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1. Executive Summary

Maintaining accurate records for Contingent Workers (CWs) is critical and location is a key data point, which must reflect where work is primarily conducted both at the service delivery and worker execution level. Intel Systems must reflect accurate location of all CWs where the majority of their work is conducted to manage service performance, compliance, security, and business continuity.

This CW Location Standard outlines expectations for sponsors and suppliers to ensure the accuracy and maintenance of location information for all CWs within Intel's system of record.

2. Purpose

The purpose of this document is to provide a consistent approach when selecting the Location and assigning of outsource services and CWs. This document outlines the standard requirements and expectations for work and worker location management; it provides explanation to help define, assign, and maintain records in which the actual location of work conducted is a key dependency.

3. Scope and Critical Dependencies

3.1 Scope

This document pertains to all CW Location information entered into the Intel's System of Record, namely Contingent Workforce & Outsourcing (CWOS) and SAP Fieldglass, where the location is pre-defined by the Intel Business Unit via the CW sponsor or Statement of Work (SOW) owner. This standard applies to both staff augmentation and outsource service workers.
Regardless of work location, Supplier is required to comply with all global and local regulations and Intel Policies and expectations

3.2 Critical Dependencies for Accurate Location

The following list describes many (not to be considered a complete list) of the dependencies on accurate location information for service performance, compliance, security, and business continuity for all contingent workers (CW). All dependencies described below with inaccurate location information will result in onboarding delays, business disruptions and rework.

- Worker Access eligibility requires that accurate location is maintained on worker record.
- Intel's Crisis Management Program requires accurate location information in support of crisis event management notifications, business continuity, and recovery efforts. Suppliers are required to comply with Intel's Business Continuity Policy as outlined in Intel' Supplier Compliance Handbook, where management and mitigation efforts depend on work location.
- Voluntary worker subscriptions to Intel's Emergency Notification System are determined by worker location.
- Site operational procedures for information security and physical security requirements may differ across region, country, and site. All suppliers managing information on behalf of Intel must meet the minimum requirements outlined in the Intel Information Security Addendum (ISA), and where applicable in the ISA Appendix A for Cloud Security or the ISA Appendix B for Offshore Development Centers (ODC).
- General site access is driven by location code selected by the supplier. An inaccurate location selection will result in incorrect general access requests and refusal of worker access to Intel facilities as outlined in Intel' Supplier Compliance Handbook.
- Information security monitoring and compliance is enabled by worker location. Where there is a security breach or incident, the location of all workers is a key consideration to recovery and remediation.
- Legal requirements that include investigations, immigration regulations, export controls are determined by location information by country/state.
- Badges are issued to workers where location correctly reflects the corresponding Intel Badging Office.
- Legal safety training (New Contractor Orientation/New Construction Contract Orientation) leverages the worker location to determine the requirements for each site and location.
- First day and last day office (onboarding and offboarding) requirements use location specifically for office set up, NCO training requirements (internal access only) and return of assets.
- Pertinent tax implications are based on location where work is performed by the CW.
- Location is critical to ensure the appropriate VPN network connection mapping in support of operational execution (i.e., Intel approved supplier ODC locations have independent VPN access and security protections).
- Special IP access requests are directly linked to the worker location.

4. Expectations of Stakeholders

4.1 Sponsor Expectations

- The sponsor must ensure that CWOS correctly reflects the primary location and site where the majority of the outsource services are conducted or the correct location within a job posting for a staff augmentation CW.
- For outsource services, the Statement of Work (SOW) must be created for each site where work is being conducted. It is recommended that all worker locations align with the SOW location.

4.2 Supplier Expectations

- Suppliers must assign the correct location for each work order within the SOW in the SAP Fieldglass system in line with the location defined in the SOW for all Outsourced Service workers.
- Throughout the duration of the outsourced service, suppliers are expected to periodically audit location information for accuracy of records and compliance to Intel policies. It is recommended that for services with large numbers of CWs (such as greater than 200 CWs), a bi-annual audit cadence and more frequently where is recommended and more frequent where lower numbers of CWs. When a worker moves to a different location, the location information must be updated and maintained within one week or sooner in support of Intel's Work Order Requirements-Outsource CW. Refer to location guidelines for location setting.

5.   Location Selection Guidelines

All SOWs and CWs are required to have a location assigned within Intel's System of Record (CWOS/SAP Fieldglass) signifying where the work is primarily conducted. The following are working models to determine location selection and assignment within the system. Where approved Supplier location is unavailable in the tool, please engage your Intel sponsor to address who will partner with relevant stakeholders including Intels contingent workforce program office.

5.1   ON-SITE (Work performed primarily at Intel Site or Facility)

Where work is conducted from an Intel site or facility either full time or partially during the week, the SOW and worker location must reflect accurately the Intel Site and/or Location. **Only** work that is required to be performed at an Intel site location should be assigned an Intel site location. The the majority of the work is performed offsite, refer to additional models.

To Select an onsite Intel facility Site and Location

- **Site** must reflect country/city or state by entering the first few digits of the site. Available sites will appear based on the predictive text capability.
  - E.g. Arizona ,Phoenix (AZ) or Ireland, Leixlip (IR) or India, Bengaluru (BA)
- **Location** must reflect Intel pre-defined facility building code. Available buildings allocated to each Site will be visible in the drop down for selection. Select the building where the workers will be primarily based to perform the work. Note in some instances, depending on the size of the Intel site, no building location will be available as the site is a single building facility generally.
  - E.g. Ocitillo 4 (OC4), Embassy 1 (EMB1)

5.2   OFFSHORE DEVELOPMENT CENTER (ODC)

If work requires access to Intel Top Secret Information or IP, an Intel approved ODC location may be leveraged with secure firewall protection measures and full compliance to ISSTAND_10S02_Third_Party_Relationships_Standard. Where work is conducted from an Intel approved ODC location, the SOW and worker must be accurately assigned the correct Intel virtual site and a virtual ODC location code.

To select an approved ODC in CWOS/SAP Fieldglass tool:
- For '**Site**'field Enter **Virtual XX where XX is the country name**.
  - e.g. Virtual India (VIN) or Virtual Poland (VPL)
- **For 'Location'** field select the ODC location following nomenclature sequence which can be found by starting to enter the first few letters of the supplier name. **Short Supplier Name_ ODCxxxx__City/State_ Country Code**

- e.g. ABC Ltd_ODC999_Bengaluru _IN

VIRTUAL OR REMOTE (Offsite Non-ODC)

Where work has been determined by the business unit as conducted outside of an Intel site/facility and where workers have access to Intel Confidential Information only under CNDA, then SOW and Worker location must accurately be reflected via Intel's virtual site and location. If any questions around restrictions of working remotely or virtually, please contact BU Risk and Controls or the Intel Sponsor.

5.2.1   Supplier Virtual Locations (Not an ODC)

Approved Supplier Locations: When a virtual location is being selected for an approved supplier location (i.e, non-ODC), a supplier-managed warehouse or supplier office building as an example; generally the site selected should be "Virtual XX where XX is the country name. The location name will generally follow the predefined nomenclature as that for ODCs.
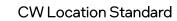To select an approved Supplier location in CWOS/SAP Fieldglass tool:
o   For 'Site'field Enter **Virtual XX where XX is the country name**.
- e.g. Virtual India (VIN) or Virtual Poland (VPL) or Virtual United States (VUS)
o   For **'Location'** field select the supplier location following nomenclature sequence which can be found by starting to enter the first few letters of the supplier name. **Short Supplier Name_ City/State**
- e.g. ABC Ltd_Madrid
- e.g XYZ_Delaware

5.2.1   General Virtual Locations (Offsite Not an ODC/Supplier location)

Intel new virtual hierarchy for general site and location should be used when an alternative Intel-approved location for supplier or ODC is unavailable and majority of work is conducted away from an Intel site. If any questions around restrictions of working remotely or virtually, please contact BU Risk and Controls or the Intel Sponsor.

- To selecting the virtual location in the Intel's System of Record (CWOS/SAP Fieldglass):
    - o   For '**Site**'field enter the words "Virtual Site" followed by the 3-digit codes for the country location and state, region, or district code (e.g., Virtual Site IRL KE, Virtual Site JPN TK, Virtual Site USA OR). All associated locations will appear in the drop down.
    - o   For **'Location'** field generally all associated locationbuilding options will appear in the drop down once the site is selected. Select the most appropriate as available from the drop down. To select the virtual building, enter the words "Virtual Building" followed by 3-digit country code such as USA, followed by state, region or county. e.g., "Virtual Building IRL KE Leixlip".
    - o   **Important Notes:**
        - This field will not drive any implications for the worker as the Site selection is the determining factor for location dependencies for compliance and operational supports.
        - Suppliers leveraging virtual locations must be pre-approved with Intel sponsor in compliance with Intel policies.
        - **Do NOT** select the same site and location codes. Site and Locations selections MUST be different in alignment to the virtual hierarchy where building locations are mapped to virtual site.

6. Definitions

Acronym	Description/Definition
Contingent Worker (CW)	Is a term used to describe a contract worker (also known as a contractor or temporary worker) who is not an Intel employee or ICE (Intel Contract Employee) ICE. See also definition for SA and OS.
Contingent Workforce & Outsourcing (CWOS)	The Contingent Workforce & Outsourcing (CWOS) Tool is a Vendor Management System (VMS) powered by Fieldglass. Use the CWOS Tool if you need a Staff Augmentation (SA) worker in all countries where SA classification is allowed. This tool provides the capability to manage the overall Contingent Workforce Program at Intel including requesting contingent workers (CWs), onboarding/off-boarding, consolidated billing, financial tracking, analytics and reporting.
Intel Top Secret (ITS)	Intel Top Secret (ITS) is Intel's most sensitive Intel information and requires the highest level of controls. Generally, we expect to maintain ITS data for an indefinite period of time. In other words, with limited exceptions, documents classified as ITS are not expected to transition to a less restrictive classification level over time.
Off-Shore Development Center (ODC)	An ODC is a dedicated physical space nn a supplier's premises allocated exclusively for Intel where outsource project work is typically carried out by Intel contingent workers (CWs) using Intel assets and accessing resources owned and managed by Intel on the Intel network. All ODCs are listed as a virtual site in the CWOS tool.
Intel Confidential (IC)	Intel Confidential (IC) includes all personal data, regardless of required controls, as well as Intel information that is important to protect but may not require the highest level of controls. Sensitive personal data is IC but differs from other IC data because encryption is required. Intel information includes most business, financial, and legal information, as well as technical information that is required by a customer to complete a design based on an Intel product or information that would be revealed upon reverse engineering a released Intel product. IC usually has a finite lifetime—often less than 5 years.
New Contractor Orientation (NCO)	All Contingent Workers (CWs) who require unescorted access at any Intel facility are required to complete the New Contractor Orientation (NCO) training as part of their onboarding process. The unescorted access badge can only be provided to the CWs on the day of their start date if they have successfully completed this training. The content encompasses critical information about environmental health and safety, supplier ethics, and badge use based on Intel policies. The training is available via a web-based format through Intel's Learning Network (ILN) as well as classroom or instructor-led. The web-based format is not available for CWs supporting construction activities. Construction CWs are required to take an equivalent training called NCCO in a classroom setting that has specific content for the work they will perform. Refer to NCO site for more information (available to internal users only).
SAP Fieldglass	Fieldglass (aka CW & Outsourcing (CWOS) Tool) is the software service (SaaS) VMS tool that provides the capabilities needed to manage the overall Contingent Workforce Program at Intel including onboarding/off-boarding, analytics, and reporting. This tool is integrated with other Intel downstream systems.

Sponsor	An Intel employee that assumes all responsibility for a contingent worker (CW) while they are on assignment. The sponsor must be a full time blue badge Intel employee or ICE, the recipient of the CW service(s) and it is highly recommended that the sponsor have a minimum of 12-months service with Intel or in a management position..
Statement of Work (SOW)	A statement of work (SOW) is a formal document that captures and defines the work activities, deliverables, and timeline a vendor must execute in performance of specified work for a customer. An SOW usually includes detailed requirements and pricing with standard regulatory and governance terms and conditions.
Staff Augmentation (SA)	This describes contingent workers (CWs) who are employed by a third-party company known as a supplier. The SA CWs temporarily fill in for or temporarily augment the performance of functions that are performed by Intel employees.
Supplier	The company/organization providing temporary workers and outsoure services to Intel. This is the job seeker or worker's employer of record. The employer of OS CWs and SA CWs is responsible for all aspects of these workers' employment including compensation, benefits, withholding and paying taxes, supervision, managing performance, rewards, training, handling discipline, hiring and termination.

7. Support Information - Questions and Answers

Q1: The CW works remotely; what site/location should I choose? Is there one "virtual location" as an option for all remote workers?

A1: No, there are different virtual locations created for state/country. Workers who have been determined as authorized to conduct work remotely must be reflected with the correct work location by the supplier user based on the virtual locations available in CWOS/SAP Fieldglass. All virtual locations are assigned at a country level and in some countries at a state level. The supplier is required to select the closest and most appropriate virtual location to reflect where the work is conducted. Refer to section 5 for location selection guidelines. Where an approved supplier location is available the site will follow the sequence naming of 'Virtual XXX" where XXXX is the name of the country such as "Virtual Poland". Associated approved supplier locations are available in the Location field drop down. Where an approved supplier location is unavailable but the work is conducted remotely, the general virtual site and location selection sequencing is to be followed (refer to 5.3.1). All virtual locations must be assigned to each supplier code in advance of being available for selection. Supplier to engage Intels contingent workforce program office for assistance.

Q2: The CW needs access to multiple sites. What should I choose as their site and location in Fieldglass?

A2: The location in the SAP Fieldglass System will be the worker's primary site access. CWOS/SAP Fieldglass should have one work order per contingent worker, which reflects the primary location. The location code is used to support worker identification against Intel's facilities in support of policy compliance. The selected location in Intel's SAP Fieldglass System will be the default for all logical and physical requests for the worker. However, access to alternative site locations can be approved where different to primary work location. If a worker needs additional location access, the supplier or sponsor can apply for the additional location access for the worker.

Q3: Who can we contact when our CW location is not listed? We can see only the default SOW location and a few other countries, but our country/location is missing.

A3: All virtual locations must be assigned to each supplier code in advance of being available for selection in CWOS/SAP Fieldglass. Supplier to engage Intels contingent workforce program office for assistance.

Q4: What does primary location mean for offsite vs onsite?

A4: Primary location is defined as the specific location and site where most of the work is being conducted in support of delivering the service against performance expectations and deliverables. For example, if 20% of the work is conducted from a supplier's premises and 80% of work is conducted at an Intel campus, the primary location for the work in the SOW should default to an Intel site.

Q5: How does the supplier understand classification of data as related to location requirements?

A5: Suppliers must engage with their sponsor or business unit in advance of conducting any services where data classification and actual work location is pre-determined.

Q6: What does the 'majority of work' mean?

A6: Example; if a CW is working 1-2 days per week from an Intel campus and 3 days per week from a supplier office or alternative location, then the majority of work is completed from the supplier's premises. This means that the location code must reflect either the approved supplier virtual location, which could be an Intel-approved ODC, an approved supplier location, or a general virtual location. When workers require unescorted access to an Intel site or campus where an intel site location is not listed as the primary location on the CW Work Order, access can be requested through the Access Provisioning Module (APM).