

Oak Systems Pvt. Ltd		General Guidelines while onsite
Version: 1.4	31-Oct-20	Doc. ID: OAK-SPM-GL-DnD

## GENERAL GUIDELINES WHILE ONSITE

1. Customer office timings and minimum working hours need to be adhered to
2. Disclosure of salaries or any confidential company matters while on deputation is not encouraged
3. NDA to be signed, if needed, as per customer procedures
4. Customer project artifacts should not be taken out of premises by physical or Electronic means without prior permission of line manager
5. While working onsite if the employee needs to leave his/her workstation the security arrangements like locking login screen or password protections should be adhered.
6. The credentials of login should not be shared with anyone unless written instruction for such sharing is received from inline project manger.
7. Dress code: It is expected that the employee adheres to formal dress code. While doing so, the employee will follow the customer regulations.
8. It is expected that while on an onsite assignment, the employee takes minimum leaves. Any leave intended to be taken or already taken should be brought to the notice of oaksys and Customer line manager at the earliest possible instance without fail.
9. If the onsite work place is a location where the company has its office, employees are suggested to visit Oak Systems premises once in two weeks preferably on a Saturday or during weekdays, if there is an urgent need for the same
10. Approved Time sheet submission to line managers and oaksys by End of month is mandatory for the purpose of smooth billing
11. It is expected that the employee looks for opportunities to increase business of the company with the customer. If there are any such opportunities observed at the customer projects, it shall be intimated to Oaksys line manager and the opportunities explored together.
12. In case there is any abnormal activity (such as attritions of other project members [non-Oaksys], recruitments by customer, leaves by other Oaksys colleagues etc) be brought to the notice of oaksys line manager immediately.
13. Accommodation, food and local transportation costs will not be generally borne by the company. However, under special circumstances, as decided by the company, food and/or transportation, accommodation cost may be borne by the company (only outside Bangalore). Company's decision on the onsite allowances amount fixed is final
14. While on short period deputation within India or abroad Per diem allowance as per customer policy and company decision may be paid
15. Upon completion of the assignment, all the exit formalities at the customer place must be completed and clearance taken. Identity cards/Badges, if any, provided by Customer need to be returned following completion of assignment. Library facility or any other facility utilized should be returned with no dues. The timesheet till the last day of assignment should be approved and submitted
16. Confirmation of completion of assignment should be ensured by means of acknowledgement by the customer line managers in the form of a formal communication to Oaksys.
17. Do not misuse the infrastructure provided by customers like closets and rest room.
18. Maintain personal hygiene such that other people at workplace feel comfortable at work.
19. Customer transportation facilities is to be utilized with permission from customer and any transportation fee, if any, is to be paid by self.
20. Ensure you make yourself available in Oak Systems premises every month or any suitable frequency for get together/interactions without fail.

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21. All your first level of communication should be to your first line managers and not to others who are not part of concerned account.
22. Do not send negative communication about others and do not support people who are involved in negative communication which will spoil the work environment and culture and trigger conflicts that may affect company's image.
23. If needed, it is expected that extra hours be put to meet the project deadline. Normally, no extra compensation is paid towards extra hours worked.

I have understood the above guidelines and agree to abide by the rules and regulations throughout the onsite period

Name:

Signature:

Date: