

## Exhibit C

### Freelancer Assignment Checklist

**ES/DXC Labor Key Number:**

Freelancer Name:	Assigned ES/DXC Worksite:								
Supplier:	Building Assigned:								
Supplier Contact (name, email, phone#):	Assignment Start Date:								
ES/DXC Engagement Manager (name, email):									
Mandatory Conditions of Assignment Verification (provide completion dates for each requirement listed below)	<b>Comments:</b>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Drug Test Completion (N/A for EMEA)</td> <td style="width: 20%; text-align: center;">_/_/_</td> </tr> <tr> <td>Background Check Completed</td> <td style="text-align: center;">_/_/_</td> </tr> <tr> <td>Non-Disclosure Agreement/CDA Signed</td> <td style="text-align: center;">_/_/_</td> </tr> <tr> <td>Freelancer Agreement signed</td> <td style="text-align: center;">_/_/_</td> </tr> </table>		Drug Test Completion (N/A for EMEA)	_/_/_	Background Check Completed	_/_/_	Non-Disclosure Agreement/CDA Signed	_/_/_	Freelancer Agreement signed	_/_/_
Drug Test Completion (N/A for EMEA)		_/_/_							
Background Check Completed		_/_/_							
Non-Disclosure Agreement/CDA Signed		_/_/_							
Freelancer Agreement signed		_/_/_							
Not a citizen of an Embargoed or Sanctioned Country checked (Note: If they are a citizen of one of these countries, we cannot proceed with engagement.) See MCSA Exhibit G – Global Trade Requirements		_/_/_							
Denied Persons List (DPL) checked		_/_/_							
CW Code of conduct training completed		_/_/_							
Has contractor been an ES/DXC employee within the past 12 months?		<b>Yes:</b> <input type="checkbox"/> <b>No:</b> <input type="checkbox"/>							
If yes, please provide the following:  Last day of ES/DXC employment: mm/dd/yy  Former ES/DXC Manager's name: _____									
Has the contractor previously worked at ES/DXC as a contractor?									
If yes, please provide the following:  First work day of last assignment at ES/DXC: mm/dd/yy Last work day of last assignment at ES/DXC: mm/dd/yy									

ES/DXC Engagement Manager Name: _____ Reason for assignment ending: _____ _____ _____			
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### **Assignment End Agreement**

- Contractor will return all issued ES/DXC Badge/Credentials as well as ES/DXC 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 ES/DXC 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 ES/DXC workplace. After this period, ES/DXC will not be responsible for any such items or liable for associated replacement value.

**Supplier Representative:** \_\_\_\_\_

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

**Please retain for audit-defense file for a minimum of five (5) years.**