

## Cognizant Provided Equipment-Eligibility

Dear New Associate,

While the majority of our associates use client-provided equipment to perform their daily activities, we do have certain associates who require Cognizant provided equipment to perform their role. Depending on your role/level, you may be automatically eligible for Cognizant provided equipment. Please review the table below to determine your eligibility for equipment.

#### **ELIGIBILITY**

NON-CORPORATE HIRES		
Senior Manager level and below	Laptop and Cell phone only with Director* approval	
Director, Assistant Vice President, Vice President, Senior Vice President	Laptop and Blackberry (no additional approval required)	
CORPORATE HIRES (Academy, Administration, Corporate Operations, Executive Office, Finance, GWFM, HR, Immigration, Legal, Marketing, NSS, Recruitment, Sales)		
Senior Manager level and below	Laptop and Cell phone only with Department head approval	
Director, Assistant Vice President, Vice President, Senior Vice President	Laptop and Blackberry (no additional approval required)	

<sup>\*</sup> Director must be from within same BU as associate requesting equipment

If Director or Department approval is required, we will seek approval on your behalf upon receipt of this form and processing of your associate ID. If as per the table above, no additional approval is required, and we receive your form at least 5 business days before your start date, we will have equipment ready for you on your first day.

# Cognizant Provided Equipment-Request Form and Policies

Associate Name	John Doe
Candidate ID/ AssociateID (IF Available)	219787
Level (From Offer Letter)	
* Personal Email ID	johndoe@email.com
* Telephone Number	(123) 456-7890
Address	Permanent
*	
* Shipping Street Address  (If you will be in a Cognizant Office on your first day, please enter office address here)	123 Main Street
* Shipping City/State/Zip	Anytown

#### **Equipment Request**

## ✓ Laptop

- Laptop Policies
- Laptops will not be issued without associate ID NO EXCEPTIONS.
- Any exceptions to eligibility policy require Director/Dept Head approval & an expected date of return of the laptop.
- Contractors can be issued laptops only with approval of the Talent Manager & Director. An NDA needs to be signed prior to issue.
- User is required to return laptop to NSS (IT Department) upon separation from Cognizant or completion of project.

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- Cell Phone Policies
- Cell phones will not be issued without associate ID NO EXCEPTIONS.
- · Any exceptions to eligibility policy require Director/Dept Head approval & an expected date of return of the cell

phone.

- Personal cell phone numbers cannot be ported to Cognizant equipment.
- User is required to return cell phone to NSS (IT Department) upon separation from Cognizant or completion of projects.

## ☐ BlackBerry

- Blackberry Policies
- Blackberries will not be issued without associate ID NO EXCEPTIONS.
- Any exceptions to eligibility policy require Director/Dept Head approval & an expected date of return of the blackberry.
- PORTING: Number porting will only be permissible from your current carrier to our primary carrier AT&T, and will be transferred within 1-2 weeks from the date the request is received by NSS (IT Department) (not the date you submit this form). Keep in mind this may delay you from having your Blackberry on your first day.
- You must complete the form from your corresponding provider. Links to forms can be found on next page.
- Cognizant provided Blackberries are provided with AT&T service and an assigned business phone number.
- Personal blackberries will not be supported by Cognizant.
- iPhones cannot be ported to Cognizant accounts, and personal iPhones will not be supported by Cognizant.
- User is required to return blackberry to NSS (IT Department) upon separation from Cognizant or completion of project.

#\$rbYesNo\$# #\$PortingBlackberry\$#

\* Please note: Submission of this form is not a guarantee you will receive equipment from Cognizant - it is only a request and may require additional approval from your manager prior to processing.