

Becton Dickinson & Co. Information Security Compliance Undertaking

I, _____ aged _____ years,
currently residing at _____
and having permanent address at _____
hereby provide this undertaking ("Undertaking") to Capgemini India Private Limited, a company existing under the laws of India and having registered office at Block "A", Godrej IT Park, Godrej & Boyce Compound, LBS Marg, Vikhroli (West), Mumbai 400079 (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) hereby undertake to the Company that I fully comply with all the covenants and undertakings set out in my employment contract dated _____ with the Company ("**Employment Contract**").

Specifically, I confirm that:-

1. I have undergone the mandatory Information Security Management System (ISMS) training conducted by the Company and also completed the courses at BD C2C - "Information Security Policy" and "Information Security Standards" (If assigned) at the time of my on-boarding with the project.
2. I have not shared/disclosed/divulged any Confidential Information as defined in the Employment Contract and/or any other document or policy, nor will I share such information to any person(s) outside of the Company or any of its affiliates, clients, vendors, business associates' information technology systems, directly or indirectly to any third party, including but not limited to sending it to any personal e-mail accounts, or sharing it on any website – social media, professional forums or networking websites whatsoever, at any point in time;
3. I will abide with the information security Do's and Don'ts of Becton Dickinson & Co., an indicative list of which is outlined in Annexure – 1 to this undertaking and the Acceptable IT Usage Policy of the Company, which is published in the ISMS page on Company's Intranet.
4. I understand that the purpose of these policy documents is to define acceptable and unacceptable behavior when using Company and Becton Dickinson & Co. computing facilities and to clarify what actions may be taken if the terms of this Undertaking are violated.
5. I hereby undertake and promise to make good any loss (monetary or otherwise) suffered by the Company or its affiliates, clients, vendors, business associates as a result of violation of Company policies on information security and breach of employment terms contained in the Employment Contract as a result of any acts/ omissions on my part;
6. I agree to assume complete responsibility and undertake to indemnify and hold harmless the Company from any direct or indirect loss, including but not limited to attorney's fees and/or

judgement or settlement, which the Company may suffer as a consequence of breach by me of my obligations under the Employment Contract or policies of the Company and the undertakings specified herein or any third party claims owing to my misconduct, negligence of fraudulent acts.

7. I agree and confirm that this undertaking shall be construed in accordance with the laws applicable in India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise under this or relating to this Undertaking;
8. I hereby declare that the execution of this Undertaking has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
9. Further, I hereby undertake that I will abide by these policies at all times and any violation(s) of this Undertaking will result in disciplinary action against me.

Signature of Employee

Employee ID:

Name of Employee:

Place:

Date:

Annexure - 1

INFORMATION SECURITY – DO's

- Keep any camera phone or device outside of the secured designated area of the project.
- Shred any unused or confidential paper instead of taking it outside of the restricted area.
- Print documents only through the designated printer on the floor.
- Keep your passwords confidential under all circumstances.
- Use your own credentials for accessing Company and client systems.
- Use your own Access card to enter Company premises.
- Lock your machine when you are away from your desk/going for any meeting(s).
- Put confidential documents away securely when you are going away from your desk (clean desk policy).
- Change your password(s) regularly and always set a strong password.
- Always collect the printouts given, immediately.
- Keep your e-communication professional and ethical.
- Always access the Becton Dickinson & Co. restricted projects only after accepting the terms and conditions of the Non-Disclosure Agreements.
- Ensure ITICS and Project Manager approval is taken for any software installation that is not part of the standard installation.
- Ensure that the latest version of Antivirus software is installed on your machine and you do not have the Admin rights over the machine you are working at (unless necessary approval is available)
- All work for Becton Dickinson & Co. will be delivered using Capgemini or client provided laptops/desktops only


INFORMATION SECURITY – DONT's

- Bringing in a camera phone or device inside the secured designated area of the project
- Allowing tailgating while entering the restricted access area (In case, you identify a person as a current project member, you will seek confirmation from the location manager before letting one in)
- Sharing your password(s) with anyone or use anyone else's.
- Logging to the client network other than the designated machine.
- Sending Company/ client confidential documents from Company email ID to personal email IDs and/ or any unauthorized persons.
- Posting comments/ documents about Company and client businesses on public domain.
- Access, store, display offensive material.
- Leaving printouts of confidential documents at your desk.
- Opening any suspicious emails.

- Giving access to visitors to the Company network without prior approval from ITICS.
- Copying or storing Becton Dickinson & Co. data/ information on any personal electronic materials including laptops and/ or desktops.

I have read the terms and conditions outlined in this document and agree to abide by the same.

Signature of Employee



Employee ID:

Name of Employee:

Place:

Date: