

WELCOME ABOARD

-From the Chairman's Desk –

Dear **Team Member**,

Welcome to Virtusa, the leading provider of innovation in the global IT services industry.

We set out over twenty years ago to help our clients innovate through the creation of software platforms. In an industry that was primarily focused on providing cost-arbitrage services, we had a vision and passion for bringing the rigors of software engineering to the enterprise.

This capability quickly resonated with our clients and became a cornerstone for transforming their business for the digital age. As a result, a majority of our work and experience has been at the intersection of our clients and their consumers in large service oriented industries – an area that has evolved a great deal over the past 20 years and continues to do so today at record-breaking speed. Our mission was simple – lead our clients through the transition of on-premise to online, online to mobile and now, mobile to Omni-channel Digital. Our progress is evidenced by the relationships we have built with our blue chip client base.

Our global team members have built a unique high-performance software engineering culture institutionalized by our Gamified continuous integration and continuous delivery (CI/CD) platform that creates a conducive environment for our engineers to set and re-set the bar of excellence. This environment is grounded in the very ethos of who we are as an organization. Our original signature – Virtusa – comes from the Latin word Virtus which stands for valor, strength, excellence, and character – words that aptly describe not only our culture but also our team members around the world. Polaris is also the name of the North Star – one of the brightest stars in the universe and long valued as a navigational reference point. Together, Virtusa continues to lead with excellence.

Our clients aspire to be leaders in their respective industries. This requires them to address a dual mandate of running their business more efficiently while simultaneously growing the business and re-imaging their digital storefronts. We help them achieve these goals by, on the one hand, applying innovation to grow and expand their addressable market through our Digital Transformation & Innovation solutions and services, and on the other, helping them improve their efficiencies and reduce their operating costs through our Operational Excellence solutions and services.

Our high-performance teams have executed some of the largest transformational programs at Global 2000 enterprises in Banking & Financial Services, Insurance, Healthcare, Telecommunications, Media and High-tech.

As you become a part of your new surroundings, you will quickly discover the core beliefs of our firm as defined by our software platforming heritage and our core values - PIRL.

- **Passion** – inspire global teams to deliver extraordinary results
- **Innovation** – apply intellectual curiosity to reimagine better business outcomes for our clients
- **Respect** – protect our environment, honor our diversity, and treat everyone with dignity
- **Leadership** – take personal responsibility when things go awry and always ascribe success to the team

Embracing and practicing our performance-oriented culture will make it possible for each of you to realize your individual potential and for Virtusa to realize the combined potential of one global team accelerating business outcomes for our clients. High performers are recognized and rewarded through faster career advancement. I am confident that your experience at Virtusa will be productive and satisfying and that your opportunity to learn, grow and contribute will be limitless.

Welcome to Virtusa.

Sincerely,

Santosh Thomas

Chairman and CEO

Welcome Note From HR

Hi Team Member,

We are pleased to welcome you and we hope that your qualifications and the past experience will be invaluable as Virtusa Corporation moves forward in attaining a new level of excellence.

Vide this note, we would like to highlight some key activities you have to focus upon

- 1) Please get familiarized with the usage of our HRMS system Velocity 5 and update the following details:*
 - *Personal Information*
 - *Emergency contact details*
 - *Objective Setting to be completed within one month of joining*
- 2) Please enroll self and dependents within three days once the mailer gets triggered from Insurance helpdesk*
- 3) Within the next 30 days*
 - *Please complete the Onboarding Survey as your feedback will be very useful*
 - *Please complete self learning courses and clear the tests for Code of Conduct and Security First*
 - *Please discuss with your supervisor and complete your objective setting*
- 4) Please refer to the following links*
 - *VPlus ([Vplus \(virtusa.com\)](http://vplus.virtusa.com)), our intranet portal. You can access the information relating to attendance, leave, employee referral etc. online. It also provides a personalized page for each team member.*
 - *HR Policies and Procedures Portal through Vplus*
 - *Profile Updation through VPlus*
 - *Online query management system*
- 5) Please note that the following are the pre-requisites for your confirmation after XX months*
 - *Completion of 5th Month Survey that gets triggered on completion of 5th Month on Velcocity*
 - *Role Based Training (RBT) completion – For queries related to RBT, kindly connect with Talent Development team.*
 - *Self-Assessment*
 - *Manager Assessment*

Whilst wishing learning successful career with us, we encourage you to take advantage of the opportunities available in the company.

Looking forward to your continued contribution to the company.

Team – HR

Important Information to Remember

ATTENDANCE:



Daily you are required to mark your “in time” and “out time” in the computerized Time and Attendance system using your company ID.

If you are required to leave the office on official or personal business or during lunchtime, then, you are required to make necessary entries in card reader at the respective exits.

The reception area is for the use of visitors to the company. Generally, employees are required to entertain any official or personal visitors either in the reception area, in the luncheon area or cafeteria.

Please wear your company ID card, when you in the office premises.

LUNCH & LUNCHEON AREA:



Lunch Buffet is served in the luncheon area on company working days.

Please avoid drinking and eating in your cubical.

Hot /Cold Water filters are provided in the pantry. You can use it any time throughout the day.

A Coffee/Tea machine is available in the pantry area to make coffee for you at any time.

MEETING ROOMS:



Meeting Rooms are to be used for all meetings and discussions. Please refrain disturbing your neighbors by holding discussions in your cubicles.

These rooms can be booked in advance using— Resources in MS Outlook.

These rooms are provided with white boards, marker pens and erasure pads.

INDIVIDUAL WORK AREAS:



You will be provided suitable cubicle and associated storage space according to your role, responsibility and project.

Please make sure that you have the keys for the storage areas. If you are leaving for a long duration on vacation or assignment abroad, please leave the keys with the Administration Dept.

A place for everything and everything in its place! Please keep your work area clean and uncluttered. It gives you a sense of well-being and projects you as an organized person to your colleagues.

If you are the last person to leave your work area then please switch off the lights around your work area and ensure that your workstation and attached peripherals are also switched off.

ACCESS TO COMPUTING ENVIRONMENT:



You are provided with a workstation and network access to servers and e-mail facility from the very first day onwards. Whenever you are going away from your seat please ensure that your computer screen is locked (Windows key + L).

Please log a work order in Anytime IT Help Desk [Service Portal - Anytime ServiceDesk \(service-now.com\)](https://service-now.com) for all IT related requirements.

You are not allowed to either bring in or take out computer media (floppies, tapes, CD-ROMs etc.) without official permission. In case you are required to bring in computer media (especially CD's), then, please ensure that you check the floppies for virus infection before using them on your workstation. Please contact IT Department for further directions.

*Contact Details are as follows;
Anytime IT helpdesk: 88888 or *2*

SECURITY:

In order to have a secure office environment the following security procedure is enforced

All employees should use their access cards to enter the office, no helping colleagues if they have forgotten to bring their card. Employees who forget to bring their access cards please contact HR.

If you bring a visitor, please ensure you request them to sign in the visitors register.

Employees who carry laptops have to enter their Service Tags in the register whenever they move in and out of the office with their laptops.

All bags other than personal purses will be opened and checked by security.

Projectors can be moved between floors only by IT Help Desk Resource Team.

CONSUMABLES:



*For consumables such as CD, tapes, stapler pins, pencils and erasers, printer stationary, printer toners and ribbons, please contact **Admin Helpdesk**.*

Office Machines such as Staplers, Punchers, and Scissors etc. can be borrowed from your Team or any of the Admin / HR person who is seated close to your cubical.

USE OF NETWORK PRINTERS:



Network printers are placed in common access areas in the office. Please refrain from using the printer for personal requirements. All discarded printouts containing sensitive information should be shredded.

PHOTOCOPY MACHINE:



The in-house Copier machine can be used for all official copying document.

SUPPORT SERVICES FROM HUMAN RESOURCES:



Staff from Human Resources Department is available for consultations related to policy interpretation and other related matters.

CONTACT DETAILS:

Important Contact Details are as follows:

GLOBAL HR OPERATIONS : IndiaGHRO india-ghro@virtusa.com

RECRUITMENT: India - AsiaPac Talent Acquisition Group AsiaPacTalentAcquisitionGroup@virtusa.com

COMPENSATION & BENEFIT: Payroll Team <PayrollTeam@virtusa.com>

QUERIES : Your requests and queries can be logged on using Anytime application [Service Portal - Anytime ServiceDesk \(service-now.com\)](#)

SUPPORT SERVICES FROM FINANCE AND ACCOUNTS:



Staff from Finance is available for consultations related to payments of salaries and claims, advance settlement and income tax deductions.

All payments related to sundry claims will also be done at a scheduled time.

An officer from Finance Dept. will send a common e-mail about the scheduled time. Please make sure to meet them on time and collect dues. Your requests and queries can be logged on using [Service Portal - Anytime ServiceDesk \(service-now.com\)](#). The relevant finance person will contact you in due course.

SUPPORT SERVICES FROM ADMIN:

For overseas travel bookings, please contact the Logistics Dept. through your PM/BUHR concerned.

FIRE SAFETY AND EMERGENCY CARE:

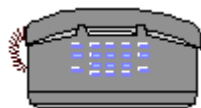


The office has been provided with an electronic fire detection and warning system. A loud alarm will sound in the event of a fire being detected by this system. Please leave the office immediately using the emergency exit closer to your workstation.

The electronic fire detection and warning system is tested periodically, and such tests will be publicized so that you can ignore the alarms. If any alarm is not reset within 15 seconds, then, treat it as a genuine alarm and take appropriate action.

COMMUNICATION SERVICES:

Official and Personal Phone Calls:



Each project area is provided with extensions; you will receive your incoming calls to them.

Originate a call to an outside party dial 9. Based on the availability of a line, your call can be made.

Originate a call to any one of our offices (for example, when you contact someone in India office) dial 77 followed by the extension number.

To join a conference call dial 77 followed by 7333. Follow instructions.

Please limit your call time to bear essential. This will facilitate availability of lines for incoming calls and your colleagues.

Fax:



You can send official faxes using the fax machine located in the admin area. In order to receive incoming faxes, please check the fax machine personally.

Mail:



All incoming mails will be placed with security in each location. Please refrain from using Company address as much as possible for receiving personal letters & parcels.

E-mail:



Your e-mail ID can be used for communicating with any staff member on the company network. Please refrain from sending emails to our Global Address.

Internet:



Internet E-mail and World Wide Web access is available to all Virtusa team members. Some of the sites that you attempt to access might be blocked as per our internet policy.

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