

Assignment Begin Checklist

Hong Kong

Confidential

SmartLabor Request Number:	
AC Name:	Assigned Worksite address (HP site or remote if applicable):
Supplier:	HP Building Assigned:
Supplier Contact (name, email, phone#):	Assignment Start Date:
HP Engagement Manager (name, email):	
<u>Mandatory</u> Conditions of Assignment Verification (provide completion dates for each requirement listed below in 'mm/dd/yy' format)	Safety Training/Skill Verifications Received (please list all requested/mandatory trainings and skill verifications, check for completion and add date completed)
Drug Test Completed	___/___/___
Background Check Completed (if applicable)	___/___/___
Non-Disclosure Agreement/CDA signed	___/___/___
<p>Is contractor a citizen of Restricted Country listed in country groups D1, E1, or E2 in Supplement 1 part 740 of the US Export Administration Regulations? (Yes/No)</p> <p>If YES, please provide contractor's country of citizenship or permanent residence. _____</p> <p>If YES - HP Labor Desk notifies Engagement manager that AC is subject to VTH process and must complete the Restricted National Hire form</p> <p>Note: HP requires this information to obtain any government export authorizations that are required to transfer job-related technical data to the contractor. A refusal to provide this information may impact HP's ability to obtain any necessary government export authorizations.</p>	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
AC Orientation completed	___/___/___
Restricted Party List (RPL) checked	___/___/___
CW Code of conduct training completed	___/___/___
Has contractor been an HP employee within the past 12 months?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Has contractor been an HP employee, and terminated their employment via the	Yes: <input type="checkbox"/>
<p>*Reference for RPL Checklist website: http://apps.export.gov/csl-search#/csl-search http://eur-lex.europa.eu/homepage.html</p>	

Enhanced Early Retirement (EER) program, within the past 24 months?	No: <input type="checkbox"/>		
If yes, please provide the following: Last day of HP employment: __/__/__ Former HP Manager's name: _____			
Has the contractor previously worked at HP as a contractor?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
If yes, please provide the following: First work day of last assignment at HP: __/__/__ Last work day of last assignment at HP: __/__/__ HP Engagement Manager Name: _____ Reason for assignment ending: _____ _____ _____			

Assignment End Agreement

- Contractor will return all issued HP Badge/Credentials as well as HP Equipment (i.e. Laptop; Active Key; Router/Hub; etc.) within 5 working days after Assignment End Date. After this period, the Supplier will be responsible to assure the return of HP Properties as well as the liability for replacement costs and/or agreed contractual penalties.
- Contractor/Supplier Representative will be afforded 72 hours (3 Business days) after assignment End Date to collect personal belongings left at the HP workplace. After this period, HP will not be responsible for any such items or liable for associated replacement value.

Assignment Begin Checklist Signage

I, (HP Approved Supplier Rep. name) , the Supplier Representative of (HP Approved Supplier name) , hereby verify that the above required Assignment Conditions have been completed prior to the start of (AC name) , an employee of (HP Approved Supplier name or Subcontractor Supplier name) , as an Agency Contractor with assignment at Hewlett Packard.

Agency Contractor: _____

Date: ___/___/_____

HP Approved Supplier Representative: _____

Date: ___/___/_____

To be completed by Subcontractor Supplier, if applicable

I, (HP Subcontractor Supplier Rep. name) , the Supplier Representative of (Subcontractor Supplier name) , hereby verify that the above required Assignment Conditions have been completed prior to the start of (AC name) , an employee of (Subcontractor Supplier name) , as an Agency Contractor with assignment at Hewlett Packard.

Subcontractor Supplier Representative: _____

Date: ___/___/_____

Please attach to the SmartLabor draft order