

MySafeWorkplace

Syntel maintains an anonymous incident reporting system entitled MySafeWorkplace. This system is designed to enable the reporting of non-routine events and activities that call into question compliance with ethical standards. Such events include, but are not limited to: accounting or audit complaints or concerns, unfair labor practice, discrimination, harassment, customer mistreatment, unsafe work conditions, theft, fraud, embezzlement, waste of time and/or resources, compliance and regulation violations, auditing matters, corporate scandals, and/or other ethical violations. **Please note that the purpose of the MySafeWorkplace system is not to be used for day-to-day complaints and issues, such as IS requests, finance reimbursement issues, immigration or information on your benefits. Day-to-day complaints and issues should still be reported to the appropriate department or through your manager and by utilizing the ESR system.**

The MySafeWorkplace system enables you to submit a report via the Web (at www.mysafeworkplace.com) or by calling the toll-free number (1-800-461-9330) that accesses a call center available 24-hours-a-day, seven days a week. To make a report from a location outside of the United States, simply follow the normal collect call procedures for the country from which you are calling. Next, ask to be connected to (720) 514-4400 and you will be connected to the call center to make a report. The call center representatives are trained to accept these collect calls. The call center also has the ability to translate into over 160 different languages. If you do not feel comfortable expressing your concerns in English, feel free to ask for an interpreter.

Your confidential report to MySafeWorkplace will instantly and anonymously be forwarded to the appropriate individuals within our organization. Upon submission, you will be provided with a confidential access number, as well as asked to generate a personal password, that enables you to anonymously re-enter the site at any time. You will then be able to send and receive anonymous messages pertaining to your report and if desired participate in any follow-up. It is very important that you provide as much information and documentation as possible in your report, as they will be used in the follow up on and investigation of your report. You can call MySafeWorkplace or log in to www.mysafeworkplace.com to check your report status. Once your unique access code and password is entered, you may continue an anonymous dialogue with us through the message board "talk to your organization."

Please utilize this system if and as appropriate as we truly value your feedback and concerns. Feel free to visit the website www.mysafeworkplace.com for further information.

Daniel M. Moore
Chief Administrative Officer