

I.T SYSTEMS ACCESS AND CONTROL AUTHORIZATION AGREEMENT
AND
ACCEPTABLE USE AGREEMENT ("Agreement")

As a user of Mphasis computer systems, I understand and agree to abide by the terms of this Agreement as provided below. These terms govern my access to and use of the information technology applications, services and resources of Mphasis and/or its clients/customers/partners and the information such applications, services and resources generate or process.

I acknowledge that Mphasis and /or its clients / customers /partners have granted access to me as a necessary privilege in order to perform my authorized job functions. I agree that I will not, knowingly use or authorize others to use, my entrusted access control mechanism for purposes other than those required to perform my authorized job functions. Such access control mechanisms may include logon identification, password, workstation identification, user identification, file protection keys or production read or write keys.

I agree that I will not disclose information concerning any access control mechanism unless authorized to do so by Mphasis in writing. I will not use any access control mechanism that Mphasis and/or its clients/customers/partners have not expressly assigned to me. I will treat all information maintained on these computer systems as strictly confidential and will not disclose such information to any unauthorized person or source.

I agree to abide by all applicable laws and regulations and also abide by Mphasis' policies, standards, guidelines and procedures that relate to the Mphasis Information Security Management System and Business Continuity Management System. I will follow all the security procedures & protocols of Mphasis computer systems and protect the data contained therein.

I acknowledge and agree that in the event that I become aware of any incident or potential incident of non-compliance as contemplated under this Agreement, I shall immediately report the same to the Chief Risk Office and Mphasis Management.

I understand that the Mphasis Chief Risk Office or appropriate designated Mphasis officials, reserve the right, without notice, to limit or restrict any individual's access and to inspect, remove or otherwise alter any data, file or system resource that may undermine the authorized use of resources of Mphasis and/or its clients/customers/partners.

I agree understand that it is my responsibility to read and abide by the terms of this Agreement. If I have any questions about the Agreement, I understand that I need to contact my immediate supervisor, the local Human Resource Officer or appropriate Mphasis official for clarification.

I agree to report any and all security incidents and/or potential threats to the Chief Risk Office (CRO) at CRO@mphasis.com

I acknowledge and agree to use Mphasis' and /or its client's / customer's / partner's resources only for official purpose and not for personal benefit or any other unauthorized purpose. Also, I shall not use unofficial or personal computing/storage devices for processing/storing company information. I understand that I am not authorized to use/store company information on portable/social media (Ex: USB, pen drives, DVD, CD, memory cards, public cloud, forums, blogs, etc.) without prior written approval from Chief Risk Office (CRO).

I agree not to use the company provided resources and privilege accesses provided as part of work function for any malicious/unauthorised purpose including: data theft, data leakage, to engage in cyber-attacks on Mphasis/client/customer/partner or other networks, damaging/corrupting data, exploit vulnerabilities, etc.

I understand that all communication, messages or electronic mail sent must comply with the Mphasis IS Security Policy. I also understand that such communication, messages or electronic mail must NOT include any political statements, religious statements, abusive or foul language and statements based on race, creed, color, age, sex, physical handicap or sexual inclination.

I understand that tailgating / piggybacking is strictly prohibited and strict action shall be taken against those who are a party to the same. I agree to use my access card for my own requirements. I agree to visibly wear the ID card provided by Mphasis on an applicable lanyard around the neck at all times during my presence at Mphasis premises.

Note: All Mphasis employees and contractors must go through the Information Security Management System (ISMS) within 30 days from the date of joining.

Employee's commitment to protect personal data and adherence to Mphasis Privacy Policy.

As an employee I understand that I represent Mphasis and on the basis of roles and responsibility assigned to me, I may get access to personal and sensitive personal data of employees, contractors, client's data, customer data, and shareholders data in due course of my employment. Such data may include employee Profile, customer information, financial information, travel profile, Bank related information and health information

The personal and sensitive personal data shall be identified in accordance with applicable local laws of the land and in accordance with its nature, level of sensitivity, geography, and sector. I understand and agree that rules by which personal data are handled is determined by regulation, business requirement, and contractual commitment and as per defined process.

I understand and agree that personal information may reside on Mphasis authorized computing systems, backup system, applications, database, servers or may traverse the network, be present on paper or thoughts and such personal information shall not be disclosed or shared or misused by any means. I understand and agree that all data locations, virtual or physical, must be controlled and protected at all levels and under all circumstances. I understand and agree that I am aware of the significance of the personal data I may handle or process and I shall ensure that I will take all the care and control to prevent copying, disclosure, sharing, selling, destroying or any other misuse or unauthorised use of personal information.

I understand and agree that Mphasis relies upon employees, business partners and contractors to develop, maintain, follow and operate Mphasis provided systems, devices and networks in a safe and secure manner with all due care and caution. I understand and agree that I have responsibility to keep the information safe, notwithstanding the location of such information including on computing systems, cloud, networks, paper copies, printer's business processes and verbal transmission of information.

I understand and agree that I will not share or transfer personal data including phone number/ mobile number or office address or email id of any other employee available except for business purpose. I agree to undertake privacy awareness mandatory training within one month from the date of joining and will continue to take such training once in a year.

I agree and understand that non-adherence to Mphasis Privacy Policy and not abiding by the aforesaid commitment may deemed to be violation of the Privacy Policy and may invoke Mphasis disciplinary action procedure. For any query or

concern related to privacy write to privacy@mphasis.com

By accepting this Agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same. I further acknowledge that should I violate this Agreement, I will be subject to disciplinary action.

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