

### **Advisory: Use of Client Name in Personal Documents**

Dear All,

The objective of this document is to inform you that some of our clients have raised concerns about use of their Names and Logo's by our employees to showcase their work experience/projects (in blogs, LinkedIn, Naukri etc.), they even pointed out that few of the employees have even put Client Name as their employer!

While we acknowledge and appreciate that our employees contribute to the success of our organisation and that of our Clients, moreover Organization fully endorses that employees are not deprived of their basic privileges; However as per the Confidentiality Agreements we have with our Clients we are not to use Names and Logos of clients without explicit approval and in any case employees are not to use in this in their personal documents like resumes, blogs, social media etc.

As an alternative while showcasing your Project/work you may provide a description of the client without naming them, like "Leading Private Sector Bank", "Large multinational Insurance Company" etc.

Please Note following for adherence:

- Using Client Name, addresses or any other client references is prohibited for personal usage or self-promotion as per the confidentiality agreements with our clients
- Further as employees are also deployed on Client Sites/Projects these employment contract clauses and confidentiality agreements are applied to them also.
- It is strictly informed that use of client name and logos as described above is not allowed at all in personal documents resumes, profiles etc
- We would want that all such references to be modified ASAP and not later than 12<sup>th</sup> June, failure to do so will be breach of Code of Conduct and appropriate action initiated.
- Kindly note the above clauses are applicable even after cessation of service with organization.

Rgds

HR