

Equipment - Eligibility - CANADA

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) |

^{*} 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.

Equipment - Request Form and Policies - CANADA

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

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.

☑ CellPhone

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 Canadian carrier Bell Mobility, 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. Only existing Canadian phone numbers may be ported US numbers are excluded.
- Cognizant provided Blackberries are provided with Bell Mobility 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.
- * 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.