
From: Shauna Holman Harries
To: Luong, Hoan - OFCCP
CC: Neil Bourque; Charles Nyakundi; Lida Daniel; Kela Moon; Sean Smith
Sent: 10/29/2015 9:32:36 PM
Subject: HQCA 25 of 29
Attachments: HQCA - Personnel File 24 - [REDACTED].zip

Best Regards,
Shauna Holman-Harries

ORACLE

Shauna Holman-Harries - Director Diversity Compliance
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"Working to create an inclusive, diverse culture that drives innovation and business success."

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People

Name

Last

First

Title Ms

Prefix

Suffix

Middle

Gender Female

Action

Person Type for Action

Person Types

Ex-employee.Ex-applicant

Identification

Employee

Social Security

Personal Employment Office Details Applicant Further Name Other Benefits

Birth Date

Age

Town of Birth

Status

Region of Birth

Nationality

Country of Birth

Registered Disabled

Effective Dates

From

To

Latest Start Date [Nc]

Address Assignment Special Info Others...



Oracle Applications - GSTAP

File Edit View Folder Tools Window Help

People

Name

Last

First

Title Ms

Prefix

Suffix

Middle

Gender Female

Action

Person Type for Action

Person Types

Ex-employee, Ex-applicant

Identification

Employee

Social Security

Personal Employment Office Details Applicant Further Name Other Benefits

Ethnic Origin

Ethnicity Disclosed

VETS100

Child Support Obligation

Opted for Medicare

I-9 Status

I-9 Expiration

New Hire

Exception Reason

Vets 100A

Effective Dates

From

To

Latest Start Date [Nc]

Address Assignment Special Info Others...

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File Edit View Folder Tools Window Help

People

Previous Employment Information

Previous Employer

Employer Start Date

Address End Date

Country Years

Type Unknown Months

Sub Type Days

Description Further Information

All Assignments []

Previous Job

Start Date	End Date	Job	Employee Category	Years	Months
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Extra Information

Assignment - Previous Job Mappings

Assignment	Job	Start Date	End Date	Years	Months
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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People

Schools and Colleges Attended

School or College	Start Date	End Date	Full Time	[]
			<input type="checkbox"/>	▲
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	▼
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

From 07-MAR-2015 To Latest Start Date [Nc]

Address Assignment Special Info Others...



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File Edit View Folder Tools Window Help

People

Assignment

Organization	0EF1 - ADF for FA - Cloud - ORCL USA	Group	Oracle...Standard.No
Job	10842.QA Manager-ProdDev.PRODEV.TECI	Position	
Grade		Payroll	Semi-Monthly
Location	20P8	Status	Terminated
		Vacancy	
Assignment Number		Collective Agreement	
Assignment Category	Full Time - Regular	Employee Category	

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Statutory Information

Review Salary	Salary Basis	Annual	Review Performance
Every			Every

Effective Dates

From [Redacted] To [Redacted] [QL]

Salary | Entries | Others...



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People

Salary Administration

Previous Proposal

Date [REDACTED]
 Currency USD
 Bases/Year 1
 Conversion Rate 1.00

Salary Proposal

Change Date [REDACTED]
 Change Value [REDACTED]
 Change % 3.544
 Reason Annual Salary Review
 Ranking [REDACTED]

Salary Basis Annual
 Last Value [REDACTED]
 Annual Salary [REDACTED]
 Converted Salary [REDACTED]

Currency USD
 New Value [REDACTED]
 Annual Salary [REDACTED]
 Approved
 Next Review [REDACTED]
 Performance Review [REDACTED]

Grade Salary Limits

Grade [REDACTED]
 Currency USD
 Min Salary [REDACTED]
 Max Salary [REDACTED]
 Comparatio 86.82

Salary Information

Salary Basis Annual
 Pay Basis Annual Salary
 Bases/Year 1

Proposal Components

Reason	Change Value	Change %	Approved
[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>
[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>

Performance



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File Edit View Folder Tools Window Help

People

Performance

Interview

Type Performance Appraisal

Location

Date 08-OCT-2014

Rating 4 - Exceeds Expectations

Next Date []

SA
V.1
rior
F

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File Edit View Folder Tools Window Help

Oracle Applications - GSIAP

Assignment

Organization: 0EF1 - ADF for FA - Cloud - ORCL USA
 Job: 10842.QA Manager-ProdDev.PRODEV.TECI
 Grade: [REDACTED]
 Location: 2OP8

Group: Oracle..Standard.No
 Position: [REDACTED]
 Payroll: Semi-Monthly
 Status: Terminated
 Vacancy: [REDACTED]

Assignment Number: [REDACTED]
 Assignment Category: Full Time - Regular

Collective Agreement: [REDACTED]
 Employee Category: [REDACTED]

Salary Information Supervisor Probation & Notice Period Standard Conditions Statutory Information

Name: [REDACTED]
 Worker Number: [REDACTED]
 Assignment Number: [REDACTED]

Effective Dates
 From: [REDACTED] To: [REDACTED]

Salary Entries Others...

Salary History

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ORACLE

Salary History - No Control

Change Date	Review Date	Reason	Approved	Currency	Previous	Change	%	Actual	Rating	Ranking	Grade	Mid	Maximum	Comparatio	Minimum	Hourly	Payroll	Monthly	Annual
[REDACTED]		Annual Salary Re	✓	USD	[REDACTED]	3.544		[REDACTED]			[REDACTED]			6.62					
[REDACTED]		Annual Salary Re	✓	USD	[REDACTED]	5.025		[REDACTED]			[REDACTED]			6.364					
[REDACTED]		Annual Salary Re	✓	USD	[REDACTED]	2.971		[REDACTED]			[REDACTED]			6.602					
[REDACTED]		Annual Salary Re	✓	USD	[REDACTED]	6.643		[REDACTED]			[REDACTED]			7.673					
[REDACTED]		Annual Salary Re	✓	USD	[REDACTED]	3.004		[REDACTED]			[REDACTED]			4.79					

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ORACLE

Salary History - No Control

Change Date	Review Date	Reason	Approved	Currency	Previous	Change	%	Actual	Rating	Ranking	Grade	Mid	Maximum	Comparatio	Minimum	Hourly	Payroll	Monthly	Annual
[REDACTED]		Annual Salary Re	✓	USD	[REDACTED]	5.025		[REDACTED]			[REDACTED]			33.354					
[REDACTED]		Annual Salary Re	✓	USD	[REDACTED]	2.971		[REDACTED]			[REDACTED]			30.602					
[REDACTED]		Annual Salary Re	✓	USD	[REDACTED]	6.643		[REDACTED]			[REDACTED]			37.673					
[REDACTED]		Annual Salary Re	✓	USD	[REDACTED]	3.004		[REDACTED]			[REDACTED]			34.79					
[REDACTED]		Annual Salary Re	✓	USD	[REDACTED]			[REDACTED]			[REDACTED]			35.72					

Employment History

Oracle Applications - GSAP

File Edit View Folder Tools Window Help

Oracle

Database History of Assignments

From Date	To Date	Assignm Contract	Employment C	Grade	Internal Job	Last Updated By	Last Update Date	Location	Manager	Normal	Normal	Normal	Organization	Payroll	People Group	Position	Primary	Probab	Prob
15-FEB-2015	05-MAR-2015		Full Time - Res		10840 QA Manager-ProdDev PRODEV TECHQA.M2	HRUPDATES_US	16-FEB-2015 14:31	20P8		No	17.00	40	09.00	DEF1 - ADF for FA	Semi-Monthly	Oracle_Standard.N	Yes		
25-JAN-2014	24-JAN-2014		Full Time - Res		10842 QA Manager-ProdDev PRODEV TECHQA.M2	HR_PROCESS_US	22-JAN-2014 20:43	20P8		No	17.00	40	09.00	DEF1 - Force.com	Semi-Monthly	Oracle_Standard.N	Yes		
04-NOV-2011	23-OCT-2013		Full Time - Res		10842 QA Manager-ProdDev PRODEV TECHQA.M2	ARTHUR_OROZO	27-OCT-2013 18:42	20P8		No	17.00	40	09.00	CW79 - App Devet	Semi-Monthly	Oracle_Standard.N	Yes		
15-FEB-2015	03-NOV-2011		Full Time - Res		10840 QA Analyst 4-ProdDev PRODEV TECHQA.IC4	ANONYMOUS	16-MAR-2013 20:21	20P8		No	17.00	40	09.00	CW79 - App Devet	Semi-Monthly	Oracle_Standard.N	Yes		

Oracle Applications - GSAP

File Edit View Folder Tools Window Help

Oracle

Database History of Assignments

Normal	Normal	Normal	Organization	Payroll	People Group	Position	Primary	Probab	Probatic	Probatic	Reason	Recruite	Recruim	Salary Basis	Special	Status	Statutory Informatic	Supervisor	Title	Vacancy	Working Hours	Fre	Effective
17.00	40	09.00	DEF1 - ADF for FA	Semi-Monthly	Oracle_Standard.N	Yes								Annual		Active Assignment	Payroll Oracle Am				Week		
17.00	40	09.00	DEF1 - Force.com	Semi-Monthly	Oracle_Standard.N	Yes								Annual		Active Assignment	Payroll Oracle Am				Week		
17.00	40	09.00	CW79 - App Devet	Semi-Monthly	Oracle_Standard.N	Yes								Annual		Active Assignment	Payroll Oracle Am				Week		
17.00	40	09.00	CW79 - App Devet	Semi-Monthly	Oracle_Standard.N	Yes								Annual		Active Assignment	Payroll Oracle Am				Week		

Oracle Applications - GSAP

File Edit View Folder Tools Window Help

Oracle

Database History of Assignments

From Date	To Date	Assignm Contract	Employment C	Grade	Internal Job	Last Updated By	Last Update Date	Location	Manager	Normal	Normal	Normal	Organization	Payroll	People Group	Position	Primary	Probab	Prob
23-JUN-2005	15-FEB-2010		Full Time - Res		10840 QA Analyst 4-ProdDev PRODEV TECHQA.IC4	RENE_HUBERARDE	11-FEB-2010 15:25	20P8		No	17.00	40	09.00	CW79 - App Devet	Semi-Monthly	Oracle_Standard.N	Yes		
04-SEP-2007	28-JAN-2008		Full Time - Res		10840 QA Analyst 4-ProdDev PRODEV TECHQA.IC4	ABRAHAM_SIE@C	21-APR-2009 18:44	20P8		No	17.00	40	09.00	CW79 - App Devet	Semi-Monthly	Oracle_Standard.N	Yes		
11-JUN-2007	03-SEP-2007		Full Time - Res		10840 QA Analyst 4-ProdDev PRODEV TECHQA.IC4	ABRAHAM_SIE@C	21-APR-2009 18:44	20P8		No	17.00	40	09.00	CW79 - App Devet	Semi-Monthly	Oracle_Standard.N	Yes		
08-JUN-2007	10-JUN-2007		Full Time - Res		10840 QA Analyst 4-ProdDev PRODEV TECHQA.IC4	ABRAHAM_SIE@C	21-APR-2009 18:44	20P8		No	17.00	40	09.00	CW79 - App Devet	Semi-Monthly	Oracle_Standard.N	Yes		
23-SEP-2005	07-JUN-2007		Full Time - Res		10840 QA Analyst 4-ProdDev PRODEV TECHQA.IC4	ABRAHAM_SIE@C	21-APR-2009 18:44	20P8		No	17.00	40	09.00	OML7 - AS Suite Q	Semi-Monthly	Oracle_Standard.N	Yes		

Oracle Applications - GSAP

File Edit View Folder Tools Window Help

Oracle

Database History of Assignments

Normal	Normal	Normal	Organization	Payroll	People Group	Position	Primary	Probab	Probatic	Probatic	Reason	Recruite	Recruim	Salary Basis	Special	Status	Statutory Informatic	Supervisor	Title	Vacancy	Working Hours	Fre	Effective
17.00	40	09.00	CW79 - App Devet	Semi-Monthly	Oracle_Standard.N	Yes								Annual		Active Assignment	Payroll Oracle USA				Week		
17.00	40	09.00	CW79 - App Devet	Semi-Monthly	Oracle_Standard.N	Yes								Annual		Active Assignment	Payroll Oracle USA				Week		
17.00	40	09.00	CW79 - App Devet	Semi-Monthly	Oracle_Standard.N	Yes								Annual		Active Assignment	Payroll Oracle USA				Week		
17.00	40	09.00	CW79 - App Devet	Semi-Monthly	Oracle_Standard.N	Yes								Annual		Active Assignment	Payroll Oracle USA				Week		
17.00	40	09.00	OML7 - AS Suite Q	Semi-Monthly	Oracle_Standard.N	Yes								Annual		Active Assignment	Payroll Oracle USA				Week		

Oracle Applications - GSAP

File Edit View Folder Tools Window Help

Oracle

Database History of Assignments

From Date	To Date	Assignm Contract	Employment C	Grade	Internal Job	Last Updated By	Last Update Date	Location	Manager	Normal	Normal	Normal	Organization	Payroll	People Group	Position	Primary	Probab	Prob
19-SEP-2005	22-SEP-2005		Full Time - Res		10840 QA Analyst 4-ProdDev PRODEV TECHQA.IC4	ABRAHAM_SIE@C	21-APR-2009 18:44	20P8		No	17.00	40	09.00	OML7 - AS Suite Q	Semi-Monthly	Oracle_Standard.N	Yes		
30-AUG-2005	18-SEP-2005		Full Time - Res		10840 QA Analyst 4-ProdDev PRODEV TECHQA.IC4	ABRAHAM_SIE@C	21-APR-2009 18:44	20P8		No	17.00	40	09.00	OML7 - AS Suite Q	Semi-Monthly	Oracle_Standard.N	No		
23-AUG-2005	23-AUG-2005		Full Time - Res		10840 QA Analyst 4-ProdDev PRODEV TECHQA.IC4	ABRAHAM_SIE@C	21-APR-2009 18:44	20P8		No	17.00	40	09.00	OML7 - AS Suite Q	Semi-Monthly	Oracle_Standard.N	No		
24-AUG-2005	25-AUG-2005		Full Time - Res		10840 QA Analyst 4-ProdDev PRODEV TECHQA.IC4	ABRAHAM_SIE@C	21-APR-2009 18:44	20P8		No	17.00	40	09.00	OML7 - AS Suite Q	Semi-Monthly	Oracle_Standard.N	No		

Oracle Applications - GSAP

File Edit View Folder Tools Window Help

Oracle

Database History of Assignments

Normal	Normal	Normal	Organization	Payroll	People Group	Position	Primary	Probab	Probatic	Probatic	Reason	Recruite	Recruim	Salary Basis	Special	Status	Statutory Informatic	Supervisor	Title	Vacancy	Working Hours	Fre	Effective
17.00	40	09.00	OML7 - AS Suite Q	Semi-Monthly	Oracle_Standard.N	Yes								Annual		Active Assignment	Payroll Oracle USA				Week		
17.00	40	09.00	OML7 - AS Suite Q	Semi-Monthly	Oracle_Standard.N	Yes								Annual		Active Assignment	Payroll Oracle USA				Week		
17.00	40	09.00	OML7 - AS Suite Q	Semi-Monthly	Oracle_Standard.N	No								Annual		Accepted					Week		
17.00	40	09.00	OML7 - AS Suite Q	Semi-Monthly	Oracle_Standard.N	No								Annual		Offer Sent					Week		
17.00	40	09.00	OML7 - AS Suite Q	Semi-Monthly	Oracle_Standard.N	No								Annual		Offer					Week		

New Employee Paperwork

Candidate's Name _____



- Rehire
- International Transfer
- Temporary
- VISA Required
- Temporary to Regular
- Part-time

SEP 01 2005

- Signed Employment Contract**
 - Start Date _____
- Signed Proprietary Information Agreement**
- Completed Personal Information Sheet**
 - Complete Address
 - Social Security number
 - Date of Birth
- Employment Eligibility Questionnaire**
- Employee Self Identification Form**
- Signed Privacy Policy**

Incomplete Paperwork Comments:

	Date	Initials
Logged:	9-12	[Signature]
Sent Email:	SEP 01 2005	[Signature]
Entered in the System:	9-12	[Signature]
Employee ID#:	9-12	_____
Scanned Date:	9-12	_____



E:\newhire\p000003440\03440.doc

Personal Information Sheet

Missing information or illegible information may cause delays in processing your profile.

Employee Name First _____
Middle _____
Last _____

Preferred First Name (Known As) _____
(Optional)

Name as it appears above the address on your offer letter (For Reference Only)

Social Security # _____

Please note you are responsible for obtaining a Social Security Number within two weeks of your employment.

Date of Birth _____
(Example: 12 -FEB- 1960) DD MMM YYYY

Street Address _____ Apt # _____

City _____

County _____

State _____ Zip Code _____

Country _____

Telephone Number _____

Other Information:

Who was your initial point of contact in the recruiting process that resulted in your hire?

Hiring Manager Internal Recruiter Employment Agency

If your answer above was **Hiring Manager** or **Internal Recruiter**, what was the recruiting technique that prompted your candidacy?

- Employee Referral _____
- Oracle's Web Career Site (Oracle.com)
- Job Fair
- Web Career Site (Monster, Careerbuilder etc.)
- Oracle Internal Recruiter contact/cold call
- Rehire (self-initiated to Oracle contact from previous Oracle employment) - Previous employee # _____
- Print Advertisement
- Oracle Hiring Manager contact/cold call
- Other (please elaborate) _____

Please list the Company Name of your most recent employer.

DO NOT WRITE IN THIS SECTION

MANDATORY: ALL PROSPECTIVE EMPLOYEES MUST COMPLETE AND SIGN THIS FORM

Employee Eligibility Questionnaire

Federal law requires Oracle to hire individuals who are authorized to work in the United States. To ensure compliance, all prospective employees must answer the following questions and sign and date this form.

1. Are you authorized to work in the U.S.? (check one) Yes [] No

2. Which ONE of the following applies to you? (check one)

[] U.S. Citizen U.S. Permanent Resident [] Foreign National with / without temporary visa

If you checked U.S. Citizen or Permanent Resident, STOP, skip to item 4. below.

If you checked Foreign National with / without visa, complete items 3. and 4. below.

3. Which ONE of the following describes your current status? (check one & complete needed information)

[] I am on F-1 or J-1 status and have valid work authorization based on that status.

Visa type: F-1 _____ J-1 _____

Issue date of work authorization: _____

Expiry date of work authorization: _____

[] I have some other type of status in the U.S., and have a valid work card issued by INS in the form of an "EAD" (Employment Authorization Document), and can begin employment based on that.

Issue date of work authorization: _____

Expiry date of work authorization: _____

[] I have a work visa sponsored by Oracle USA, Inc. and can be employed based on that valid status.

***NOTE: This ONLY applies if your current visa status has already been sponsored by Oracle USA, Inc. and you are currently in possession of an I-797 Approval Notice or visa stamp bearing the name of Oracle USA, Inc as the sponsoring entity.* If this is not the case, then this selection does not apply to you, and you must make a different selection that describes your current visa status.**

Visa type: _____

Valid from: _____ Valid to: _____

[] I have a U.S. visa of some kind, but it is **not** an employment visa that was sponsored by Oracle USA, Inc., therefore I will require Oracle USA, Inc. to sponsor me for a work visa.

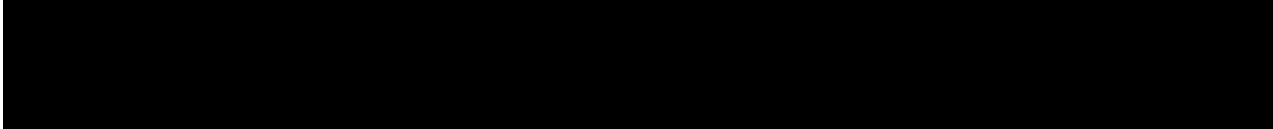
[] I do not have any U.S. visa, I am outside the U.S. and therefore will require Oracle USA, Inc. to sponsor me for a work visa.

Visa Assistance for Regular, Full-Time Employees

If you will be a regular, full-time employee and require assistance to obtain Oracle-sponsored work authorization, please note:

- Complete and return all New Hire Paperwork, except I-9 form (bring on first day of employment)
- Contact your manager and request s/he complete Purchase Order and begin visa petition process
- Contact the Oracle-approved immigration attorney. Generally, Oracle pays normal legal fees and costs for work authorization.

4. It is mandatory that ALL prospective employees print and sign their names and date this document.



Employment Agreement & Mutual Agreement to Arbitrate

Please read this Agreement carefully before you agree to its terms by signing it. You may wish to consult an attorney prior to signing the Agreement. The Agreement sets forth certain important benefits, terms and conditions related to your employment with Oracle. It also sets forth the mutual agreement between you and Oracle to arbitrate any dispute or claim arising out of or related to your Oracle employment and to waive all rights to a trial or hearing before a court or jury.

Proprietary Information

Oracle's proprietary rights and confidential information are among the company's most important assets. In addition to signing this Agreement as a condition of employment, you also must sign the Proprietary Information Agreement included in the New Employee Packet.

Oracle Policies

Your adherence to the Oracle Code of Ethics and Business Conduct, set forth in a booklet included in the New Employee Packet, is vital to Oracle and to your success at Oracle. When you sign this Agreement, you are agreeing to thoroughly familiarize yourself with the Oracle Code of Ethics and Business Conduct and you are agreeing to abide by it. You also agree to take Oracle's Ethics and Business Conduct course, available on-line through Oracle's intranet. In addition, when you sign this Agreement, you are acknowledging that you have read the letter addressing Oracle's Safety Program highlights included in the New Employee Packet. The Oracle Code of Ethics and Business Conduct and the Oracle Employee Handbook are on the Oracle intranet and accessible to all employees. You agree, after beginning employment, to access the Employee Handbook and thoroughly familiarize yourself with Oracle policies and to abide by them. Additionally, from time to time, Oracle will communicate important information about its policies by way of electronic mail notification and/or the Oracle intranet. By signing this agreement, you agree to thoroughly review these policy communications and to abide by them.

Employment Eligibility

In order to comply with the Immigration Reform and Control Act of 1986, the federal government requires the company to examine documents which prove your legal right to work in the United States. Please see the Verification of Eligibility for Employment information which also is a part of the New Employee Packet.

Benefits

Oracle offers its employees a comprehensive medical, dental, vision, life and disability insurance package through Oracleflex, a flexible benefits program. Oracleflex may require employee contributions. The company also offers benefits including a 401(k) Savings and Retirement Plan, an Employee Stock Purchase Plan, a Dependent Care Reimbursement Plan and an Educational Reimbursement Plan. The details of these plans are included in the New Employee Packet and/or are available on the Oracle intranet. You understand that you must make your Oracleflex benefits elections within the limited time period set forth in the communication accompanying your personal identification number that you will receive after beginning employment.

By signing this Agreement, you authorize Oracle to deduct from your compensation any and all contributions associated with your elections under Oracleflex, the Oracle 401(k) Savings and Investment Plan, the Oracle Employee Stock Purchase Plan, or any other benefit offered by Oracle in which you participate and for which an employee contribution is required.

Your starting compensation, position and other terms and conditions related to your employment are set forth in the offer letter you received. By signing this Agreement, you also are agreeing to the terms and conditions set

forth in the offer letter. Oral or written representations contradicting or supplementing the terms of the offer letter are not valid.

At-Will Employment

Employment at Oracle is at-will. The company makes no express or implied commitment that your employment will have a minimum or fixed term, that Oracle may take adverse employment action only for cause or that your employment is terminable only for cause. Either you or Oracle may terminate the employment relationship at any time for any reason. Additionally, Oracle may take any other employment action at any time for any reason. No one at Oracle may make, unless specifically authorized in writing by Oracle's Board of Directors, any promise, express or implied, that employment is for any fixed term or that cause is required for the termination of or change in the employment relationship.

Equal Employment Opportunity and Escalation Process

Oracle believes that all employees should be treated fairly and equitably in conformance with its Equal Employment Opportunity policies. We take personnel action without regard to race, color, national origin, sex, marital status, age, religion, disability or sexual orientation. Our commitment to these policies applies to every phase of the employment relationship, and we make every effort to comply with these policies. If, however, you feel you have not been treated fairly in some way in your Oracle employment, you agree, before taking any other action, to make a written complaint to a Director of the Human Resources Department and to allow individuals within the Department a reasonable period of time in which to investigate and informally attempt to resolve your issues.

Mutual Agreement to Arbitrate

You and Oracle understand and agree that any existing or future dispute or claim arising out of or related to your Oracle employment, or the termination of that employment, will be resolved by final and binding arbitration and that no other forum for dispute resolution will be available to either party, except as to those claims identified below. The decision of the arbitrator shall be final and binding on both you and Oracle and it shall be enforceable by any court having proper jurisdiction.

The arbitration proceedings shall be conducted pursuant to the Federal Arbitration Act, and in accordance with the National Rules for the Resolution of Employment Disputes of the American Arbitration Association or the Employment Arbitration Rules and Procedures adopted by Judicial Arbitration & Mediation Services ("JAMS"). The arbitrator will have all the powers a judge would have in dealing with any question or dispute that may arise before, during and after the arbitration.

Claims Not Covered

Claims for benefits under the workers' compensation, unemployment insurance and state disability insurance laws are not covered by this Arbitration Agreement. Additionally, claims by you or by Oracle for temporary restraining orders or preliminary injunctions ("temporary equitable relief") in cases in which such temporary equitable relief would be otherwise authorized by law are not covered by this Arbitration Agreement. In such cases where temporary equitable relief is sought, the trial on the merits of the action will occur in front of, and will be decided by, the arbitrator, who will have the same ability to order legal or equitable remedies as could a court of general jurisdiction.

Costs

Oracle agrees to bear the costs of the arbitrator's fee and all other costs related to the arbitration, assuming such costs are not expenses that you would be required to bear if you were bringing the action in a court of law. You and Oracle shall each bear your own attorneys' fees incurred in connection with the arbitration, and the arbitrator will not have authority to award attorneys' fees unless a statute at issue in the dispute or other appropriate law

05/01

authorizes the award of attorneys' fees to the prevailing party, in which case the arbitrator shall have the authority to make an award of attorneys' fees as permitted by the applicable statute or law.

Consideration

You understand and acknowledge that you are offered employment in consideration of your promise to arbitrate claims. In addition, the promises by Oracle and by you to resolve claims by arbitration in accordance with the provisions of this Arbitration Agreement, rather than through the courts, provide consideration for each other.

Knowing and Voluntary Agreement; Complete Agreement

You understand and agree that you have been advised to consult with an attorney of your own choosing before signing this Employment Agreement & Mutual Agreement to Arbitrate, and you have had an opportunity to do so.

YOU FURTHER UNDERSTAND AND AGREE THAT YOU HAVE READ THIS EMPLOYMENT AGREEMENT & MUTUAL AGREEMENT TO ARBITRATE CAREFULLY. BY SIGNING IT, YOU ARE EXPRESSLY WAIVING ANY AND ALL RIGHTS TO A TRIAL OR HEARING BEFORE A COURT OR JURY OF ANY AND ALL DISPUTES AND CLAIMS SUBJECT TO ARBITRATION UNDER THIS ARBITRATION AGREEMENT WHICH CLAIMS YOU MAY NOW OR IN THE FUTURE HAVE.

This Arbitration Agreement contains the complete agreement between Oracle and you regarding the subject of arbitration and alternate dispute resolution, and supersedes any and all prior written, oral, or other types of representations and agreements between Oracle and you, if any.

Severability

If any portion of this Employment Agreement & Mutual Agreement to Arbitrate shall, for any reason, be held invalid or unenforceable, or contrary to public policy or any law, the remainder of the Agreement shall not be affected by such invalidity or unenforceability, but shall remain in full force and effect, as if the invalid or unenforceable term or portion thereof had not existed within this Agreement.

Modification

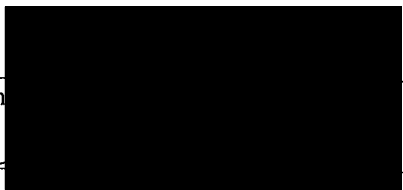
This Employment Agreement & Mutual Agreement to Arbitrate may be modified only in a writing, expressly referencing this Agreement and you by full name, signed by you and Oracle's Board of Directors.

By signing below you are agreeing that you have read and understood every provision of this Agreement and that, in consideration for your employment at Oracle, you agree to abide by its terms.

ACKNOWLEDGED AND ACCEPTED:

Print Name

Signature



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05/01

PROPRIETARY INFORMATION AGREEMENT

Oracle USA, Inc. and its subsidiaries ("Oracle") develop, market, license and distribute computer software products and other technology, and provide technical support, consultation, educational and other services relating to Oracle's products. Oracle develops and uses confidential and proprietary information in its business. This information may relate to technical matters, such as the development of a new product or service, or to non-technical matters, such as marketing or financial information. As a result of your Oracle employment, you may develop, receive or otherwise have access to confidential or proprietary information which is of value to Oracle. This agreement sets forth your responsibilities concerning confidential and proprietary information.

As an employee of Oracle and as a condition of my Oracle employment, I agree to abide by the following terms and conditions:

1. My employment creates a relationship of confidence and trust between me and Oracle with respect to certain information of a confidential, proprietary or trade secret nature. For the purposes of this agreement, all such confidential, proprietary or trade secret information will be referred to as "Proprietary Information."

Proprietary Information includes by way of illustration and without limitation:

- a. all software and other technology developed or licensed by or for Oracle or licensed to Oracle by a third party, and any documentation relating to such software or technology; the term "software" as used in this paragraph refers to software in various stages of development or any product thereof and includes without limitation the literal elements of a program (source code, object code or otherwise), its audiovisual components (menus, screens, structure and organization), any human or machine readable form of the program, and any writing or medium in which the program or the information therein is stored, written or described, including without limitation diagrams, flow charts, designs, drawings, templates, specifications, models, data, bug reports and customer information;
- b. marketing and sales plans or forecasts, product development plans, competitive analyses, benchmark test results, supplier and purchasing information, budgets and non-public financial information, licenses, contracts and all related documents, customer lists and information regarding other employees, their skills and compensation;
- c. all information which Oracle has a legal obligation to treat as confidential or which Oracle treats as proprietary or designates as confidential or for internal use only, whether or not owned or developed by Oracle.

Proprietary Information shall not include information known publicly or generally employed in the trade, nor shall it include generic knowledge that I would have learned in the course of similar employment elsewhere.

At all times, both during and after my employment with Oracle, I will hold Proprietary Information in confidence. I will not by any means transfer, publish, disclose or report Proprietary Information directly or indirectly, except such disclosure to other Oracle employees or authorized third parties as may be necessary in the ordinary course of performing my duties for Oracle or otherwise as directed by Oracle. I will not use Proprietary Information except in the course of performing my duties for Oracle.

2. My performance as an employee of Oracle will not breach any agreement or obligation to keep in confidence the proprietary information of a former employer or other entity or person. I will not bring any proprietary information of a former employer or other entity or person to Oracle. I will not use in the performance of my work with Oracle any proprietary information of a former employer or other entity or person without written authorization from my former employer, the other entity or person.
3. I will promptly disclose to Oracle, will hold in trust for the sole right and benefit of Oracle, and hereby assign to Oracle all my right, title and interest in and to any and all ideas, discoveries, inventions or "know how," including without limitation, all processes, devices, apparatus, computer programs, programming documentation, and other works of authorship, including any modification, improvement or use thereof (collectively referred to as "Developments"), relating to any current or reasonably anticipated business of Oracle, conceived or reduced to practice by me alone or with others during the term of my employment, whether or not conceived during regular business hours. I further acknowledge and agree that all Developments shall be the sole and exclusive property of Oracle and are considered "works made for hire" for the purposes of Oracle's rights under copyright laws. To the extent that any Development may not be considered a "work made for hire", I hereby assign to Oracle such Developments and all rights therein, except those Developments, if any, the assignment of which is prohibited by law. I further agree to execute any documents and to do all things necessary, without additional compensation whether during my Oracle employment or after: (a) to assign all right, title and interest in any Development to Oracle and (b) to assist Oracle in registering, prosecuting, perfecting, protecting, maintaining and enforcing any and all patent, copyright, trade secret or other right or interest in any Development for any and all countries. This provision does not apply to Developments which qualify fully under the provisions of section 2870 of the California Labor Code, or any other statute or common law doctrine of like effect, which states:

- (a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:
 - (1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or
 - (2) Result from any work performed by the employee for the employer.
 - (b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.
4. If any Development assigned hereunder is based upon, or is incorporated into or is an improvement or derivative of, or cannot reasonably be made, used, reproduced and/or distributed without using or violating technology or rights owned or licensed by me and not assigned hereunder, I hereby grant Oracle a perpetual, worldwide, royalty-free, non-exclusive and sub-licensable right and license to exploit and exercise all such technology and rights in support of Oracle's exercise or exploitation of any such assigned Development(s) (including any modifications, improvements and derivatives thereof).
 5. I will not during my Oracle employment engage in any other employment, occupation, consulting or other activity related to the business in which Oracle is now involved or becomes involved during the term of my employment.
 6. I will not, during my Oracle employment and for a period of six months after the termination of my Oracle employment, directly or indirectly, whether through a third party or otherwise, recruit, solicit, induce, invite or otherwise encourage any Oracle employee to accept an employment or independent contractor or other business relationship with an employer or entity or person other than Oracle.
 7. I will upon termination of my Oracle employment reaffirm my recognition of the importance of maintaining the confidentiality of Oracle's Proprietary Information and reaffirm all of the obligations set forth in this agreement.
 8. I agree that upon termination of my Oracle employment I will immediately deliver to Oracle, and will not keep in my possession, recreate or deliver to anyone else, all property and materials belonging to Oracle including without limitation documents, software, discs, diskettes, tapes, records, data, notes and correspondence and copies or reproductions thereof whether or not developed by me during the course of my employment with Oracle, hardware, computers, terminals, telephones, badges, business cards, handbooks, policy manuals, software manuals and telephone directories. Upon termination of my Oracle employment, I will immediately cease using and/or accessing any and all Oracle accounts, including but not limited to email, voicemail, and other computer and network systems or accounts.
 9. I will not, for a period of six months after the termination of my Oracle employment, for my own account or for the account of any other person or entity, solicit, call on or provide competing services for any of Oracle's customers or clients or prospective customers or clients if I have solicited, called on or performed services for that Oracle customer or client or prospective customer or client during the twelve months preceding my termination from Oracle.
 10. I understand and acknowledge that my employment relationship with Oracle may be altered or terminated "at will" and that nothing in this agreement alters my "at will" status.
 11. I understand and acknowledge that this agreement will be binding upon my heirs, executors, administrators and other legal representatives and will be for the benefit of Oracle, its successors and its assigns.
 12. I agree that any legal action or proceeding involving Oracle which is in any way connected with this agreement may be instituted in federal court in San Francisco, California or state court in San Mateo County, California. I agree to submit to the jurisdiction of, and agree that venue is proper in, the aforesaid courts in any such legal action or proceeding.
 13. If any provision of this agreement is determined to be invalid or unenforceable, the validity or enforceability of the other provisions shall not be affected.
 14. I will not enter into any agreement, written or oral, that conflicts with the provisions of this agreement. I acknowledge that this agreement survives my employment by Oracle.

I acknowledge that I have read and that I understand the terms of this agreement. I understand that by signing this document, I agree to be bound by all the terms, conditions and provisions set forth above.

Signature _____

Name: _____

Date: _____

05/02

ORACLE'S INTERNAL PRIVACY POLICY-INDIVIDUAL PERSONAL DATA

Individual personal data is information on any person that either identifies them or from which they may be identified. All individual personal data at Oracle and its subsidiaries ("Oracle") is regarded as confidential information and all individuals who have access to this data must respect its confidentiality. Failure to do so may lead to disciplinary action.

Oracle human resources electronic data is held and secured at a global level in the United States. Collection and management of human resources data is the responsibility of the local human resources departments and they are accountable for local rights in relation to this data. Personal data may be accessed from Oracle locations worldwide, as required for business purposes, by personnel with appropriate access privileges. Personal data may be shared with external organizations as required to permit their provision of services to the Oracle workforce. Your provision of personal data confirms your consent to this process.

To adequately safeguard personal data privacy at local and global levels, Oracle maintains global policies and procedures to protect the confidentiality and security of individual personal data. Oracle requires that external organizations providing services to the workforce of Oracle only use the information in furtherance of the specific service they are rendering and requires that they treat the information confidentially. Please note that any permission granted by Oracle employees to such service providers relating to other services is outside the scope of these confidentiality requirements.

Oracle manages personal data in accordance with the following general principles:

Collection - data is collected for purposes associated with working for Oracle. Examples include information needed to operate payroll and obtain benefits, performance management and other general employment requirements. Consent to the transfer of this data is obtained on joining Oracle, and through appropriate notices alerting individuals to the international processing and onward transfer of data. Explicit consent may be required for the collection and use of sensitive personal data relating to, among other things, race, religion, disability, health, sexual orientation and political affiliation.

Processing - use and onward transfer - personal data processed or used by Oracle is collected and used for business purposes only. Onward transfer to outside organizations is safeguarded through contractual requirements and is provided to accomplish the purposes of collection.

Security - Oracle operates internal procedures to protect the security of individual personal data. These include, but are not limited to, restricted access to buildings and systems, appropriate technical measures, personal password and authentication protection and authorization requirements to access personal data based on "need to know" principles either for job requirements or specific business.

Access - to enable individuals to verify the accuracy of personal data, Oracle provides appropriate access to human resource data. In some circumstances this will be through online, self-service applications; otherwise, access may be obtained through the local human resources department. Local human resource contacts may be obtained at: <http://hrweb.us.oracle.com/>

External Information – Oracle collects personally identifiable information from customers, Oracle program students, conference attendees, magazine subscribers and users of its websites. Collection, use and access to this personally identifiable information is subject to Oracle's Privacy Policy and other applicable policies related to marketing and solicitation. Oracle employees are expected to be familiar with these policies and to promptly complete any training related to these policies. Failure to comply with these policies may result in disciplinary action.

Enforcement - questions and issues concerning personal data privacy should be directed to Oracle's Global Data Privacy Director or go to <http://hrweb.us.oracle.com/misc/datapriv.htm>.

I confirm that I have read Oracle's Internal Privacy Policy, and agree that the provision of personal data to Oracle confirms my consent to the principles and processes contained in this statement. I further confirm that I understand that failure to abide by these policies may result in disciplinary action.

Signature: _____

Name: _____

Date: _____

05/02

[REDACTED]

[REDACTED]

Dear [REDACTED]

We are pleased to offer you the position of Principal Quality Assurance Engineer with Oracle USA, Inc. We offer you starting compensation at an annual rate of [REDACTED]. In addition, you will be eligible to participate in the standard compensation plan for your position.

To accept this offer, please sign the enclosed Employment Agreement (be sure to confirm your intended start date with your manager), the Proprietary Information Agreement and all other documents required and return them to Oracle in the enclosed envelope. Employment and employee benefits can only begin after you have signed these documents and they have been received by our Employee Service Center. If you have any questions regarding these documents, please feel free to call our Employee Service Center at (888) 404-2494.

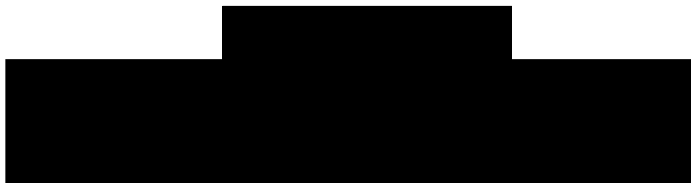
If you have any questions regarding the conditions of your offer, please feel free to call your manager, [REDACTED] or your Human Resources Representative, Lashanna Indalecio, at (650) 506-8619. This offer remains open until [REDACTED]. We look forward to having you begin work with us.

Sincerely,



Joyce E. Westerdahl
Senior Vice President, Human Resources

Enclosure: New Employee Packet



Objective A challenge position to use my professional skill.

Experience [Redacted] Scotts Valley, CA

Sr. SQA Engineer (May 2003 – Present)

- Testing J2EE features for Java IDE JBuilder and working on JBuilder supported servers that include Tomcat, Borland Enterprise Server, JBoss, Sun Java System Application Server, WebLogic, WebSphere, Oracle OC4J using J2EE1.3/1.4
- Creating test plan and test suites for JBuilder J2EE feature areas
- Executed J2EE functional testing on different operation systems that include Windows, Linux, Solaris, Sun JDS, SUSE9, and Mac
- Worked closely with the development team providing feedback and input into the design process for new features in JBuilder
- Helped marketing team on JBuilder demo scripts testing
- Performed usability testing for JBuilder Web Development feature areas
- Coordinated input from customers and field testers
- Developed some automation scripts using internal tool and Silk 7.x

[Redacted] Palo Altos, CA

Sr. SQA Engineer (August 2002 – April 2003)

- Developed J2EE application test suites from engineering specifications
- Tested AltoWeb studio which provided development, deployment, monitoring, and management of J2EE applications and Web services
- Focused testing on session bean, JMS, deployment descriptors, and Web services feature areas

[Redacted] Santa Clara, CA

Sr. SQA Engineer (January 2000 – July 2002)

- Developed test plans and test specs of Deployment, Enterprise Application, EJBs, and Web Application feature areas for WebGain Studio.
- Tested the configuration of the deployment descriptor (XML) for Enterprise Application, EJBs and Web Application.
- Worked on WebLogic and iPlanet servers

- Tested the support of TopLink CMP
- Developed functional testing automation scripts using Silk

Symantec Corp. Cupertino, CA

SQA Engineer (October 1996 – December 1999)

- Automation development and execution using QA partner
- Reviewed product features and documentation
- Developed test plans and test specs
- Worked on many feature areas testing that include form editor, components, Servlets, JavaBean, and code generation for java IDE Visual Cafe

Certification Segue Certified SilkTest Engineer CE1

Education San Jose State University
MS Client/Server Computing



Workflow



Worklist >

Please mail [redacted] offer letter from [redacted]

[More Information Required](#) [Offer Letter Sent](#) [Reassign](#) [Request Information](#)

To: HROFFERS
Sent: [redacted] 17:11:00
ID: [redacted]

[redacted] has been approved for hiring by BGCHECK, who has final offer approval authority.

Candidate: [redacted]
Applicant Number: [redacted]
Hiring Manager: [redacted]

Original Recipient of Last Approval: BGCHECK,

Last Approver's Comments: 8/23- Lashanna Indalecio Thomas - This is planned in my distribution of the budget I received last week. Ted gives her his highest recommendation.

[Click here to see the Candidate Offer Letter](#)

Print the job offer letter, obtain the required signatures, and mail the offer letter to [redacted]

To request more information from [redacted] select More Information Required and fill in specific details in the 'More Information Request' field.

Action History

Num	Action Date	Action	From	To	Details
1	24-AUG-2005 17:11:00	Submit	BGCHECK,	HROFFERS,	

Response

More Information Request

[Return to Worklist](#)

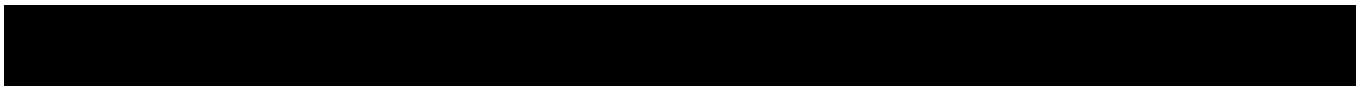
Display next notification after my response

[More Information Required](#) [Offer Letter Sent](#) [Reassign](#) [Req](#)

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Candidate Offer Information

Candidate Information.

First Name Last Name

[Redacted]

Address

[Redacted]

City State Zip Code Country

[Redacted]

Assignment Information

Organization **0ML7 - AS Suite Quality Assurance GV - 001**

Job Code **10840.QA Analyst 4-ProdDev.PRODEV.TECHQA.IC4**

Office Location **Oracle - Redwood Shores, CA 20P8**

Terms And Conditions

Discretionary Job Title (Mandatory) **Principal Quality Assurance Engineer**

Product (Mandatory) **Technology (Apps Server/Tools and Collaboration Only)**

Job Billable (Auto-Filled after being saved) **N**

Salary

Annual Base Salary (\$) **[Redacted]**
(Mandatory If Job is Exempt)

Compensation Type **Others**

Justification for out of range

salary **Our offer of [Redacted] is with in the range of [Redacted] in this job category. We feel that [Redacted] is a strong IC4 level engineer with solid 10 years of experience. We would like to make a compelling offer to motivate her to join Oracle.**
(Note: If salary is out of the salary range for this position, it may require additional approvals.)

Candidate's previous employer and compensation information (Mandatory) **[Redacted]** Her current salary is **[Redacted]**

Employment Category (Mandatory) **Full Time - Regular**

FLSA classification (Auto Filled After offer is saved) **EX**

Timing Issues

Offer packet mailing information: **Express 1-Day**

[Redacted]

Target start date (to be confirmed by the Candidate on his/her acceptance paper) [REDACTED]

Offer remains open until [REDACTED]

Rehire

Rehire - If Yes, Previous Employee # and Previous Country are mandatory No

Acquisition Candidate

Is the candidate a former employee of an Acquisition? No

Acquisition Company

Date of Termination (DD-MON-YYYY)

Termination Reason

Severance Paid (9999.99)

Justification

Is this position in your budgeted headcount? Yes

Are candidate's salary and related expenses in your approved budget? Yes

Is this candidate a replacement hire? Yes

If yes, for whom? [REDACTED]

We have numerous challenging requirements coming up for ADF Project

1. **Fusion. [REDACTED] has the matching and proven technical skills to meet the requirements of Fusion tech stack - J2ee and JSF.**

2. **[REDACTED] has excellent knowledge & exposure to J2ee 1.4 features and EJB 2.1 and 3.0 feature set. She will be able to provide extensive testing coverage to these areas.**

3. **[REDACTED] working experience in Borland and Webgain on the similar technology (IDE, J2ee, Toplink) will enable her to be productive from the day one. Her references from Web Gain (Ted Farrell) and Borland who are now Oracle Employees highly recommend hiring her into the team.**

List Oracle employee interviewers **Anusheel Kak Ganesh Puram Nishad Desai Gregory Mcshea Versha Pradhan Rohini Kashibatla Shailendra Baxi David Mantramurthi**

References checked No

Anusheel Kak: [REDACTED] comes across as a very competent and technical engineer. Her experience at [REDACTED] and [REDACTED] will be very useful for the testing of our products. She has proven knowledge of varied java development tools, app servers and J2EE technologies. She comes highly recommended by various people at Oracle who have worked with her in the past. I recommend hiring her as Principal QA Engineer. Nishad Desai : [REDACTED] has good experience in IDE, EJBs and App Servers which makes her a suitable candidate for our group. She worked on web services and though JSF is relatively a new area she has significant knowledge Interviewers' about it. She is technically very strong. Rohini Kashibatla: [REDACTED] is very easy to

Comments talk to and can fit well into our group. She has good experience in J2ee areas, Web (Mandatory Development and is familiar with many application servers/web servers. I am very for Product happy with the answers I got from her for all the technical questions. If she comes Division) on board she needs very little ramp-up time to be productive. Gregory Mcshea: [redacted] has experience with several J2ee technologies applicable JDeveloper, including EJB, JSF, and deployment testing. She has considerable experience testing various IDEs. She has performed testing tasks similar to what would be demanded of her in our group, Shailendra Baxi: I found [redacted] fairly knowledgeable in areas of J2EE technologies and testing methodologies. She also has good background in various application servers and operating platforms. Versha Pradhan: She displayed good understanding of QA / Testing processes. On top of all this she has hands on experience in testing and automation. I would rate her 4 on a scale of 1 - 5.

Additional Assignment Information

If this hire is an international transfer, please make sure that you have coordinated with the releasing manager and that the employee is terminated in the country where they currently work.

Person Type (Mandatory) Employee

Hire Type (Mandatory) New Hire

Eligible to work in the US ? Yes

Additional Information

IMPORTANT: The e-mail address provided here will be used to initiate the background check process for your candidate. The background check process begins immediately after an offer is submitted for approval.

Candidate Email Address (Mandatory) [redacted]
Jobpost ID # (Mandatory) [redacted]

Management Information

Note: Choosing an employee by using the Userid LOV will fill in all necessary information.

Hiring Manager

Userid [redacted]
Name [redacted]
Employee ID # [redacted]
Phone number [redacted]

Other Contact

Userid [redacted]
Name [redacted]
Employee ID number [redacted]
Phone number [redacted]

Candidate Source

Employee Referral Yes
Employee Referral Name James Y Choi



Employee referral ID # [REDACTED]

