data transfers. Their contact details are available under section 8 'Specific information for your market'.

4.5 How long we keep information about you

We'll store your information for as long as is required by law. If there's no legal requirement, we'll only store it for as long as is necessary for the purpose of processing. Generally, this means that we will retain your information for as long as you are employed by Vodafone, and after you leave we may retain some of that information for as long as is necessary to fulfil the purposes for which it was collected as prescribed by the law. For example after you leave Vodafone, we will keep your information for the relevant limitation period in which you could bring a claim against Vodafone.

4.6 How we protect your personal information

Vodafone is committed to protecting your personal information. We apply strong security and privacy measures to protect your personal information from unauthorised access, use, loss, disclosure or destruction. For example, we encrypt your personal information when it is transmitted, and we store it in a controlled environment with limited access. Our dedicated security and privacy teams conduct assessments on our products, services and operations to ensure our privacy and security policies are implemented. Our suppliers and others who process personal information on our behalf are expected to comply with our high standards. Vodafone employees and approved third parties who need access to personal information are subject to internal policies, strict confidentiality obligations and training. We monitor the implementation of these internal policies. Failure to comply with our policies may lead to investigation and possible disciplinary action. Vodafone complies with applicable data protection laws, including applicable data breach notification laws

5 Your rights

You may make a request to the data controller to exercise the following rights over your personal information:

- a) **Right to correct or update information:** you have the right to have the information we hold about you corrected if it is not accurate. If the information we hold about you needs updating, or you think it may be inaccurate, you can log in to your employee profile to update it;
- b) **Right to access:** want a copy of the personal information we process about you? Please refer to myHR 'Data Privacy' page for details on how to do this.
- c) **Right to object:** you have the right to object to the processing of your personal information where we rely on our legitimate interest to do so for example, for analytics and profiling use cases where you are identified personally (see section 4.2.2). Your objection will be balanced against our specific legitimate interest for processing. Please refer to myHR 'Data Privacy' page for details on how to do this;
- d) **Right to deletion:** in certain circumstances, you have the right to request that we erase the personal information we process about you. Please refer to myHR 'Data Privacy' page for details on how to do this;
- e) **Right to restrict use of your information:** if you feel the personal information we process about you is inaccurate or believe we should not be processing your personal information, you may have the right to ask us to restrict processing that information. Please refer to myHR 'Data Privacy' page for details on how to do this;
- f) **Right to data portability:** in certain circumstances, you will have the right to take the personal information you have provided to us with you. Please refer to myHR 'Data Privacy' page for details on how to do this.

If we do not take action based on any of the above requests, we will inform you of the reasons why. You may exercise the same rights over your personal information controlled by Vodafone Group Services Limited by emailing AskHRGroupUK@vodafone.com

6 Changes to this Privacy Statement

This privacy statement is updated from time to time, so we would encourage you to check it regularly on your local policy portal. We'll post this on the Data Privacy section on [myHR](#)

7 How to contact us

If you have further questions about this privacy statement or how we process your information, please contact your local Privacy Officer. Their contact details are available in section 8 'Specific information for your market'.

8 Specific information for your market

If you have any further questions about this privacy statement or how we process your information, please contact the local Privacy Officer Afroz Khan by sending an email to:

privacy.sharedservicesindia@vodafone.com