

**Person ID:**  
(For Official Use)

**Date of Joining:**  
(For Official Use)

## NEW JOINEE FORM

**TO BE FILLED IN BY CANDIDATE**



### Personal details

<b>Prefix</b>	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Other (specify)_____		<b>Affix Passport Size Photograph</b>
<b>First Name*</b>			
<b>Middle Name</b>			
<b>Last Name*</b>			
<b>Date of Birth* (dd/mm/yyyy)</b>			
<b>Age</b>		<b>Gender</b>	
<b>State of Birth</b>		<b>Nationality</b>	
<b>Country of Birth</b>		<b>Birth Location ( City / Town)</b>	

<b>Physical Disability (Yes/ No) If Yes, provide Medical Certificate</b>	
<b>Blood Group</b>	
<b>Marital Status</b>	
<b>PAN Number *</b>	
<b>Personal Email ID</b>	
<b>Mobile Number</b>	
<b>Highest Education Level*</b>	<input type="checkbox"/> Bachelors Level Degree <input type="checkbox"/> Masters Level Degree <input type="checkbox"/> Doctorate (Academic) <input type="checkbox"/> Doctorate (Professional) <input type="checkbox"/> Graduate Certificate <input type="checkbox"/> Graduate Diploma <input type="checkbox"/> Trade Course/Diploma
<b>Emergency contacts Name and Number(s)</b>	

\* **Note:** First Name, Last Name, Date of Birth and PAN Number mandatory.

## NEW JOINEE FORM



<b>Language Proficiency Details</b> <i>(Proficiency Levels – High / Moderate / Low)</i>				
S. No	Language	Speak	Read	Write
01-Mother Tongue				
02				
03				
04				
05				

Address Details		
Address	Present (Mailing Address)	Permanent Address
<b>Country</b>		
<b>Address</b>		
<b>City/Town</b>		
<b>County/District</b>		
<b>State</b>		
<b>Pin Code</b>		
<b>Phone Number</b> (with STD Code)		

# APPLICATION FORM

## Work Experience

Total Experience:  Years  Months



<b>Work Experience Details</b> <i>(In reverse chronological order)</i>							
S. No	Name of Company	Employer's Contact Address and Phone Number	Start Date (mm/yyyy)	End Date (mm/yyyy)	Employee ID	Last Designation	Last draw total fixed remuneration
01							INR* _____
02							INR _____
03							N/A
04							N/A
05							N/A

<b>Professional Education Details*</b> <i>(Graduation, Post-Graduation and any other qualification)</i>							
S. No	Institution / College & University Name	Country	State	Degree (Diploma / Degree completed)	Major (Specialization / Area of Study)	Date Graduated (mm/yyyy)	CGPA/Grade / Percentage (Aggregate for all semesters / all years)
01							
02							

## APPLICATION FORM

### Declaration

I declare that the information furnished above is correct and is subject to verification by ANZ / ANZSSI / ANZOT



(the "Company") or any other agency authorised by Company. Also I declare that I have not at any time been prosecuted and convicted / sentenced for any offence by any court of Law in India or abroad or have not taken part in any activity which in the opinion of the Company can adversely impact the reputation of or working environment at the Company and / or hinder my activities for which I am being hired. I hereby declare that the information provided by me herein and / or, in my CV and / or during my discussion with the Company executives at various points of time is true to the best of my knowledge and belief and that the Company will be free to take any such action, including termination of my services with the Company without notice and with or without compensation / salary / wages, if any information provided by me herein is found to be incorrect or false.

**Name:** \_\_\_\_\_

**Signature:** Vinay

**Date:** \_\_\_\_\_

## **ANNEXURE I**

### **AUSTRALIAN PRIVACY PRINCIPLES**

**a) In case of FTE s, forming part of Offer letter issued**

**&**

**OR**

**b) In case of Vendor /Contractor resources, Forming part of Contract between  
ANZ SSI/ANZ OT; and**

\_\_\_\_\_ < Name of Resources' organisation>

\_\_\_\_\_ < Name of Resource and Emp ID allotted by  
**ANZSSI/ANZOT>\*\***

\*\* Strike out (a) or (b) above, whichever is not applicable

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### **DEFINITIONS**

**Note:** In this document, capitalised terms that are defined in this document have the meaning given in the **Contract** ("**Contract**").

**"ANZ"** means ANZ Operations and Technology Private Limited/ANZ Support Services India Pvt. Ltd. ("**ANZOT/ANZSS**") and each other member of the ANZ Group constituted by the following entities, now or in the future:

- (a) Australia and New Zealand Banking Group Limited ABN 11 005 357 522 ("**ANZOT/ANZSS**") and all related bodies corporate of **ANZOT/ANZSS** (according to the meaning of "related bodies corporate" in section 50 of the *Corporations Act 2001* (Commonwealth of Australia)); and
- (b) all bodies corporate, trusts, unincorporated joint ventures and all other business associations in which **ANZOT/ANZSS** or a related body corporate of **ANZOT/ANZSS** has a shareholding or participation interest of at least 30%, and a reference to an **"ANZ Group"** member shall be construed accordingly.

**"ANZ Personal Information"** means any Personal Information that ANZ discloses to Vendor, or provides Vendor with access to, in connection with this Contract.

**"Australian Privacy Principles" or "APPs"** means the Australian Privacy Principles as set out in the *Privacy Act 1988* (Commonwealth of Australia), the full text for which may be found at: <http://www.oaic.gov.au/privacy/privacy-resources/privacy-fact-sheets/other/privacy-fact-sheet-17-australian-privacy-principles>

**"Contractor"** means and includes all persons/entities/agencies (by whatever name called) external to ANZ (as defined above) indulged in providing/supplying services/products to ANZ in terms of agreement/contract between ANZ and such entities/agencies or in terms of the agreement between ANZ Contractor & other entities/agencies (**"Sub-Contractors"**) and includes vendors, lessors and their respective successors, assigns, representatives, agents etc;

**"Personal Information"** is information or an opinion about an identified or reasonably identifiable natural person (whether true or not), including personal information as defined in the *Privacy Act 1988* (Commonwealth of Australia).

**"Vendor"** includes a Contractor and means and includes all Persons/Entities/Agencies (by whatever name called) external to ANZ (as defined above) indulged in providing/supplying services/products to ANZ in terms of agreement/contract between ANZ and such Entities/Agencies Or in terms of the **agreement between ANZ Contractor & other entities/Agencies ('Sub-Contractors')** and includes Consultants, Vendors, Lessors and their respective successors, assigns, Representative, Agent etc.

## **APPLICABILITY**

All ANZ employees, Contractors, Contractors' employees/Agents are bound by the provisions of this document. Therefore, wherever reference is made to ANZ herein, the said provision would be equally applicable to the Contractors as defined above.

It should, however, be noted that the provisions of this document are in addition to and not in derogation of other applicable laws, policies, rules, notifications, intimations etc, as may be amended from time to time.

The Contractor must:

- (a) handle any ANZ Personal Information in accordance with principles 2 to 13 of the APPs;
- (b) enter into an agreement with any Sub-Contractor that the Contractor engages that requires the Sub-Contractor to handle any ANZ Personal Information in accordance with principles 2 to 13 of the APPs;

- (c) provide reasonable assistance to ANZ in complying with its obligations under the APPs in respect of any ANZ Personal Information; and
- (d) not do any act, or engage in any practice, that would cause ANZ to breach its obligations under the APPs in respect of any ANZ Personal Information.

This document contains a summary below of ANZ's procedures for its own compliance with the APP's. In addition to the Contractor's obligations above, the Contractor is required to conduct itself consistently with these procedures.

If Vendor becomes aware of any circumstances where it believes that ANZ's procedures outlined below require ANZ to consult with, obtain approval from, or inform ANZ Group Legal, ANZ Group Compliance, and/or ANZ's Privacy Officer, Vendor must promptly inform the ANZ contract manager responsible for the Contract and the ANZ contract manager will undertake the necessary consultation, seek the necessary approval or inform the relevant persons. The ANZ contract manager will then instruct the Vendor of the outcome of these discussions, and Vendor will act in accordance with such instructions. Vendor is not required to contact ANZ Group Legal, ANZ Group Compliance or the ANZ Privacy Officer directly, unless otherwise requested to do so by the ANZ contract manager.

### ***ANZ PROCEDURES FOR COMPLIANCE WITH THE APP'S:***

- **Principle 1 – Open and transparent management of Personal Information**

ANZ must always manage Personal Information in an open and transparent way, and take such steps as are reasonable to ensure that ANZ complies with the APPs and any registered APP code (if any) that binds ANZ, and is able to deal with inquiries or complaints from individuals about ANZ's compliance with the APPs.

ANZ must make its privacy policy (available to any person or body who requests it free of charge and in the form requested (if it is reasonable for ANZ to provide the policy in that form) ("**ANZ Privacy Policy**").

### **Principle 2 – Anonymity and pseudonymity**

Unless it is impracticable for ANZ to deal with an individual on an anonymous basis or there is a legal reason why the individual must be identified, ANZ must give individuals the option of not identifying themselves or using a pseudonym when dealing with ANZ.

- **Principles 3 and 4 - Collection of Personal Information**

ANZ may only collect Personal Information from persons when reasonably necessary for one or more of its functions or activities. It must be collected lawfully, fairly and without unreasonable intrusion.

Sensitive information may only be collected in certain circumstances (e.g. the person has consented, or where collection is required by law). *Information is sensitive if it relates to a person's health, race, political, philosophical, industrial or religious beliefs or affiliations, sexuality or criminal record ("Sensitive Information")*.

Where ANZ receives Personal Information that ANZ did not solicit or request, ANZ must determine whether such information is reasonably necessary for any of ANZ's functions or activities. If it is not, ANZ must de-identify it (i.e. remove all information that would allow the individual to be identified) or destroy it, as soon as practical. If the information is reasonably necessary for ANZ's business, that information will become ANZ Personal Information and ANZ must inform the individual of the matters set out below in relation to Principle 5.

- **Principle 5 – Notification of the collection of Personal Information**

At the time of collection, ANZ must ensure that the person knows: i) that ANZ has collected information; ii) how to contact ANZ; iii) how ANZ obtained their Personal Information (if ANZ obtained the information from someone other than the individual and the individual may not be aware); iv) that the ANZ Privacy Policy contains information about how they can gain access to and correct the information, how they can complain about a privacy breach and how ANZ will deal with a privacy complaint; v) why ANZ collected their information (ie., the primary purpose for collecting the information); vi) to whom the information will be disclosed (including the countries other than Australia to which the information may be sent); vii) any law which requires collection and the consequences if the information is not provided.

- **Principle 6 - Use and disclosure of Personal Information**

ANZ must not use or disclose information about a person for any purpose (a secondary purpose) other than the primary purpose of collection unless:

- (a) the secondary purpose is related to the primary purpose (if Sensitive Information, then *directly* related to the primary purpose) **AND** the person would reasonably expect ANZ to use or disclose the information for that secondary purpose; or



- (b) the person has consented to that use or disclosure; or
- (c) a permitted general situation exists (consult ANZ Group Legal for more information); or
- (d) if the information is health information and a permitted health situation exists (consult ANZ Group Legal for more information); or
- (e) ANZ reasonably believes that the use or disclosure is necessary to prevent a serious threat to the health of an person or to the **public and it is impracticable or unreasonable to seek the individual's** consent; or
- (f) ANZ reasonably suspects that unlawful activity or misconduct of a serious nature has been, is being, or may be engaged in, and ANZ reasonably believes that the use or disclosure of the information is necessary in order for ANZ to take appropriate action in relation to the matter; or
- (g) the use or disclosure is required or authorised by or under an Australian law or a court/tribunal order; or
- (h) ANZ reasonably believes that the use or disclosure is reasonably necessary for one or more enforcement related activities conducted by, or on behalf of an enforcement body. If ANZ uses or disclose information under (h) they must make a written record of it.

- **Principle 7 – Direct Marketing**

ANZ Contractors are not permitted to use any Personal Information for their own direct marketing purposes and, if permitted to use Personal Information for the direct marketing purposes of ANZ, must only do so as expressly permitted by ANZ **and otherwise in accordance with ANZ's obligations** as set out below.

Direct marketing involves the use and/or disclosure of Personal Information to communicate directly with an individual to promote goods and services. A direct marketer may communicate with an individual through a variety of channels, including telephone, SMS, mail, email and online advertising.

### **E-mail and SMS marketing**

ANZ must only use Personal Information for the purposes of e-mail or SMS direct marketing if the individual has opted-in to receive the marketing and has not notified ANZ that they wish to unsubscribe.

All e-mail and SMS direct marketing must identify ANZ as the sender and include a functional unsubscribe facility that is active for at least 30 days after the message is sent.

## **Other direct marketing**

ANZ may only use or disclose Personal Information for the purposes of other types of direct marketing where the individual has not opted-out and either:

- (a) ANZ collected the Personal Information directly from the individual and the individual would reasonably expect ANZ to use or disclose Personal Information for that purpose; or
- (b) if paragraph (a) does not apply, the individual has either consented or it would be unreasonable to obtain the individual's consent.

Each direct marketing communication sent under paragraph (b) (including any marketing phone calls) must include a prominent statement explaining how the individual may opt-out of future marketing materials.

## **Using Sensitive Information for direct marketing**

ANZ generally does not use Sensitive Information for direct marketing. Any direct marketing activities using Sensitive Information must be approved by ANZ Group Legal and ANZ Group Compliance.

## **Opt-out mechanism**

ANZ must provide consumers with a mechanism that allows them to easily request to unsubscribe future marketing materials (whether electronic, hard copy, telephone or other). Unsubscribe requirements must be processed as soon as possible (maximum 5 business days).

## **Request for source of information**

If ANZ uses or discloses Personal Information about an individual for the purpose of direct marketing, ANZ must comply with a request by that individual for ANZ's source for that information.

- **Principle 8 – Cross-border disclosure of Personal Information**

There are specific requirements for disclosing (or providing access to) Personal Information to persons, bodies or entities that are located outside of Australia.

*Any transfer of ANZ Personal Information to a recipient outside of Australia (including any ANZ Contractors and Sub-contractors in India) must be first approved by ANZ Group Legal and ANZ Group Compliance.*

*Notwithstanding what is stated in Principle 8 above, it will not be a violation of Principle 8 above if data is sent out of Australia in certain permitted general situations (consult ANZ Group Legal and ANZ Group Compliance) or where the disclosure is required or authorised by or under an Australian law or court/tribunal order.*

- **Principle 9 – Government Related Identifiers**

ANZ cannot adopt a customer's government related identifier (e.g. tax file number) as ANZ's identifier for that customer, and ANZ can only use such identifiers where it is reasonably necessary to verify the identity of the individual for one of ANZ's activities or functions (e.g. a credit check). Certain exceptions may apply (see ANZ Group Legal and ANZ Group Compliance).

- **Principle 10 - Data quality and Personal Information**

Personal Information must be kept accurate, complete, relevant and up-to-date, both at the point that it is collected and again when it is used or disclosed.

- **Principle 11 - Data security**

Personal Information must be protected against misuse, interference and loss, and from unauthorised access, modification or disclosure. If the Personal Information is no longer needed it should be de-identified or destroyed.

- **Principle 12 - Access to Personal Information**

Where ANZ holds Personal Information about a person it must provide that person with access to that information on request, unless certain specific circumstances apply (these may include where the request would have an unreasonable impact on someone else's privacy, or where providing access would be unlawful).

If ANZ charges the individual for giving access to the Personal Information, the charge must not be excessive and must not apply to the making of the request.

Requests for access to information should be forwarded to the ANZ Privacy Officer as soon as possible. ANZ must respond to requests for access within a reasonable period after the request is made.

If access would result in revealing a sensitive decision making process, then an explanation may be given, rather than giving access. Reasons for denial of access to Personal Information must be given.

- **Principle 13 – Correction of Personal Information**

If an individual requests that ANZ correct any Personal Information about themselves, ANZ must take such steps as are reasonable to correct that information to ensure that the information is accurate, up-to-date, complete, relevant and not misleading.

The individual must not be charged for requesting to correct their information, and ANZ must respond to such requests within a reasonable period after the request is made.

If there is a reason why ANZ considers it appropriate to refuse the request to correct Personal Information (for example, if ANZ suspects that an individual is providing incorrect information), the matter should be referred to ANZ's Privacy Officer.

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***Signature:***

**Date:**

## Confidentiality and Security – Letter of undertaking

I \_\_\_\_\_ an employee of \_\_\_\_\_, am presently under deputation to ANZ .....for rendering services under a contract executed between \_\_\_\_\_ and ANZ ..... (ANZ)

I understand that during the course of delivering services at ANZ, I may be a party to or have access to confidential information, including information relating to the company/its affiliates/ policies/ employees/customers etc;

I agree and confirm that I shall during the tenure of my services with ANZ or <vendor> and for all times thereafter shall keep confidential and shall not disclose or make available directly or indirectly to any third party all information and material of whatever nature and in whatever medium it is communicated, or becomes available to, or accessible by me in the course of providing services to ANZ (referred to herein as 'Confidential Information').

I acknowledge that the Confidential Information is the valuable property of ANZ and that any disclosure of it could give rise to considerable damage to ANZ.

I shall not use or access the Confidential Information for any reason except as is necessary to perform the Contract.

I shall immediately notify ANZ or my line Manager at ANZ of any information, which comes to my attention regarding any actual or potential breach of confidentiality, disclosure or unauthorized use of the Confidential Information.

Upon termination or completion of my tenure at ANZ, I shall deliver to ANZ any Confidential Information in my possession, which is capable of being delivered. I shall delete, erase, or otherwise destroy any Confidential Information contained in computer memory, magnetic, optical, laser, electronic, or other media in its possession or control, which is not capable of delivery to ANZ.

I shall comply with all ANZ security and safety procedures and will permit and co-operate with any additional security or safety precautions, which ANZ may wish to implement in respect of the services provided by me.

### **I further understand Confidential information shall not include information which:**

is or becomes a part of the public domain through no act or omission of the receiving party;

was in the receiving party's lawful possession prior to the disclosure and had not been obtained by the receiving party either directly or indirectly from the disclosing party;

is independently developed by the receiving party.

It shall not be treated as breach of confidentiality obligations if disclosure is required of the receiving party under the operation of any law in force.

**Name and Signature of vendor resource:**



**Date:**

# Compliance Information for Temporary Staff & Contractors

## **ANZ Support Services / Operations & Technology Pvt Ltd., India**

Disclaimer: This document is applicable to all contract resources who are providing IT related technical manpower services at ANZ India. This document is not applicable to contractors who are unable to read and write English. This document is not an exhaustive policy document but an effort to high light some of our policies. Please use the links provided on the intranet to browse for all policy details. All contractors are bound by all ANZ policies as modified from time to time.

## **2017-2018**

Version 3.0 dt. June 2011  
ANZ India Risk & Compliance  
Australia and New Zealand Banking Group Limited  
ABN 11 005 357 522

## **Compliance at ANZ**

At ANZ we consider vital that we operate to the necessary standards that ensure maximum efficiency, safety and the best results for all. For this you need to:

- complete the mandatory compliance training depending on the timeframe of your contract
- familiarise yourself with ANZ compliance obligations

ANZ is also bound by APRA (Australian Prudential Regulatory Authority) requirements. Please refer to the APRA policy on Max for details of the same.

[http://max.anz/anz/sites/site.asp?ui\\_page=849A4F9C-D530-4D55-B9D0-8CB47E6104B8](http://max.anz/anz/sites/site.asp?ui_page=849A4F9C-D530-4D55-B9D0-8CB47E6104B8)

[Max](#) > [ANZ](#) > [Corporate Centre](#) > [Group Financial Manage...](#) > [Group Finance](#) > [Group Financial Govern...](#) > [Preparers' Statement](#)

**This document merely summarizes some of the policies at ANZ. Please find individual links through the document that refer you back to specific policies. For a detailed view of all polices please go to link below:**

[http://max.anz/anz/sites/site.asp?ui\\_page=C780DB43-8DA8-4E75-B79E-89EA8AE38C2E](http://max.anz/anz/sites/site.asp?ui_page=C780DB43-8DA8-4E75-B79E-89EA8AE38C2E)

[Max](#) > [ANZ](#) > [Corporate Centre](#) > [Group Risk](#) > [Frameworks, policies a...](#)

## **Mandatory Compliance Training**

- **Who needs to do it?**

All ANZ employees, temporary staff and contractors need to complete the ANZ essentials Training.

- **Your responsibilities**

As a temporary staff or contractor you need to:

- read and understand all the sections of this document
- complete the Attachment A at the end of this document
- ensure you complete all required trainings as per Attachment B to this document within time stipulated therein.

- **Discrimination & Harassment**

It is ANZ policy and practice to maintain a work environment free from discrimination and harassment.

**"Discrimination"** includes any distinction, exclusion or preference made on the basis of race, colour, sex, religion, political opinion, social origin, or any other distinction that may nullify or impair equality of opportunity or treatment in employment or occupation.

**"Harassment"** includes any form of behavior of a physical, verbal or visual nature that is:

- not wanted, asked or returned; or
- puts someone down, offends, insults, humiliates or intimidates someone.

ANZ will not tolerate discrimination or harassment and any inappropriate behaviour will be taken seriously. Acts of discrimination or harassment may result in disciplinary action including dismissal.

ANZ discrimination and harassment policies apply to all activities and people involved in those activities that take place on ANZ premises or elsewhere where the activities are undertaken as a consequence of employment. Please refer to the following link on intranet/MAX to get further information on the same.

[http://max.anz/anz/sites/site.asp?ui\\_page=475C70C5-0967-47BC-A0AB-25D6A7721E9B](http://max.anz/anz/sites/site.asp?ui_page=475C70C5-0967-47BC-A0AB-25D6A7721E9B)

[Max](#) > [People](#) > [ANZ Code of Conduct and Ethics](#)

- **Use of ANZ systems**

ANZ India staffs who have been granted with Internet access are permitted limited personal usage provided this does not offend people or is otherwise against the interest of ANZ or its customers.

Your computer and email system is not to be used for inappropriate purposes, including creating, accessing, transmitting, storing or retaining offensive material (which includes pornographic or racist material) or material that could offend (or sexually harass) if observed by others.

**ANZ India staff must be aware of and adhere to ANZ's guidelines on Use of ANZ Systems and Equipment** the company intranet/MAX site.

[http://max.anz/anz/sites/site.asp?ui\\_page=502C1946-A34C-4ECC-80D9-E03B22C0B09E](http://max.anz/anz/sites/site.asp?ui_page=502C1946-A34C-4ECC-80D9-E03B22C0B09E)

[Max](#) > [People](#) > [ANZ Code of Conduct and Ethics](#)

- **Health, Safety & Well Being**

ANZ India aims to provide a safe and healthy workplace, promoting the welfare of its employees and consulting with employees on health and safety issues.

At ANZ India you are required to take care of your own health and safety, and that of anyone else in the workplace if they may be affected by your acts or omissions. Also, you need to report to your ANZ India contact manager any workplace hazards, accident or injury you may suffer at or during work. For more information refer to the [Health & Safety policy](#) on the intranet/MAX site.

[http://max.anz/anz/sites/site.asp?ui\\_page=F3EB1647-B703-4603-8073-6361AF494807](http://max.anz/anz/sites/site.asp?ui_page=F3EB1647-B703-4603-8073-6361AF494807)

[Max](#) > [ANZ](#) > [Global Services & Operations](#) > [Bangalore](#) > [Health Safety and wellbeing](#)

- **[Privacy](#)**

As a bank, ANZ has a general duty of confidentiality to its customers and also has legal obligations under Privacy laws.

Access to personal information of ANZ customers, vendors or suppliers for personal use or for the use of any third party/entity/organization is not permitted, and is to be accessed and used only in the proper course of performance of your duties. This obligation extends after **employment, or a contractor's contract, with ANZ ends.**

You are required to take the online Privacy training at ANZ. You need to take reasonable **steps in the workplace environment to ensure that the individual's personal information is** not misused, lost, accessed, modified or disclosed by unauthorized personnel.

Access to information is traceable and any person at ANZ found to have breached Privacy policy will be subject to disciplinary action, which may include termination of employment. Please refer to the following link on intranet/MAX site for further information.

[http://max.anz/anz/sites/site.asp?ui\\_page=28BEDCF7-212A-4073-8951-065195418963](http://max.anz/anz/sites/site.asp?ui_page=28BEDCF7-212A-4073-8951-065195418963)

[Max](#) > [ANZ](#) > [Corporate Centre](#) > [Group Risk](#) > [Frameworks, policies and processes.](#) > [Risk policies](#) > [Privacy](#)

- **Protection of Intellectual Property Rights**

ANZ is committed to recognizing Intellectual Property Rights of individuals and other entities. It is not permitted to reproduce (ie. print, photocopy, fax, email, copy, download to save, etc) any copyright material unless you have permission from the copyright owner, or it is ANZ internal material. If it is ANZ copyright material you can use the same strictly for official use and under no circumstances can reproduce the same for any non official use. Copyright material includes articles from newspapers, cartoons, photographs, journals or magazines and chapters of books.

ANZ and Employees must respect the Intellectual Property Rights of others. The following principles apply to using or reproducing Non-ANZ material that is subject to Copyright:

Subject Matter	Obligation	Example
Artistic works and photos (including online photos)	Do not copy or reproduce Non-ANZ artistic works or photos without permission from the Copyright Owner.	<b>Don't use a photo you find</b> on the Internet for a Max site, presentation or marketing brochure <b>unless you have the Copyright Owner's</b> permission.



Graphics and Printed Material	Do not copy or reproduce all or a substantial part of Non-ANZ Material without the permission of the Copyright Owner.	<b>Don't use the logos of other companies on presentations, term sheets or Max pages without the Copyright Owner's permission (usually obtained in writing).</b>
Music, radio and television broadcasts, films and video	Only play, broadcast or disseminate Non-ANZ Material where ANZ has a licence.	Don't play non-ANZ music to telephone callers on hold or to customers or Employees in an ANZ building unless you have a licence.  You can play your own CDs on ANZ equipment for your personal use provided they are not unauthorised copies (i.e. pirated copies).
Software	Only use software in accordance with <b>ANZ's software</b> licenses.	<b>Don't use or install software on an ANZ system</b> (eg. an ANZ laptop) unless you have confirmed that ANZ has a corporate licence or you have paid for an individual license. Software must only be installed by qualified Employees who have permission to install it.

For further details visit Max link below:

[http://max.anz/anz/sites/site.asp?ui\\_page=DDA39CB6-7D01-4088-857C-B4A773D23828](http://max.anz/anz/sites/site.asp?ui_page=DDA39CB6-7D01-4088-857C-B4A773D23828)

[Max](#) > [ANZ](#) > [Corporate Centre](#) > [Group Risk](#) > [Frameworks, policies a...](#) > [Risk policies>Intellectual Property Protection](#)

- **Internal mail**

Internal mail is to be used for business purposes only and is not to be used to receive or send personal mail items. Cash and valuables are not to be transported via internal mail.

- **Advice on Financial Services**

As member of the ANZ-India team, you are not permitted to give advice on financial services or financial products provided by ANZ. Please refer to the following link on intranet/MAX for further information.

- **SPAM Act**

As a member of ANZ India you will need to comply with the principles of the Australian SPAM Act 2003. This act prohibits among other things sending a commercial electronic message ("CEM") **without the recipient's consent. Consent can be inferred from conduct** or past business relationships.

A CEM is a message of a commercial nature sent via email, sms or pre-recorded phone message (but excludes telephone conversations) where ***one of the purposes*** is to offer or advertise goods or services or promote a supplier of goods or services.

**In addition to consent you are required to include an “unsubscribe facility”.** For this you will need a special email address they can write to stating that they do not wish to receive any more information (eg “To correct your details or to take your name off our distribution list for marketing and promotional electronic messages please reply to this email and type 'unsubscribe' at the end of the subject line.”). The email address must be able to receive these messages for at least 30 days after your message is sent and you need to action those messages within 5 days.

Not included in the definition of CEM are messages, which contain purely factual information (eg invitations, messages with links to non-commercial information websites, answers to specific queries with no added marketing element, messages in relation to ANZ business with no attempt to offer or advertise any product/service). Please refer to the following link on intranet/MAX site for further information on SPAM Act.

[http://max.anz/anz/sites/site.asp?ui\\_page=5BDD21C5-0DA4-4007-8127-4CFAFF493449](http://max.anz/anz/sites/site.asp?ui_page=5BDD21C5-0DA4-4007-8127-4CFAFF493449)  
[Max](#) > [Frontline](#) > [Frontline Australia](#) > [Procedures and manuals](#) > [Australian Branch Network Risk and Compliance>spam Act.](#)  
• **Money Laundering and Financing of Terrorism**

ANZ must not permit its products, services or assets to be used for the purposes of money laundering or financing of terrorism. ANZ must promptly provide information on suspected money laundering or the financing of terrorism. Generally, in ANZ you will not have direct contact with customers, and any payments to suppliers are done via Accounting Operations who have appropriate anti-money laundering procedures in place. Please refer to the AML policy on Max for further information. Please refer to following link on intranet/MAX site for detailed information.

[http://max.anz/anz/sites/site.asp?ui\\_page=6FB1E7A1-7863-437C-A5F5-46E427898CB7](http://max.anz/anz/sites/site.asp?ui_page=6FB1E7A1-7863-437C-A5F5-46E427898CB7)  
[Max](#) > [ANZ](#) > [Corporate Centre](#) > [Group Risk](#) > [Frameworks, policies a...](#) > [Risk policies>AML/CTF](#)

- **ANZ Code of Conduct**

The [ANZ Code of Conduct](#) sets out 10 principles, which govern our conduct wherever ANZ operates. These principles require us to:

- **We act in best ANZ's best interest and value ANZ's reputation**
- We act with honesty and integrity
- We treat others with respect, value difference and maintain safe working environment
- We identify conflict of interest and manage them responsibly
- We respect and maintain privacy and confidentiality
- We do not make or receive improper payments, benefits or gains
- We comply with this code, the law and ANZ policies and procedures
- We immediately report the breach of the code, the law and ANZ policies or procedures

not use our employment status to seek personal gain from those doing business or seeking to do business with ANZ (eg gifts, entertainment, travel should be accepted in accordance with your business unit guidelines). Please refer to the following link on intranet/MAX site for further information on this.

[http://max.anz/anz/sites/site.asp?ui\\_page=CC14322F-AE33-4FF8-AA54-51934D890A00](http://max.anz/anz/sites/site.asp?ui_page=CC14322F-AE33-4FF8-AA54-51934D890A00)  
[Max](#) > [People>ANZ Code of Conduct and Ethics](#)

- **Link on MAX our intranet site**

Please find any of the policies above on the following Policy Library link on Max.

[http://max.anz/anz/sites/site.asp?ui\\_page=4989197C-F078-46E0-B250-9302C2043ED3](http://max.anz/anz/sites/site.asp?ui_page=4989197C-F078-46E0-B250-9302C2043ED3)

[Max > At work>Policy Library](#)

### **Disclaimer;**

The information in this document is not exhaustive and you might be subject to any additional policies once you begin work at ANZ. Some of these policies might change or be modified. As temporary staff at ANZ you will be subject to all the policies. This document is not exhaustive and covers only some of the critical policies that are applicable to ANZ India.

### **Need more information?**

For more information on compliance with legal obligations please contact:

#### **Sanjay Purandare**

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ANZ Bangalore

☎: 39523433

✉: [Sanjay.Purandare@anz.com](mailto:Sanjay.Purandare@anz.com)

### **ATTACHMENT A**

I have read and understood the information and mandatory requirements in the online Compliance Information for Temporary Staff & Contractors Version 3.0 dated July 2011 as available on company intranet site, including the attached links contained in that version (this document being a hard copy of that version, without the attachments). I agree to abide by the terms and conditions contained in said version as amended from time to time.

Name

.....  
Signature

.....  
Date

.....  
Vendor Company