



27-Oct-2020

DIVYA K
Bangalore

Reg: Offer of employment

Dear DIVYA,

We are pleased to offer you the position of **Associate - Claims** at **Legato Health Technologies LLP** and your work location will **Bangalore RGA**. We hope you are as excited about this opportunity as we are to have you on our team.

The annualized salary being offered to you is **INR.230000/- (Two Lakh Thirty Thousand Rupees Only)** less applicable withholding taxes. The detailed compensation structure is given in Annexure - A.

This offer is contingent upon (i) your acceptance of the same within 3 business days; (ii) on confirmation that you are legally authorized and available to work in your position at the agreed location on your start date of **02-November-2020** and at all times thereafter, (iii) the successful verification of your background information; and (iv) you reporting to Legato on the Date of Joining. Legato reserves the right to withdraw this offer at its sole discretion at any time prior to the Date of Joining with due communication to you, including in case of any failure by you to comply with all conditions mentioned in this offer letter.

On the Date of Joining, you are required to produce certified true copies of all your credentials as asked for.

Your employment with Legato will commence on the Date of Joining and subject to completion of all joining formalities, including those conditions mentioned above. The joining conditions also include you being present to complete the Legato induction and on-boarding process. In the current remote working environment, this will include you being physically present at the address provided by you during the on-boarding process with Legato and being able to receive Legato company property including the laptop as part of the induction and on-boarding process within the time period as stipulated by Legato to you. You will also need to complete related induction processes, which may be conducted remotely by Legato at its discretion. Please note the Legato property including, but not limited to, the laptop, intellectual property, notes, reports etc., as may be provided to you are the property of Legato at all times and are to be used with utmost care. The property of Legato is subject to inspection by Legato personnel at any time with or without notice.

You will be also be required to sign an employment agreement and confidentiality agreement with Legato on the Date of Joining. Until the employment agreement is fully executed by you and the entire induction and on-boarding process has been completed as discussed above, please note that no relationship (employment, contractual or otherwise) will exist between the parties.

We look forward to you joining the Legato team!

Sincerely,

Mosur K Saisekar
Country Head
Legato Health Technologies LLP

DIVYA K
Date:

Legato Health Technologies LLP | www.legatohealth.com

Head Office: Manyata Embassy Business Park, Floors 6-10, Block Banyan (L1), Outer Ring Road, Nagavara, Bengaluru, Karnataka - 560045
Ph: 080-6152-0000 | GSTIN: 29AAHFL3010G2ZL

Branch Office: Floors 8 and 9 of T1 and T2, Laxmi Infobahn,
Kokapet Village, Gandipet Mandal, Ranga Reddy Dist.,
Telangana - 500075 | Ph: 040-6817-0000 | GSTIN: 36AAHFL3010G1ZR

Branch Office: RGA Tech Park, Floor 8 -11, Block-4,
Chikkakannalli Village, Sarjapur Main Road, Bangalore,
Karnataka- 560035 | GSTIN: 29AAHFL3010G2ZL

LLPIN: AAL-0928 | PAN: AAHFL3010G

Annexure – A

Associate Name: DIVYA K		
Designation: Associate - Claims		
Component	Per Annum (INR)	Per Month (INR)
Basic Salary	186000	15500
HRA	15143	1262
LTA	0	-
Special Allowance	0	-
Gross Salary	201143	16762
Employer's contribution to PF	22320	1860
ESI	6537	545
Total Fixed Pay	230000	19167
Cost to Company (CTC)	230000	19167

Note:

- *Employee's contribution to Provident Fund, Professional Tax and Income Tax will be deducted as applicable.*
- *As per Payment of Gratuity Act, 1972, you will be eligible for gratuity payment that will be over and above your CTC.*
- *Shift Allowance payable based on the shift timing (except general shift).*
- *Transport deduction is applicable only for associates working in general shifts.*
- *Medical Insurance cover for Associate including five dependents for a principal amount of INR 3,00,000 /-*
- *Coverage amount for Personal accident and Term Life Insurance would be 5 times of CTC each*
- *Notice period will be 3 months*
- *Employee State Insurance (ESI) deduction applicable as per ESI Act 1948.*

Sincerely,

Mosur K Saisekar
 Country Head
 Legato Health Technologies LLP

DIVYA K
 Date:

**APPOINTMENT LETTER FOR RESEARCH/CONTRACTUAL POSITIONS
INDIAN INSTITUTE OF TECHNOLOGY (BHU) VARANASI
VARANASI- 221 005**

Ref. No. IIT (BHU)/HS/MeitY/2022-23/188

Date: 27/06/2022

To: **Km. Sirisipalli Veera Hymavathi**
5-6-59/36,
Rajeev Sharma Nagar, Sowmya Theatre Backside,
Vijayawada, AP - 520001
Email: **hymavathisirisipalli56@gmail.com**

Subject: **Engagement of "Km. Sirisipalli Veera Hymavathi" under the sponsored Project "Language Communicator Tool for End Users"**

Reference: Your application dated 08/04/2022

Dear Sir/Madam,

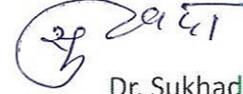
On the recommendation of the Selection Committee which met on 11/05/2022, you are engaged on a Job Contract basis, as a full time **Junior Research Associate (JRA)** on a monthly emoluments of **Rs. 38,000/-** (Rupees Thirty eight thousand only) per mensem, on the following terms and conditions:

1. The engagement is for the above externally funded Project only, and is not transferable to any other Project.
2. The Contract is for the duration of the said project and co-terminus with it, or for a period not exceeding 03years, whichever is earlier. However, the initial engagement will be for a period of six months, extendable from time to time depending upon your performance.
3. It is not an appointment in the Institute, temporary or otherwise. It is purely a job contract for the period as stipulated in clause 2 above. It does not, therefore, confer any right, claim, implicit or explicit, for your continuation/regularization/absorption in IIT (BHU) against any post/position.
4. The Contract may be terminated at any time without assigning any reason thereof.
5. No traveling allowances will be paid to you either for undertaking the contract, or on termination of the same.
6. Your engagement on contract will be subject to the production of the following documents at your expense at the time of your reporting for duty:
 - i. Medical certificate of health and physical fitness for the contract issued by the Medical Superintendent, S.S. Hospital, BHU or Govt. Hospital.
 - ii. Documentary evidence in support of your date of birth, qualification and caste.

7. In case it is detected at any stage that you have committed any fraud or forgery in seeking this contract, your contract shall be immediately dispensed with, without any notice.
8. Your contract shall be subject to the terms and conditions that may be framed from time to time as per the requirement of the research work
9. You are required to give an undertaking to the effect that the above-mentioned conditions are acceptable to you and you shall abide by them. Any violation shall attract termination of contract without any notice.
10. In the event of any dispute arising out of this contract, the decision of the Director, IIT (BHU) shall be final and binding on you.

If you are willing to accept the above offer of contract on the terms and conditions stipulated, you may please commence the work immediately and in any case, within a fortnight from the date of receipt of this letter failing which the offer will automatically stand canceled.

Yours faithfully,



Dr. Sukhada

(Principal Investigator)

सहायक आचार्य/Asstt. Professor
मानवतावादी अध्ययन विभाग/Department of Humanistic Studies
भारतीय प्रौद्योगिकी संस्थान/Indian Institute of Technology
(वाराणसी हिन्दू विश्वविद्यालय)/Banaras Hindu University
वाराणसी-221005 (उ.प्र.)/Varanasi-221005 (U.P.)
Date: 27/06/2022

Ref. No. IIT (BHU)/HS/MeitY/2022-23/188

Copy to the following for information and necessary action

1. The Dean (R&D), IIT (BHU)
2. The Head of the Department/School/Centre
3. The Assistant Registrar (R & D), IIT (BHU)

(Principal Investigator)

OFFER OF EMPLOYMENT

November 03, 2020

Mr./Ms. Manisankar Kancharla,
15-465, brahmanandapuram, Krishna Nagar, tadepalli, guntur,
Guntur-522502, Andhra Pradesh,
India

Dear **Manisankar,**

Thank you for exploring opportunities with Matrimony.com Ltd **It is our pleasure to welcome you on board.** What fuels Matrimony.com is the culture of entrepreneurship, passion and ethics that permeates across our enthusiastic and committed workforce, with top notch professionals at the helm of affairs. Our consistent track record for constant innovation and cutting edge products has won us millions of customers and global recognition. Matrimony.com prides itself on providing an open environment that fosters growth and personal development.

We are glad to offer you a position in our company as **Service Officer**, based out of **Secunderabad**.

The offer is valid for **7 days from date of offer**. Please respond with a written confirmation regarding your date of joining on or before November 03, 2020.

We wish to share with you the detailed Terms and Conditions (Annexure A) which will govern your employment. All employment Terms and Conditions are subject to change based on business requirements and you shall abide by policies as applicable from time to time.

You are requested to submit copies of the following documents on your joining date. Please note that your appointment is subject to satisfactory validation of your credentials.

- i. Education Certificates (X, XII, Degree/Diploma certificates)**
- ii. Resignation Acceptance/Relieving letter from your current employer**
- iii. Salary Certificate/pay slips from your current employer**
- iv. Experience letters from your previous employers**
- v. Four passport size and 2 stamp size photographs**
- vi. Identity proof (Passport copy/voter ID/Driving License or any other government ID proof) with photograph**

Please read and comprehend the Offer letter in its entirety. The offer letter is enclosed in duplicate and you are requested to sign the duplicate copy of the letter, which will be submitted to our office on your date of joining.

We are confident your contribution will add value to our organization and enable its growth and achievement of goals.

Continued on next page..

Annexure A: Terms and Conditions

1. Code of Conduct:

You are expected to operate with the highest degree of initiative, economy, efficiency and responsibility. You will at all times act bearing in mind the best interest of the Company and will at no time do or say anything which compromises the Company's goal or reputation. If there is any breach of the same, or the terms and conditions laid down in this document, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein.

2. Probation:

If you have joined at or above the designation of Vice President, you will be deemed a confirmed employee from day one of joining. Otherwise, you will be on probation initially for a period of six months from the date of joining.

During your period of probation if your performance is found unsatisfactory, the company may extend the probation up to 3 months or discontinue the services of your employment with immediate effect. During the extension of your probation period if your performance is still found unsatisfactory, then Matrimony.com shall be entitled to discontinue your services forthwith without any notice whatsoever.

3. Compensation & Benefits:

The attached compensation is meant for your information only, and should be discussed only with undersigned, or your immediate superior. This is as per the company compensation policy.

- i. Your annual cost to company will be Rs.157176/- (One Lakh Fifty Seven Thousand One Hundred Seventy Six Rupees only). This is inclusive of your Basic Salary, Allowances, Retirals, and other benefits more specifically detailed in Annexure B.
- ii. Performance Based Incentives are based on agreed business plans and payout details will be based on company policy.
- iii. You will be covered under the Provident Fund Act with a company contribution and equal amount of contribution will be deducted from your salary.
- iv. Eligible employees will be covered under Employee State Insurance Act (ESI).
- v. Income Tax will be deducted at source from your salary at the applicable rates as per the Income Tax Act 1961.
- vi. You will be eligible for Health, Life and Accident insurance cover, details of which will be shared with you.
- vii. Salary payout for first three months will be paid on 7th of the subsequent month. If 7th is a holiday, payout will be made on prior working day.

4. Appraisal:

Increase in your compensation and future prospects in the company shall entirely depend on your efficiency, hardwork and regularity in attendance, sincerity, good conduct, Company's performance and such other relevant factors adhering to the Increment and Promotion policy of the company.

5. Transfer:

During your employment with Matrimony.com, you may be posted or transferred to any branch or division of the company or to any offices/units of the company, to any town or city in India, at the sole discretion of the Management. Any such changes in assignment or transfer will not automatically entitle you to any additional remuneration, allowance, compensation, or other sum in respect thereof.

6. Working Hours:

Matrimony.com observes a 6-day week with Sunday as the weekly holiday. The office hours are from 09:30 AM to 06:00 PM, with staggered lunch break of 30 minutes between 12:00 PM and 02:30 PM. You may be asked to work in some other identified work week schedule or 8.5 hour shift timing, based on business needs and your role.

7. Attendance:

You are required to record your attendance by swiping your access card or registering on the biometric systems installed in our offices. You shall also sign the Attendance Register, if applicable - while entering/leaving the office. You are required to be in the office for a specified minimum of 8.5 hours per day including a 30 minute break for lunch. You may apprise yourself of the permitted holidays for your location.

8. Leave/Absence:

Confirmed full time employees shall be entitled to casual leave, sick leave and privilege leave as per policy. Unauthorized absence or absence beyond the period of leave originally granted shall be considered as having voluntarily abandoned services without giving notice unless you resume duties within 7 days from the commencement of such absence and provide explanation to the satisfaction of the Management. Leave eligibility is based on policy changes made from time to time. You are expected to apprise yourself of such change and adhere to revised norms.

9. Alternative Employment:

While serving the Company, you shall give and devote the whole of your work day exclusively to your duties with the Company and shall not engage yourself, directly or indirectly without prior consent in writing of the Company with or without remuneration in any trade, business, occupation, employment, service or calling which is similar to or the same as that carried out by the Company nor shall you undertake any activities which are contrary to or inconsistent either with your duties and obligations under this appointment or with the Company's interests. The Company reserves the right to alter or allocate different responsibility to you from time to time depending on the business needs of the Company.

10. Confidentiality:

You will not give anyone, by word of mouth, writing, facsimile, any devices or otherwise any particulars or details, which you acquire during the course of your employment of our working systems technical know how, security arrangements, administrative and or organization matters of our and our clients whether confidential, secret or otherwise, either during your employment with Matrimony.com or afterwards.

For a period of one year after the end of employment, you shall not accept any offer of employment from any customer of Matrimony.com where you had worked in a professional capacity with that customer in the one year immediately preceding the termination of your employment, control, consult to or be employed by any business who are competition to the company directly or indirectly. During the employment with Matrimony.com, you are not allowed to meet with any officials working with companies who are directly or indirectly competition to the organization. Any such meeting should have prior permission from the Head-HR.

Any breach of this clause will result in necessary disciplinary actions being initiated against the employee.

You further agree to undertake that you will disclose information on the existence of conditions mentioned in this clause to the company or agency where you would seek employment or get employed within the period of one year following your termination of your employment with Matrimony.com for any reason.

Continued on next page..

11. Security:

Maintaining secrecy of passwords by all employees of Matrimony.com is an essential discipline to ensure safety and secrecy of all development work, correspondence and data. You are expected to keep and maintain secrecy about the informations and data of the company with all its regulation and you will be held liable in the event of any violation under any applicable law including infringement or misappropriation of intellectual property rights owned by the company. You will be responsible for loss or corruption of files as a result of unilateral decision to share individual passwords, access, etc. and access to such users who do not maintain password discipline shall be disabled.

12. Past Record:

If any declaration given or information furnished by you to the Company proves to be false / forged or if you are found to have willfully suppressed any material information, you will be liable to be terminated from services without any notice or compensation whatsoever.

13. Notice Period:

Your employment is subject to termination by either party by giving notice in writing. Notice period is detailed in the Separation Policy.

Notice period is meant to ensure completion of jobs already taken, transfer ongoing jobs, smooth transition and provide for time to get suitable replacement. Failing to fulfill this commitment and purely at the discretion of the employer, the employee will be required to pay to the employer without demur, and on demand, the salary in lieu of the notice period as per the terms of the company.

However, in the event of your resignation, the Company at its sole discretion will have an option to accept the same and relieve you prior to completion of the stipulated notice period without any pay in lieu of the notice period.

14. Termination:

Termination of employment may be due to

- any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty, or incompetence in the discharge of duty on your part or the breach of any of the terms, conditions and stipulations contained herein
- if you are adjudged an insolvent or apply to be adjudged an insolvent or make a compensation or arrangement with your creditors or are found guilty by a competent court of any offence involving moral turpitude.
- the reconstruction or amalgamation of the Company whether by winding up of the Company or a division thereof
- Intentional breach of any company policy if established, or any information provided to the company in the application for job or during the course of your employment was found wrong and you have intentionally provided wrong information.

15. Medical Fitness:

Your continuation in the employment of the company shall be subject to your being found medically fit to undertake the responsibilities assigned to you from time to time. In case you are found medically unfit, your services shall be liable to termination at the sole discretion of the management.

Continued on next page..

16. Intellectual Property Rights:

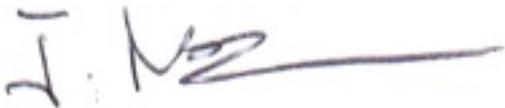
You acknowledge and represent that the Intellectual Property Rights (IPR) in all the work(s) done by you during the time of your employment or contract or assignment in any manner with Matrimony.com or its Clients will be deemed as work done for hire and it belongs to Matrimony.com perpetually and without any claim from you. IPR would mean rights in systems, documentations, designs, patents, utility models, trademarks, knowhow, drawings, specifications, reports, source code, flowcharts, algorithms, moral rights, database rights, etc. (whether or not, in each case, the right is registered and including applications for, and any right to apply for, such registrations) and all rights or forms of protection of a similar nature or having similar or equivalent effect to any of these which may subsist anywhere in the world, together with all renewals and extensions to such rights. As and when requested by Matrimony.com, you shall sign all such documents and instruments including any actions that is required to effect the purpose of assignment of IPR to Matrimony.com during your tenure with Matrimony.com or otherwise.

17. Retirement Policy:

You will retire from the services of the companion on completion of fifty eight years as per the proof of age submitted by you at the time of joining.

Your employment will be governed by the policies, rules, regulations, practices, processes and procedures of MATRIMONY.COM as applicable to you and the changes therein from time to time.

For matrimony.com ltd



Murugavel J
CHIEF EXECUTIVE OFFICER

I have carefully read and understood the above offer terms including the terms contained in Annexure A and agree that the provisions of this letter and the Annexure A are reasonable and necessary, and accept the same irrevocably and unconditionally. I agree to update myself of all company policies and employee related guidelines available with HR and adhere to them during my tenure of employment with the Company.

Signature :
Name :
Date :

Continued on next page..

Annexure B: COMPENSATION STRUCTURE

SALARY STRUCTURE		
NAME	Manisankar Kancharla	
LOCATION	Secunderabad	
DESIGNATION	Service Officer	
DIVISION	Communitymatrimony.com	
BAND & LEVEL	1 - Level 1	
DOJ	03-Nov-2020	
PARTICULARS	MONTHLY Rs	ANNUAL Rs
A) MONTHLY COMPONENTS		
BASIC	6367	76404
HRA	3184	38208
STATUTORY_BONUS_ADVANCE_1	1400	16800
SPL_ALLOWANCE	625	7500
B) ANNUAL COMPONENTS		
ANNUAL INCENTIVES		-
C) RETIRALS		
PF_EMPLOYER_1	839	10068
GRATUITY	306	3672
ESI_EMPLOYER	377	4524
COST TO COMPANY (A+B+C)	13098	157176
GROSS	11576	138912
PF EMPLOYEE	839	10068
ESI EMPLOYEE	87	1044
NET PAY *	10650	127800
* Net Pay and Salary Break-up is subject to Change as per Statutory Changes (Income Tax, PF, ESI, Professional Tax etc).		
# Payment of Gratuity will be in accordance with Statutory Acts and norms		

HRD/2T/1000839495/20-21

March 5, 2021

Ms. Kavitha Adapa
D. No:21- 11/15- 11A Bavi Road
Madhuranagar,
Vijayawada-520011
India

Ph: +91-7901440757

Dear Kavitha,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.03.05 17:30:20 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

HRD/1000839495/20-21

March 5, 2021

Ms. Kavitha Adapa
D. No:21- 11/15- 11A Bavi Road
Madhuranagar,
Vijayawada-520011
India

Ph: +91-7901440757

Dear Kavitha,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **07-Jun-2021**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport and Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of **INR 461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Kavitha Adapa
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	16,162

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	18,581
TOTAL GROSS SALARY	18,581

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

HRD/2T/1000834715/20-21

February 12, 2021

Ms. Kola Sri Ramya
Rtc Colony 9- 138 Near Ankammatalli Temple
Kankipadu,
Vijayawada-521151
India

Ph: +91-8688347237

Dear Kola,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.02.12 11:46:02 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

HRD/1000834715/20-21

February 12, 2021

Ms. Kola Sri Ramya
Rtc Colony 9- 138 Near Ankammatalli Temple
Kankipadu,
Vijayawada-521151
India

Ph: +91-8688347237

Dear Kola,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **12-Apr-2021**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport and Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of INR **461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR **4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party. As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

Sign your name

Print your full Name

Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.02.12 11:46:02 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Kola Sri Ramya
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	16,162

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	18,581
TOTAL GROSS SALARY	18,581

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.



Nandamuri Pallavi
HR Associate

EMP Code: AT0093



4th Floor, P.No.7/3/H, Sector-III, V3Tech Enclave,
Raidurg Metro Station Opp Raheja Mindspace,
Phase 2, Hitech City, Hyderabad, Telangana
500081, India.

www.arohak.com



Emergency Contact

+919492459220

Authorised Signature



Offer: Computer Consultancy
Ref: TCSL/DT20195980616/Hyderabad
Date: 03/01/2020

Mr. Dawood Basha Shaik
12-149117,
Mahanadu,Tadepalle,
Guntur-522501,
Andhrapradesh.
Tel# -

Dear Dawood Basha Shaik,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹7,100/-** per month.

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TCSL/DT20195980616

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹2,840/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹1,400/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.



This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year

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TCSL/DT20195980616

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Training Period

You will be required to undergo class room and on the job training in the first twelve



months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.



8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

10. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

11. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

12. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your



day-to-day conduct as an associate of TCSL.

13. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

14. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

15. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

16. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

17. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.



18. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)



- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

19. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

20. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

21. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

22. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Dawood Basha Shaik
Designation	Graduate Trainee
Institute Name	Andhra Loyola College, Vijayawada

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
TOTAL GROSS	15,126	1,93,158

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
GROSS BOUQUET OF BENEFITS	5,332	63,980



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Date : 12-10-2022

Jeetham Gopi Sai

D. No 4-8, Cheruvu center, Nunna, Vijayawada, Andhra Pradesh, VIJAYAWADA-521212, Andhra Pradesh, INDIA

Sub: Offer of Appointment

Dear Jeetham Gopi Sai,

We are pleased to offer you the role of **Recruitment - Consultant** with **Quess Staffing Solutions** based out of Queens Plaza - Hyderabad Office **for** a period of **6** months from the Date of Joining.

During this period you will be paid a CTC of Rs.20842per Month. The compensation is as per the annexure.

1. HOURS OF WORK

You will abide by the working hours, weekly offs and paid holidays of the department, office or establishment where you are posted.

The hours of work of the company can be changed from time to time depending on business exigencies and work requirements.

2. NON DISCLOSURE OF INFORMATION

2.1. During the continuance of your service with the Company or any extension thereof and even after the cessation of your employment with the Company by any reason whatsoever:

- i. You shall protect and will not disclose all confidential information that may come in your possession or knowledge by virtue of your employment with the Company and shall use such information only as may be required in the normal course of your employment; and
- ii. You shall not, except in the proper course of your employment, publish, disclose, patent, copyright any confidential information to any person or entity or make any use of such information for your own purpose or for any other purpose whatsoever.

The term Confidential Information, as used in this Paragraph, shall mean any information or trade secrets, Patents, Intellectual Properties, Trade Marks, including, without limitation, technical information, financial projections, security arrangements, client information, administrative and/or organizational matters of a confidential/secret nature which is known to the you by virtue of your employment with the Company, marketing information or otherwise, including any software, which is confidential or proprietary to the Company, its subsidiaries or affiliates, its customers, subcontractors or any other individuals or Company's having any kind of association or relationship with the Company, and/or its affiliates or subsidiaries and all works, programs, papers, records, data, notes, drawings, files, documents, samples, devices, products, equipment, and other materials, including copies in whatever form and translations into any other language and intellectual property, relating to the business of the Company.

2.2. Upon the cessation of your employment with the Company, or at any time upon the request of the Company, you shall return and surrender to the Company any Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came into your possession during the course of your employment with the Company and shall not retain any copy thereof in any form whatsoever.

3. COMPANY PROCEDURES

You agree and acknowledge that you will comply with the Company's established disciplinary code as well as other rules, policies and procedures.

4. TERMINATION

- 4.1. If you wish to terminate your employment, you are required to give 60 prior written notice or payment of 60 basic salary in lieu of notice period. Conversely the Company may, at its sole and absolute discretion, waive off the notice period of 60 or reduce if it considers circumstances so warrant.

- 4.2. The Company reserves the right to terminate your employment immediately if you are found to have committed a criminal offence, or a gross misconduct while in its employment

5. RULES & REGULATIONS

The Company has established a variety of policies and standards which form part of the Employee Handbook that ensure

- 5.1. A safe, enjoyable working environment. During the period of your employment with us, you agree to be bound by these policies and standards including but not limited to Code of conduct, whistle Blower, Prevention of Sexual Harassment Policy, and any future policies and standards that are reasonably introduced by the Company. It is agreed that the introduction and administration of these policies is within the sole discretion of Company and that these policies do not form a part of this Agreement. You shall abide by the Rules and Regulations of the Company as communicated by us to you from time to time.
- 5.2. This appointment and its continuance, is subject to you being found and remaining medically (physically & mentally) fit by the Company. Prescribed medical norms and the opinion of a registered medical practitioner (as approved by the Company) shall be final in this regard.
- 5.3. You will not enter into any commitment of dealing on behalf of the management of the Company for which you have no express written authority, nor alter or be a party to any such alterations of any principal or policy of the management of the Company or exceed the authority or discretion vested in you without the prior written sanction of the Company or those in authority over you.
- 5.4. On termination of your employment, you will return to the Company all papers, documents, assets and other property which belong to the Company which may at that time be in your possession, relating to the business or affairs of the Company and will not retain any copies or extract there from.
- 5.5. You will keep us informed in writing of any change in your residential address and such other matters.

6. NON SOLICITATION OF CUSTOMERS

- 6.1. During the period commencing on the date you join the Company and until six (6) months after cessation of your employment with the Company, for any reason what so ever you agree that you shall not, either on your own account or for any corporation, limited liability Company, partnership or other entity or person, shall not, directly or indirectly, solicit, cause in any part or knowingly encourage any current or future customer of the Company or any subsidiary of the Company engaged in the business of the Company to cease doing business in whole or in part with Company or any subsidiary of the Company, with respect to the business.

7. JURISDICTION

- 7.1. Any dispute arising out of your employment will be governed by and construed in accordance with the laws of India and the courts at Bangalore shall have the jurisdiction to

decide any disputes that may arise hereunder.

8. SEVERABILITY

- 8.1. In case any one or more of the provisions contained in this letter shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this letter, but this letter shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein and there shall be deemed substituted for such invalid, illegal or unenforceable provision such other provision as will most nearly accomplish the intent of the parties to the extent permitted by the applicable law.

You are requested to confirm this offer along with our joining date. This letter of employment is valid and open for acceptance for a period of 3 days from the date of issue.

Please maintain strict confidentiality of the terms and conditions of your employment. The Company takes a very serious view of such disclosures and you will be liable for disciplinary action in case breach of this condition of service.

We take this opportunity to wish you a
successful career with us.

Yours sincerely,
For Quess Corp Ltd.



Ruchi Ahluwalia
Head - Corporate HR

Signature

Name Jeetham Gopi Sai

Date

Compensation Break up w.e.f 17-10-2022		
Name	Jeetham Gopi Sai	
Designation	Recruitment - Consultant	
Level	Temp	
Platform	Workforce Management	
Business	Quess Staffing Solutions	
Vertical	General Staffing	
Location	Queens Plaza - Hyderabad Office	
	Monthl y	Annual
A		
Basic	11573	138876
HRA	5787	69444
Special Allowance	461	5532
Statutory Bonus	965	11580
Gross Salary	18786	225432
B		
Employers Contribution - PF *	1445	17340
Employers Contribution – ESI	611	7332
Sub Total	2056	24672
Total Fixed CTC (A+B)	20842	250104

** Target variable compensation would be based on actual performance and prevailing company policy. To be eligible the employee must complete minimum 6 months in the organization. You may be eligible for an incentive pay/performance based variable pays (âœVariable payâœ) subject to organization, business and/or individual performance or any incentive program/policies that may be in place. The frequency of this Variable pay may be annual (end of each financial year), Bi-Annual, or Quarterly according to the business requirements/mutually pre-agreed terms and conditions. If you are not covered under a business/role specific incentive plan, you will be covered under âœQuarterly Variable Pay Planâœ™ (Policy details are available on employee portal. Please note that it is mandatory that you should be on the rolls of the organization on the date of the pay out to receive the same. The Company reserves its right to change your variable pay percentage at its sole discretion and the Employee shall not have any right whatsoever to have any claim, either in law or equity, in respect of without any explicit reservation as to its voluntary nature.

Best Regards,

For Quess Corp Ltd.



Ruchi Ahluwalia

Head - Corporate HR

NON-DISCLOSURE AND NON-COMPETE AGREEMENT

This Non-Disclosure and Non-Compete Agreement ("**Agreement**") dated this 17-10-2022 ("**Effective Date**"), by and between:

1. Quess Corp Limited , a company registered under the Companies Act, 2013 with **CIN: U74999KA2016PTC097984** and having its registered office at 3/3/2, Bellandur Gate, Sarjapur Main Road, Bangalore, Karnataka - 560103. (hereinafter referred to as "**Company**" which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors, assigns and Affiliates); and
2. **Jeetham Gopi Sai**, being son/daughter/son of Mr. Jeetham Srinu, aged about 22, bearing Permanent Account Number **CEZPJ0081D**, residing at D. No 4-8, Cheruvu center, Nunna, Vijayawada, Andhra Pradesh, VIJAYAWADA-521212, Andhra Pradesh, INDIA(hereinafter referred to as "**Employee**").

Company and the Employee are herein individually referred to as the "**Party**" and collectively as "**Parties**".

WHEREAS

- A. The Employee has been employed by the Company and as part of performance of his/her services, the Employee is privy to the Confidential Information (defined later) of Quess (defined later).
- B. In consideration of the employment of the Employee with the Company, the Employee hereby agrees to the terms set forth in this Agreement in respect of Confidential Information and in respect of non-compete obligations.

IT IS AGREED

1. Definitions

"**Affiliate**" shall mean any person who directly or indirectly controls that Party or any person who is under the control of that Party or any other person who is under the common control of that Party and the term "control" shall mean the direct or indirect beneficial ownership of or the right to vote, in respect of, directly or indirectly, more than 50% of the voting shares or securities of a person and/or the power to control the management or majority of the composition of the board of directors of a person and/or the power to create or direct the management or policies of a person by contract or otherwise, or any or all of the above and in case of a limited liability partnership, shall be deemed to apply to the beneficial ownership interest of the partners of such limited liability partnership;

"Business" shall mean any business in which the Company and/or its Affiliates may be engaged in from time to time independently or along with its strategic partners including but not limited to the business of workforce management, operating asset management and tech services.

"**Confidential Information**" includes information about the Company, its business, business partners, sub-contractors, customers, business activities or its associate companies, investee companies, Affiliate's business and/or activities of any nature or of any other person (collectively referred to as "**Quess**") (whether in writing, electronic, visual or oral form) that is proprietary and confidential which shall include but not be limited to information regarding plans for research, development, new products, strategic plans, marketing and selling, business plans, due diligence reports, acquisition plans, budget, payroll data, licenses, price and costs, prospective or current suppliers and customers, financial, business, economic, technical, operational, commercial, employment, management, planning and other information, data, material and expertise of whatever kind relating to Quess or each of the entities/person's directors, agents, representatives, employees, officers or authorised advisors (hereinafter referred to as the "**Representatives**") which is marked or designated as confidential or proprietary or which by the nature of circumstances surrounding the disclosure, ought to be, reasonably and in good faith, treated as

confidential (regardless of whether it can be registered under copyright, patent, trade mark or other intellectual property rights) and shall further include any information provided to the Employee in relation to the services which may reasonably be deemed to be proprietary in nature such as trade secrets, inventions, mask works, concepts, ideas, processes, formulas, source and object codes, data, programs, other works of authorship, know-how, discoveries, developments, software developed or in various stages of development, tapes, compact discs, digital video discs, mark-up languages (HTML,XML), flow charts, designs, drawings, specifications, charts, graphs, techniques and which is either directly or indirectly disclosed to or acquired by the Employee from Quess or its authorised Representatives whether on, before or after the date of countersigning this Agreement. It is clarified that the information may relate to Quess, its Affiliates, associate companies, customers and/or any other third parties, which the Employee becomes privy to pursuant to his/her employment with the Company;

"Person" means any natural person, limited or unlimited liability company, corporation, partnership (whether limited or unlimited), proprietorship, Hindu undivided family, trust, union, association, government or other agency or political subdivision thereof or any other entity that may be treated as a legal person under Applicable Law;

"Restricted Period" means:

- (i) (a) a period of 2 (Two) years with respect to the restrictions mentioned under Clause 3.2(i), 3.2(ii), 3.2(iii), 3.2(iv), 3.2(v) and 3.2(vi); (b) a period of 3 (Three) years with respect to the restrictions mentioned under Clause 4.1(i); and (c) a period of 5 (Five) years with respect to the restrictions mentioned under Clause 4.1(ii) and 4.1(iii) commencing on the date when the Employee ceases (pursuant to the termination of his/her employment with the Company, resignation or retirement) to be employed by the Company in accordance with the employment agreement, or otherwise; and
- (ii) an indefinite period with respect to the restrictions mentioned under Clause 2 commencing from the date of employment of the Employee with the Company.

2. Non-Disclosure and Confidentiality Obligations

- 2.1 The Employee recognises and acknowledges the competitive value and confidential nature of the Confidential Information and the damage that could result to Quess if the information contained therein is disclosed to any third party and in consideration of his/her employment with the Company, the Employee hereby undertakes that during the term of his/her employment and till such time that such Confidential Information becomes public (not pursuant to breach by Employee of the terms hereof), the Employee will (i) not, without the prior written consent of the Company, disclose any Confidential Information to any third party/other employees of Quess nor use any Confidential Information for any purpose other than in connection with performance of his/her services to the Company as may be specifically permitted; (ii) take all reasonable measures to maintain the confidentiality of all Confidential Information in his/her possession or control, which will, in no event, be less than the measures used to maintain the confidentiality of his/her own information of similar importance; (iii) not use any Confidential Information in a manner detrimental to Quess; (iv) not copy or reproduce, in whole or in part, the Confidential Information without the prior written consent of the Company; (v) not store any Confidential Information in any computer/laptop including the personal computer/laptop of the Employee, other than the computer/laptop provided by the Company and (v) forthwith upon request return all the Confidential Information (including all copies thereof) and destroy all analyses, memoranda or notes derived therefrom and expunge all Confidential Information from any computer, word processor or other device into which it was copied or programmed, without retaining any copies thereof and upon request of the Company, certify in writing that the Employee has complied with the obligations set forth in this Clause 2.1.

- 2.2 The Employee hereby assigns exclusively to the Company, all right, title and interest in

and to any and all inventions, discoveries, designs, developments, improvements, copyrightable material, and trade secrets (hereinafter referred to as the "**Inventions**") that the Employee solely or jointly may conceive, write, encode, develop, or reduce to practice during the period in the employment of the Company. The Employee shall make prompt and full disclosure to the Company of any inventions, and if for any reason the assignment pursuant to this Clause 2.2 is not effective, the Employee will hold all such inventions in trust for the sole benefit of the Company.

- 2.3. In the event the Employee is required by applicable law, regulation or legal process to disclose any Confidential Information, the Employee shall prior to such disclosure, promptly notify the Company in writing to seek an injunction order or other appropriate remedy and will provide reasonable assistance, as requested, to the Company in obtaining such injunction order or other appropriate remedy.
- 2.4. Upon termination of employment of the Employee with the Company, for whatsoever reason, the Employee having received Confidential Information shall, (i) cease using the Confidential Information; (ii) promptly return the Confidential Information and all copies, notes or extracts thereof to the Company; (iii) destroy all extracts, analyses, compilations, studies, summaries, reviews, notes and other materials prepared by the Employee that contain Confidential Information; and (iv) certify in writing that he/she has complied with the obligations set forth in this Clause 2.4. The Employee acknowledges that any breach of this Agreement may result in termination without notice of the Employee as set forth in his/her employment agreement with the Company.

3. Non-Compete

3.1 During the term of employment of the Employee with the Company (including the notice period):

- (i) the Employee shall not, directly or indirectly, undertake employment with, or provide any consultancy or other services (whether with or without consideration) to, any Person in India, other than the Company and its Affiliates;
- (ii) if the Employee desires to take up any non-executive directorship or invest in any entity which is directly or indirectly not in competition with the Business, then the Employee must seek written permission from the Company with an undertaking that the Employee will abide by all the obligations and responsibilities as listed out in this Agreement.
- (iii) in the event the Company or its Affiliates propose to enter into or acquire any business, which could be directly or indirectly in competition with the business of an entity in which the Employee acts as a non-executive director or investor (holding more than 2% equity/preference capital) upon receipt of notification from the Company, then the Employee shall undertake to resign from such entity forthwith and take steps to disinvest in such entity, in order to protect the legitimate business interests of the Company and/or its Affiliates.
- (iv) The Employee must provide the disclosures as per format given in **Exhibit A** (herewith attached) (i) upon the execution of this Agreement;
 - (ii) within 15 (Fifteen) days of any change to his/her directorships/shareholding (in excess of 2% or more of equity/preference capital); and
 - (iii) annually as on March 31st of the relevant financial year.

3.2 During the term of the employment of the Employee with the Company (including the notice period) and during the applicable Restricted Period, the Employee shall not, directly or indirectly, or on behalf of any third party:

- (i) undertake employment with, or provide any consultancy or other services (whether with or without consideration) to, any Person, other than the Company and/or its Affiliates, which is directly or indirectly in competition with the Business of the Company or a strategic partner of the Company;
- (ii) make any investment into a competing Business in India, provided that the forgoing

- limitation shall not limit the Employee from owning up to 2% (Two Percent) of the outstanding equity securities of a Person whose shares are traded on any stock exchanges in India;
- (iii) commence or engage in any business that competes with the Business in India;
 - (iv) enter into any type of partnership/joint venture in India for the purpose of pursuing a business venture that competes with the Business;
 - (v) substantially takeover any company in India which is involved in the Business; and
 - (vi) support any Person in India, either financially or in any other way, which is involved in the Business.

4. Non-Solicit and Non-Disparage

- 4.1 During the term of the employment of the Employee with the Company (including the notice period) and during the applicable Restricted Period, the Employee shall not, directly or indirectly, or on behalf of any third party:
- (i) solicit, divert, induce or attempt to solicit, divert or induce any existing and/or prospective customers of the Company on behalf of a business that competes with the Business;
 - (ii) solicit and/or attempt to solicit any strategic partner of the Company to engage in a business that competes with the Business or otherwise interfere with the business relationship of the Company with any strategic partner; and
 - (iii) solicit, induce or attempt to solicit or induce any employee, strategic partner, vendor or independent contractor of, or consultant to, the Company, to terminate/leave his or her employment or relationship with the Company;
- 4.2 During the term of the employment of the Employee with the Company (including the notice period) and at any time in future after termination of the employment of the Employee with the Company, the Employee shall not, directly or indirectly, or on behalf of any third party, disparage, or otherwise bring disrepute to the Company and/or its Affiliates or any shareholders, directors, clients, officers, employees, Company partners or Company agents.

5. General Covenants

- 5.1 In the event the Employee has breached any of his/her obligations under this Agreement, or that the representations and warranties made by the Employee are false or incorrect, then, notwithstanding anything contained herein, the remaining obligations of the Employee shall continue and the Company shall not, subject to applicable law, be liable to make any payment to the Employee whatsoever. Further, the Company shall be free to pursue such remedies against the Employee as may be prescribed herein or otherwise available to it under law.
- 5.2 The Company shall be entitled to claim damages including cost of litigation and legal consultations from the Employee in the event of non-compliance of Clauses 2, 3 and 4 of this Agreement.

6. Representations and Warranties

- 6.1 Each Party represents and warrants to the other Party that each of the following representations and warranties are true as of the Effective Date:
- 6.1.1. This Agreement constitutes a legal, valid and binding agreement between the Parties and is enforceable within its terms;
 - 6.1.2. No Party is subject to any existing or, to its knowledge, pending or threatened litigation or other proceedings which would adversely affect its ability to perform this Agreement; and
 - 6.1.3. The Employee is not in contravention of any of the obligations set forth in this

Agreement.

- 6.2 The Employee represents and warrants to the Company that he is not under any obligation of a contractual or other nature to any Person, which is inconsistent or in conflict with this Agreement or which would prevent him/her from performing his/her obligations under this Agreement. Further, the Employee represents and warrants that he/she (i) has been provided with a copy of this Agreement for review prior to signing it; (ii) that he/she has reviewed the Agreement and that he/she understands the terms, purposes and effects of this Agreement; (iii) he/she has signed the Agreement only after having had the opportunity to seek clarifications; (iv) he/she has not been subjected to duress or undue influence of any kind to execute this Agreement and this Agreement will not impose an undue hardship upon him; (v) he/she has executed this Agreement of his/her own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and (vi) this Agreement is in all respects reasonable and necessary to protect the legitimate business interests of the Company.

7. Validity

- 7.1 In case any one or more of the provisions contained in the Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the other provisions of this Agreement, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision, which is valid and enforceable and most nearly reflects the original intent of the unenforceable provision
- 7.2 The Employee hereby acknowledges and agrees that the terms and conditions under this Agreement are reasonable and fair and will not unreasonably impose limitations on the Employee. In addition, the Employee agrees and acknowledges that the potential harm to Company of the non-enforcement of Clause 2, 3 and 4 outweighs any potential harm to the Employee by this Agreement and the Company has given careful consideration to the restraints imposed upon the Employee by this Agreement, and is in full accord as to their necessity for the reasonable and proper protection of Confidential Information of the Company now existing or to be developed in the future. The Employee expressly acknowledges and agrees that each and every limitation imposed by this Agreement is reasonable with respect to subject matter, time period and geographical area.

8. Miscellaneous

- 8.1 The Employee agrees and acknowledges that monetary damages would not be an adequate remedy for breach of the provisions contained herein and that the Company and/or Quess shall be entitled to equitable relief, including injunctive relief, specific performance and other equitable relief's, in the event of any threatened or actual breach of the provisions hereof and that no proof of special damages shall be necessary for the enforcement of this Agreement. Such remedies shall not be deemed to be exclusive remedies for a breach of this Agreement by the Employee, but shall be in addition to and without prejudice to all other remedies available at law or equity.
- 8.2 The terms of this Agreement shall be deemed to be incorporated in the employment agreement entered into amongst the Employee and the Company and shall be read in harmony and in addition to the terms relating to the subject matter of this Agreement in the employment agreement and with the terms as set forth in the code of conduct policy issued by the Company to the employees.
- 8.3 This Agreement is personal in nature and the Employee will not subcontract or otherwise delegate the obligations under this Agreement without the prior written consent of the Company. Neither this Agreement nor any right or interest hereunder will be assignable by the Employee.

- 8.4 Except as may be otherwise provided herein all notices, requests, waivers and other communications made pursuant to this Agreement shall be in writing and shall be conclusively deemed to have been duly served:
- 8.4.1 In case of hand delivery, when hand delivered to the other Party;
 - 8.4.2 In case of registered post acknowledgement due, postage prepaid, upon receipt;
 - 8.4.3 In case of a national overnight delivery service, postage prepaid, addressed to the Parties as set forth below with next- business-day delivery guaranteed, provided that the sending Party receives a confirmation of delivery from the delivery service provider; and
 - 8.4.4 In case of e-mail, upon receipt by the sender of the return receipt delivery notification

All such notices, requests, waivers and other communications shall be served at such address and/or e-mail address as may have been notified in writing by the Party for such purposes to the other Party in accordance with this Clause 8.4 and shall be as follows (unless otherwise notified):

If to the Employee:

Address: D. No 4-8, Cheruvu center, Nunna,
Vijayawada, Andhra Pradesh,
VIJAYAWADA-521212, Andhra
Pradesh, INDIA

Email: jeethamgopisai.20mba@saividya.ac.in

Telephone: 91-8247273432

If to the Company:

Address: 3/3/2, Bellandur Gate, Sarjapur Main Road, Bangalore, Karnataka
- 560103.

Email: ruchi.ahluwalia@quesscorp.com

Attention: Ruchi Ahluwalia

Telephone: 080 61056001

- 8.5 This Agreement shall be governed by and shall be construed in accordance with the laws of India and the courts at Bengaluru shall have exclusive jurisdiction to settle any dispute that may arise in relation to the interpretation and performance of this Agreement.
- 8.6 Any provision of this Agreement may be amended or waived if, and only if such amendment or waiver is in writing and signed, in the case of an amendment by each of the Parties, or in the case of a waiver, by the Party against whom the waiver is to be effective. No waiver by any Party of any term or condition of this Agreement, in any one or more instances, shall be deemed to be or construed as a waiver of the same or any other term or condition of this Agreement on any future occasion. All remedies, either under this Agreement or by applicable law or otherwise afforded, will be cumulative and not alternative.
- 8.7 All the expenses incurred with respect to the execution of this Agreement shall be borne by the Company.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE ENTERED INTO THIS AGREEMENT AS ON THE EFFECTIVE DATE

SIGNED AND DELIVERED by the within named **Quess Corp Ltd**, by the hand of **Ms. Ruchi Ahluwalia**, authorized signatory.



Head - Corporate HR

Witness 1:

Witness 2:

SIGNED AND DELIVERED by the within named

Jeetham Gopi Sai.

Witness 1:

Witness 2:

PREVENTION OF SEXUAL HARASSMENT (POSH)

Introduction

Quess Corp Limited (formerly IKYA Human Capital Solutions Limited) (the "Company") is an equal employment opportunity company and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender or racial bias and sexual harassment. The Company believes that all employees of the Company have the right to be treated with dignity. The Company does not tolerate any behaviour that is detrimental to a healthy working environment.

Following the enactment of THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013 by the Government of India, Ministry of Law and Justice on 9th December 2013, sexual harassment of employees occurring in the workplace is an offence and is, therefore, punishable.

The Company will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, prompt and appropriate corrective action by conducting an enquiry as is necessary, including disciplinary action, will be taken in accordance with the relevant Service Rules and the Company Policy.

Scope

This Policy extends to all employees of Quess Corp and its subsidiaries, as well as JVs, whether on probation or permanent, including those on deputation, contract, part-time or working as Consultants, trainees, interns, unless explicitly stated otherwise. The policy is also applicable to any vendor resource working in the company premises, including extended work place.

Sexual harassment includes any unwelcome behaviour of a sexual nature that could be reasonably expected to make someone feel offended, humiliated or intimidated.

This may include (but is not restricted to):

- 1.1. An unwelcome physical contact and advance
- 1.2. A request for sexual favours
- 1.3. Unwelcome comments about someone's sex life, physical appearance or clothes.
- 1.4. Leering and ogling
- 1.5. Sexually offensive comments, stories or jokes, obscene messages/MMS/pictures through mail/SMS or WhatsApp.
- 1.6. Displaying sexually offensive photos, pinups or calendars, reading matter, objects or on clothes
- 1.7. Sexual propositions or continued requests for dates
- 1.8. Physical contact such as touching or fondling, or unnecessary brushing up against someone
- 1.9. Indecent assault or rape (these are criminal offences).

Further, the following behaviour or acts shall also amount to Sexual Harassment Implied or explicit promise of preferential treatment in her/his employment, or Implied or explicit threat of detrimental treatment in her/his employment, or Implied or explicit threat about her/his present or future employment status, or

Interference with her/his work or creating an intimidating or offensive or hostile work environment for her/him, or

Humiliating treatment likely to affect her/his health or safety

Procedure

Any employee, who feels he/she is being sexually harassed directly or indirectly, may give a written complaint of the alleged incident to any member of the Committee (table below) within (3) three months of the occurrence of the incident. This period may be increased by another (30) thirty days by the IC if the reason for such a delay is bonafide/legitimate/genuine

Complaints may be made in writing and submitted to the members of the committee. An e-mail id speakup@quesscorp.com has been set up for this purpose. Alternatively, employees can also reach out to the Regional SPOCs.

The IC will hold a meeting with the Complainant within (5) five days of the receipt of the written complaint. At the first meeting, the Committee members shall hear the aggrieved party and record her/his signed statements. The aggrieved party can also submit any corroborative material with documentary proof, oral or written material, etc., to substantiate his/her complaint. In the event that the aggrieved party cannot make the complaint/statement for reasons including death, poor health, or medical rest then a relative may make the complaint/statement on the behalf of the employee.

Thereafter, the person against whom the complaint is made shall be called for a deposition before the Committee and an opportunity will be given to him/her to give an explanation and his/her statement shall be recorded and signed. Thereafter IC shall within 10 (ten) days from the date of completion of the enquiry, furnish a report documenting its findings and recommendations to the employer. This report shall be shared with both the concerned parties. The IC shall ensure that the enquiry concludes within 90days from the date of filing or as modified by law thereafter.

In the event the allegations are proven then the IC recommendations to the employer shall include (but not be limited to):

Action for sexual harassment as misconduct as defined in the relevant service rules, if not then Section 509 IPC shall be applicable.

Declaration for Prevention of Sexual Harassment(POSH):

- I hereby declare that I have read and understood the POSH guidelines and agree that to as an employee to comply with it, as applicable at all times.
- I am also aware that failure to abide by the above policy may lead to disciplinary action as per the company's policy.

CODE OF CONDUCT

(Applicable to all the employees of Qess Corp and its Subsidiaries)

All employees of Qess Corp and its subsidiaries will abide by the following

1. **Conflict of Interest Policy:** An employee of Qess Corp shall always act in the interest of the company, and ensure that any business or personal association which he/she may have does not involve a conflict of interest with the operations of the company and his/her role therein. Employees should avoid any activity, interest or association that conflicts with, or appears to compromise one's exercise of independent judgment in the Company's best interests.

Employees are not allowed to work for a competitor of Qess Group while working for any group company, or do any work for or provide assistance to any third party (distributor, customer or supplier) that may adversely affect one's performance or judgment on the job.

2. **Code of Conduct Policy:**

- a. **Standards of Corporate Governance:**

Every employee is required to act in good faith, responsibly, with due care, competence and diligence, without misrepresenting material facts or allowing one's independent judgment to be subordinated

- ii. Employees shall share knowledge and maintain skills important and relevant to organizational needs.
 - iii. Employees shall promote ethical behavior as a responsible partner among peers, and in the work environment.
 - iv. Act in accordance with the highest standards of personal and professional integrity, honesty and ethical conduct, while working in the Company's premises, at offsite locations where the Company's business is being conducted, at Company sponsored business and social events or at any other place where employees are representing the Company.

- b. **Protection of Company Property:**

- i. Every Employee of the Company is responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Company's assets, including all kinds of physical assets, movable, immovable and tangible property, corporate information and intellectual property such as inventions, copyrights, patents, trademarks and technology and intellectual property used in carrying out their responsibilities.
 - ii. All Employees must use all equipment, tools, materials, supplies, and Employee time only for Company's legitimate business interests. Company's property must not be borrowed, loaned, or disposed of, except in accordance with appropriate Company's policies. All Employees must use and maintain Company's property and resources efficiently and with due care and diligence.

- c. **Confidentiality of Information:** During the continuance of service with the Company or any extension thereof and even after the cessation of employment with the Company by any reason whatsoever, employees shall protect and will not disclose, all confidential information that may come in their possession or knowledge by virtue of their employment with the Company and shall use such information only as may be required in the normal course of their employment; and shall not, except in the proper course of their duties, publish, disclose, patent, copyright any confidential information to any person or entity or make any use of such information for their own purpose or for any other purpose whatsoever.

- d. **Integrity of Financial information:** All employees have a responsibility to ensure that all transactions are recorded in Company's accounts accurately and promptly and they must

immediately report any known inaccuracies. Misrepresentations by Employees that result from intentional acts that may conceal or obscure the true nature of a business transaction are clear contraventions of this Policy.

- e. **Free and Fair Competition/Antitrust Policy:** As Quess Corp's business interests are spread across the world, Quess may be subject to competition laws of various jurisdictions and all employees shall comply with the same. Competition laws govern, usually quite strictly, relationships between Quess and its competitors.

As a general rule, contacts with competitors shall be limited and shall always avoid subjects such as prices or other terms and conditions of sale, clients, vendors and suppliers.

- f. **Anti-bribery and Anti-Corruption Policy:** All employees are required to comply with the Anti-Corruption laws in India and other geographies that Quess operates in. Quess Corp is firmly committed to conduct all business activities with integrity and the highest possible ethical standards. The company has zero tolerance for bribery and corruption.

Client discussion and RFP responses must be consistent with national laws, the FCPA (Foreign & Corrupt Practices Act 1977), UK Bribery Act 2010, and local bribery laws and regulations.

- g. **Gifts, Entertainment, and Other Expenses to Clients, Suppliers, or Vendors Policy:** Quess Corp's relationships with clients, suppliers, vendors, and other business partners are vital and must be transparent, objective, fair, and free from conflicts. This policy establishes processes designed to prevent such conflicts or even the appearance of such conflicts.

No gift, entertainment (including meals, receptions, social or sports events), or other expense (such as hotel, travel, and other related expenses) may be accepted or presented if it obligates or appears to obligate employees and/or their family members to the individual giving or receiving the gift, entertainment, or other accommodation.

- h. **Whistleblower Policy:** Quess Corp Limited's Code of Business Conduct and Ethics requires every director, officer and employee of Quess Corp Limited to report any violation of the Code which is known to or reasonably suspected by that individual. Directors, officers and employees must also report any other known or reasonably suspected improper conduct or incident in relation to Quess Corp Limited, including any questionable accounting, internal accounting controls or auditing matters or potential violations of the law.

Coverage of Policy

Examples of violation would include but are not limited to:

- Abuse of Authority , Breach of Contract, Manipulation of Company data/records, Financial Irregularities, Including fraud or suspected fraud, Criminal offence, Sexual harassment, Discrimination, Damage to the Environment, Misuse of Company's Assets, Providing false information, Pilferage of confidential/propriety information, Deliberate violation of law/regulation

To report any issue of as per the whistleblower policy, please write to alert@quesscorp.com

Workplace Policy:

- a. **Drug and Alcohol Policy:** To ensure a safe and healthy workplace this policy is applicable to all employees of the Company. Any employee found to be under the effect of Alcohol or drugs will be liable for disciplinary action against him including instantaneous dismissal.
- b. **Anti-Smoking Policy:** Smoking is strictly prohibited in all offices of Quess Corp and its subsidiaries. This policy must be communicated to all vendors and clients when they visit offices.
- c. **Identity Card/Access Card Policy:** Identity Cards and Access Cards are exclusive to an employee and are non-transferrable.
- d. **Misconduct:** The following are considered acts of misconduct and will invite disciplinary action
- Willful insubordination or instigation

- Theft, fraud, misappropriation or other dishonest acts. Willful damage to or loss of employer's goods or property, taking or giving bribes or any illegal gratification
- Habitual absence without leave or absence without leave for 10 days
- Habitual late attendance
- Habitual breach of any law, applicable to any establishment
- Riotous or disorderly behavior during working hours at the establishment or any subversive act, habitual negligence towards work
- Striking work or inciting others to strike work in contravention of the provision of any law, or rule having the force of law
- Drunken or riotous behavior at work
- A record of habitual absence from work. Any act of moral turpitude.
- Use/possession of drugs
- Consumption of alcohol

e. **Nepotism:** To ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace and to avoid any situation of nepotism, all employees are required to abide by this policy.

The employment of a family member is not allowed in the following situations:

- The employee is involved in the hiring decision concerning the family member
- The employee is in a supervisory, subordinate or control relationship with a family member
- Where the employment of a family member creates any actual, perceived or potential conflict of interest. The company will make all reasonable effort to mitigate any such potential conflict of interest by transferring one or the other of the related employees to another position.

f. **Falsification of Records:** Falsification of records with the intent to cheat, trick, steal, deceive, or lie - is both dishonest and, in most cases, criminal. Intentional acts of fraud are subject to strict disciplinary action, including dismissal and possible civil and/or criminal action against the concerned Employee.

Declaration for the Code of Conduct:

- I hereby declare that I have read and understood the Code of Conduct guidelines and agree that to as an employee to comply with the Code of Conduct, as applicable at all times.
- I am also aware that failure to abide by the above Code of Conduct may lead to disciplinary action as per the company's policy.

**Annexure:
Group Medical Insurance Coverage & Group Term Life Insurance**

We are pleased to inform you that you are covered under Group Insurance Policies.
Your eligibility is based on level as per below Table:

Level	Group Medical Insurance Total Sum Insured	Parents /In-laws	Group Personal Accident Sum Insured	Group Term Life Insurance - Sum Insured	Max. Coverage Options	Employee Contribution (Self +Family) Per Annum	Parents Contribution
		max eligibility					Per Annum
L1 and Above	5,50,000	5,50,000	40,00,000	Twice the fixed CTC per annum / min of 10 Lacs	Self +Spouse+2 kids+	4000	4500
					2 Parents / In-laws		
L2 and L3	3,50,000	1,75,000	30,00,000		Self +Spouse+2 kids+	3000	3500
					2 Parents / In-laws		
L4 & L5	3,00,000	1,50,000	25,00,000		Self +Spouse+2 kids+	2000	3000
					2 Parents / In-laws		
L6 to L9	2,50,000	1,25,000	20,00,000		Self +Spouse+2 kids+	800	2000
					2 Parents / In-laws		
RT	2,50,000	1,25,000	20,00,000		Self +Spouse+2 kids+	800	2000
					2 Parents / In-laws		
Temp	1,00,000	NA	10,00,000		Only self is covered	0	0
NAPS	1,00,000	NA	10,00,000		Only self is covered	0	0
Gratuity	4.81% of Basic- as per Payment of Gratuity Act					To be paid on completion of 4 years and 190 days continuous service	

**All other terms and conditions of your employment are mentioned in the offer letter.



Ref: TCSL/DT20195893867/1373076/Hyderabad

Date: 03 January 2021

MR. KANTAMRAJU PHANIDEEP
1-56 Sivalayam Street,
Beside Panchayat Office, Vijayawada,
Andhra Pradesh-521104.
Tel# 919949485401

Sub: Joining Letter

Dear Mr. Kantamraju Phanideep,

Welcome to TATA Consultancy Services Limited (TCSL). We are glad that you have accepted our offer and look forward to you being a part of our family.

We are pleased to inform you that your Initial Learning Program (ILP) at TCSL will commence on **21st January 2021** at **Chennai** . You are requested to report at the address detailed below on **21st January 2021** at **08:00 AM** .

M/s. Tata Consultancy Services Ltd TCSL "Chennai One" - SEZ Unit, (IGGGL- SEZ)
200 Ft. Thoraipakkam - Pallavaram Ring Road,Thoraipakkam,,
Chennai - 600 096,Tamil Nadu, India,
Chennai, Tamil Nadu-600096.

(Route map of the ILP Centre can be viewed on TCS NextStep>>ILP Corner>>ILP Centres)

Contact Person: Mr. Suganth Infin Bilavendran
Phone: 9104466168888/914466168080
Email Id: suganth.infin@tcs.com
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

You will continue to receive further communication through the pre-employment orientation (PEO) platform. Your exact time of reporting will be published through announcements on PEO.

Please download the Joining Letter Annexure (TCS NextStep>>ILP Corner>> Joining Letter) detailing the formalities to be complied with prior to the commencement of your learning.



Initial Learning Program (ILP)

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program at Ignite, Chennai.

This formal learning will add value to you as a professional and help you to excel in your career.

Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal.

You may please note that in the event of your performance during this program falling short of the required standard, you're learning program would be extended or your services would be liable for termination as the case may be.

Only you will be allowed to enter our office. As the whole joining process may be of 3-4 hour duration, please make suitable arrangements for anyone accompanying you.

TCSL will not provide accommodation in Chennai. You will have to arrange for your accommodation. Travel expenses to the location of this Learning Program will not be reimbursed.

As communicated to you through various forums during the recruitment process your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

If you remain unauthorized absent for a consecutive period of 10 days, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

We would like you to confirm your acceptance of joining this batch by clicking on the 'I Accept' button online. In the event of us not receiving an update, TCSL reserves the right to withdraw the offer. If you fail to join on the date provided in the TCSL Joining letter, the offer dated 10-03-2020 will stand automatically terminated at the discretion of TCSL.



Together, let us take TCSL to greater heights! Wish you the very best!

Warm regards,

Janardhan S
Global Head - Talent Development



[Click here](#) or use a QR code scanner from your mobile to validate the joining letter

Date :16/09/2022

To
Eemani Pavani
(Code: CAN469975)

Provisional Offer Letter for Fixed Term Contract

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Junior Research Analyst**. Your services are being deputed to **Excelra Knowledge Solutions Private Limited** at **Hyderabad** based on on the following terms and conditions:

- Your employment will be valid from **19/09/2022 To 18/09/2023** , unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary Gross will be INR 214,404.00 per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
 - a. Complete on the Randstad portal:
 - Employee profile form
 - Statutory Nomination forms like ESIC, PF, Medclaim etc.
 - b. Upload proofs of your documents:
 - Government mandated ID proof: Aadhar Card and PAN
 - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
 - Copy of both Educational certificates & Previous employment documents.
 - Bank Details for Salary processing: Copy of cancelled cheque.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer. You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.
Wishing you the very best!

Yours truly,
For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

Annexure I: Salary Breakup

Component	Monthly	Yearly
Basic	12,000.00	144,000.00
House Rent Allowance	4,867.00	58,404.00
Statutory Bonus	1,000.00	12,000.00
Gross Salary	17,867.00	214,404.00
Employer's Contribution to ESI	581.00	6,972.00
Employer's Contribution to EPF	1,440.00	17,280.00
Insurance	112.00	1,344.00
CTC (Cost to the company)	20,000.00	240,000.00
Employee's Contribution to EPF	1,440.00	17,280.00
Employee's Contribution to ESI	135.00	1,620.00
Total Deduction	1,575.00	18,900.00
Net take home = (Gross salary- Total deduction)	16,292.00	195,504.00

* Income tax, Professional tax and LWF as applicable will be deducted.

* All the taxes will be deducted as applicable by law. Your salary is strictly confidential.

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC



19 Nov, 2020

BHAVANA AKULA

Dear BHAVANA,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E-sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,
Yours Sincerely,

Lokendra Sethi

Lokendra Sethi (Nov 20, 2020 17:58 GMT+5.5)

Lokendra Sethi
Vice President - Human Resources

A. Bhavana



19 Nov, 2020

BHAVANA AKULA
50-1-39, Ramalayam Street, Gunadala, Vijayawada
Vijayawada, 520004
India

Dear BHAVANA,

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as Senior Assistant Service Delivery Coordinator at EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 1 Dec, 2020.

Your appointment with EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] is on the following terms and conditions.

You are expected to report at DGS-Campus Phase-1, HP Avenue, 39/40, Hosur Road, Konappana Agrahara, Electronics City, Bengaluru, 560100, at 9:00 AM to complete your joining formalities.

1 PAY and BENEFITS

Your Fixed Gross Salary will be INR 260,000.00 per annum.

1.1 Basic Salary

You will be eligible for a Basic Salary. The amount towards the basic salary is INR 139,178.00.

1.2. Flexible Benefit Plan (FBP):

You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the difference of amount between basic salary and total fixed salary. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

1.3. Provident Fund:

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.

1.4. Gratuity:

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

1.5 Variable Pay Program

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You will be eligible to participate in any one Variable Pay Program, which would vary according to your business/role. Goals and metrics may vary with each performance period, and payments under this plan are granted at the sole discretion of the Company. The plan details as applicable to you will be communicated to you at the time of joining.

1.6 Insurance

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium equivalent to Rs 13,976 will be borne by the Company and is over and above your fixed gross salary, mentioned above. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage as per the said Act. Your share of contribution along with the company's share of contribution will be remitted, as per the said Act.

1.7. Leave

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick-cum-casual leave per annum. You may utilize your leave as per the company policy.

2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1. Your job classification detail is as listed below:

Job Function: Delivery Services Group

Job Family: Service Delivery

Job Title (Internal): Senior Assistant Service Delivery Coordinator

Salary Grade: 51000813

2.2. Work Place

You are initially appointed to work in our office in Bangalore. You may be transferred or required to travel for the Company's business/training at the sole discretion of the Company.

2.3 Probation

You will be on probation for a period of six months from the date of joining. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. The company reserves the right to extend the probation for a further period of three months. During probation, your employment may be terminated by either party with one month notice in writing or payment of one month salary in lieu of notice period.

2.4 Transfer

Though you have been engaged for a specific position, your services can be transferred by the company from one location to another, one department/entity to another. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

2.5 Retirement

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

2.6 Notice for Separation/ Termination

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- i. This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.
- ii. Your services can be terminated by either party by giving to the other, a notice of two months in writing (hereinafter referred to as 'Notice Period'). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for two months' in lieu of the Notice Period.
- iii. Your position with the company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to two month's Salary. Salary for the above purposes would constitute Basic Salary and 50% FBP only.

2.7 Conflict of Interest

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

2.8 Standards of Business Conduct

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

2.9 General Conditions

- 1) Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers
- 2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet exigencies of business.
- 3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.
- 4) You will be covered by DXC Technology Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.
- 5) The terms of the employment shall be governed by the laws of India and Courts in Bangalore shall have exclusive jurisdiction.
- 6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.

Please sign and return the copy of this appointment letter as a token of your acceptance.

Thanking You,
Yours Sincerely,

A. Bhavana



Lokendra Sethi
Lokendra Sethi (Nov 20, 2020 17:58 GMT+5.5)

Lokendra Sethi
Vice President - Human Resources

I accept the above referred Pay and Benefits and the general terms and conditions of employment

A. Bhavana
A. Bhavana (Nov 20, 2020 20:08 GMT+5.5)

BHAVANA AKULA

Nov 20, 2020

Candidate Physical Signature (to be completed first day of work):

I accept the above referred Pay and Benefits and the general terms and conditions of employment

First Name Middle Name Last Name

Date

Place

Annexure II

Flexible Benefits Plan (FBP)
Job Family: Service Delivery
Title: Senior Assistant Service Delivery Coordinator

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1 a. House Rent Allowance

Maximum Limit: 50% Of Annual Basic

Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord

1 b. Actual Rent paid towards Company Leased premises

Maximum Limit: 100% of Annual Basic

Supporting Documents: Lease Agreement

2. LTA once a year (LTA will be exempt if availed by the employee twice in a block of four calendar years. The calendar years currently applicable are 2018 to 2021.)

Maximum Limit: 20% of Annual Basic subject to a maximum of Rs. 200,000

Supporting Documents: Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave

3. Children education allowance for maximum of 2 dependent children : (Per child per month Rs.100)

Maximum Limit: Rs. 2,400 per annum

Supporting Documentation: Declaration and submission of receipts

4. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel): (Per child per month Rs.300)

Maximum Limit: Rs. 7,200 per annum

Supporting Documentation: Declaration and submission of receipts

5a. Company Car Program

Lease rental as per vehicle of choice

5b. 40% of Transport Allowance or Rs. 3,60,000 per annum whichever is lesser

5c. Chauffeur Allowance is a sub limit of 40% of Transport Allowance or Rs. 3.6 lacs whichever is less with a maximum allowance of Rs.1,44,000 per annum

5d. Fuel and Maintenance Allowance: Balance of Total Entitlement less Chauffeur Allowance

6. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/ restaurants during the course of the workday)

Maximum Limit: Rs.26,400

Supporting Documentation: As per program guidelines

7. Bonus/Exgratia – For those earning basic salary up to Rs. 21, 000/-pm, advance Bonus is paid towards payment of bonus, payable under the Payment of Bonus Act, 1965.

8. Transport Allowance through Payroll – Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year

Maximum Limit: 100% of FBP Declaration

9. Telephone Reimbursement: Telephone and/or Broadband expenses up to INR 1,500 per month

Maximum Limit: INR 18,000 per annum

Supporting Documentation: Declaration and submission of receipts

* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

* Employees can purchase a vehicle with max ex-showroom price + Accessories of INR 9,00,000. The tenure of the lease is 3 years. Please refer to the policy for more details.

Guidelines governing Flexible Benefits Plan (FBP)

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1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme. The selection of benefits must be done and communicated to the Payroll group. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
 - a) Transfer of the employee from one city to another.
 - b) Change of grade/level.
 - c) Change of residential accommodation.
 - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children and parents
4. While selection of the menu of benefits and spending the same, the employee must ensure that he/she should not draw more than:
 - a) 25% of the annual kitty in Q1
 - b) 25% of the annual kitty in Q2 & balance of Q1, if any
 - c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
 - d) 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

For the purposes of the plan, the quarters will be as follows:

- a) Q1 – April, May, June
- b) Q2 – July, August, September
- c) Q3 – October, November, December
- d) Q4 – January, February, March

Any unutilized amount in the kitty as on 31st March will be paid along with the April salary and tax recovered appropriately.

5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. The company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.
7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

Mandatory Documents List

You are required to submit the following documents, prior to your Joining Date. These documents will be verified with originals and hence, please make sure to bring the originals with you.

Please note

1. Originals are required only for verification and will be returned back immediately

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2. Please carry a printout of this letter when submitting the joining documents.
3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1 Relieving letter from previous employer
Original Required for Verification: Yes
No. of Copies: Two

2 Letters supporting Employment viz., Offer letter, Service Certificate
Original Required for Verification: Yes
No of Copies: Two

3 Salary details of previous Employment
Original Required for Verification: Yes
No. of Copies: Two

4 Education Certificates or Mark sheets with Provisional Certificates 10th to Highest Degree
Original Required for Verification: Yes
No of Copies: Two

5 Copy of PAN card/Application ID for PAN card applied
Original Required for Verification: No
No. of Copies: One

6 Age Proof Copy of Passport or Pan card or Driving license
Original Required for Verification: No
No. of Copies: One

7 Photo identity proof Copy of PAN Card or Passport or Driving license
Original Required for Verification: No
No of Copies: One

8 Address Proof to open bank account for salary credit Copy of Rental Agreement or Driving license or Voter's ID If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name
Original Required for Verification: Yes
No of Copies: One

9 Four passport size color photographs. Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy. No other types of photographs would be accepted.
Original Required for Verification: Yes
No of Copies: Four

10 NSR Registration Number

11 Note down your parents' dates of birth for nomination in PF, Gratuity

Agreement Regarding Confidential Information and Proprietary Developments India

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BHAVANA AKULA

1. Consideration and Relationship to Employment. As a condition of my employment with DXC or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

2. Confidential Information. This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

- (a) to use such information only in the performance of Company duties;
- (b) to hold such information in confidence and trust; and
- (c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company. I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

3. Proprietary Developments. This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information. Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- (a) to disclose them promptly to Company;
- (b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- (c) to assign any right of recovery for past damages to Company; and
- (d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense. I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or

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demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

4. Respect for Rights of Former Employers. I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

5. Work Product. The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

6. Company Property. I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

7. Protective Covenants. I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company. I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

(a) **No Solicitation of Customers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with or accepting any order from any customer of Company for the benefit of a Competing Line of Business if I either had business-related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;

(b) **No Solicitation of Company Employees.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and

(c) **No Solicitation of Company Suppliers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company. As used here, "Competing Line of Business" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). "Company Employee" means an individual employed by or retained as a consultant to Company or its

A. Bhavana



related corporations. "Company Supplier" means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

8. Enforcement. I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post-employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

9. Relief; Extension. I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

10. Severability; Authority for Revision; Assignment; Governing Law. The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

11. Acceptance by Company. A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

12. Acceptance by Employee. By placing my signature below, I confirm that I have read and fully

A. Bhavana



understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company

Lokendra Sethi

Lokendra Sethi (Nov 20, 2020 17:58 GMT+5.5)

Lokendra Sethi

Vice President - Human Resources

FOR Employee

Name : BHAVANA AKULA

A. Bhavana

A. Bhavana (Nov 20, 2020 20:08 GMT+5.5)

Date : Nov 20, 2020

A. Bhavana



August 28, 2020

Dear **Neelisetty Venkata Sai Durga Siri Chandana,**

Sub: Letter of Engagement as Intern at Wipro

We are pleased to inform you that, you have been selected for undergoing an Internship in our organization Wipro Limited ("Wipro") as an Intern under the following terms and conditions:

1. Nature of Engagement

You will be engaged as an **Intern at Wipro.**

2. Duration of internship

The duration of **internship** will be for a period of **2 months**. In addition to the training and mentoring offered to you during the internship, Wipro shall also evaluate your performance. Your internship shall automatically come to an end on completion of the internship period as elucidated above, unless extended in writing by Wipro.

3. Stipend

During the internship period, you will be eligible to receive a stipend of **Rs 15,000/- per month**. The payment of stipend is linked to your attendance and absence from internship training shall result in a pro rata deduction in the stipend.

4. Verification Report

Your engagement with Wipro will be subject to receipt of satisfactory report with regard to verification of the particulars furnished by you in your application and information given at the time of Interview. At any point of time, whether prior to your internship period or during your internship, it is found that any declaration or information furnished by you to Wipro proves to be false or if you have willfully suppressed any material information, your internship offer shall be withdrawn/cancelled with immediate effect.

5. Obligations and Responsibilities

- a. During your internship period, Wipro expects you to undergo training in the department / section in which you are placed with high standard of initiative and efficiency. You shall devote yourself exclusively for undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or any other internship or work on advisory capacity or be interested directly or indirectly in any other trade or business (except as share-holder or debenture holder) during the internship period without obtaining permission in writing from the appointing authority at Wipro. You will be governed by the service rules / standing orders, policies and regulations as may be promulgated by Wipro from time to time in relation to conduct, discipline and other matters. You will not seek membership of any local or public bodies without first obtaining specific permission from the appointing authority at Wipro. You are expected to comply with all the policies ("Policies") of Wipro including the Code of Business Conduct and other policies of Wipro as they form an integral part of the terms of your internship with Wipro.

Registered Office:

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Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945PLC020800



Consequently, you are required to understand the scope and intent behind the Policies and to comply with the same. These Policies are updated / modified on a periodic basis and new Policies may be introduced and notified to Interns from time to time and you will be required to comply with the same. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your engagement shall immediately be brought to the notice of Wipro, failing which appropriate disciplinary action shall be initiated.

- a. During the internship period, if you conceive any new or advanced method of improving processes / formulae / systems in relation to the Business or Trade of Wipro, such developments will be fully communicated to Wipro and will be the sole property of Wipro. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your Internship. This covenant shall endure during your Internship and beyond the cessation of your Internship with Wipro.
- b. During the Internship period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements, administrative and organization matters of confidential or secret nature, which you may come across during your internship period or become known to you by virtue of your undergoing in the internship with Wipro or otherwise.
- c. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

6. Posting

During your internship period, you may be transferred or assigned for training in any division / department / establishment or location at which Wipro or its associate companies having their offices or operation and whether at present existing or which may be set up in future at any time and at any place in India, without any increase in stipend. On such posting, you will be governed by the policies, rules and regulations as applicable in that Unit / Branch / Establishment.

7. Travel

You may be required to undertake travel as required by Wipro and you will be paid travel expenses as per Wipro policies.

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8. Termination

Notwithstanding any of the clauses of this letter of engagement, Wipro reserves the right in its sole discretion to terminate this internship at any time during the internship period without assigning any reason by giving one week's (7 days) notice or payment of one week's stipend, in lieu of notice.

9. Training Hours and Holidays

As an intern, you will undergo training during the hours and days as may be fixed by Wipro. Normally all Sundays will be weekly holidays together with all National and Festival Holidays observed by the establishment.

10. After completion / termination of internship

On completion / termination of internship, you will immediately surrender to Wipro all specifications, documents, literature, drawings, records etc., belonging to Wipro or relating to its Businesses and shall not take or retain any copies of the said items. An internship completion letter will be issued to the intern subject to a minimum of 85% attendance during the internship.

11. Date of commencement of internship

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement on the day of reporting, duly signed by you, in token of your acceptance of the offer. On the date of joining for your internship, please bring 3 copies of your latest passport size photographs and two copies each of your certificates and testimonials along with the originals. The original certificates will be returned to you after verification.

Yours sincerely,
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Sunil Kalachar", is positioned above the printed name.

Sunil Kalachar
General Manager – Talent Acquisition

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Endorsement:

1. I accept the terms and conditions stipulated in the above letter of engagement. I shall report for Internship on _____.
2. I understand that any non-compliance to the policies of the organization or un-authorized absence during internship will lead to termination of my internship immediately.

Name:

Signature.....

Date: ____ / ____ / ____

Place:

Registered Office:

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ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I -----, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

- a. Validating my curriculum vitae and retaining records on the same for any future reference/verification;
- b. Processing my application for internship including background verification checks
- c. Internship related actions including record keeping, processing training stipend and any action required in the context of my internship with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

Name:

Date: __/__/____

Signature.....

Registered Office:

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ANNEXURE II

CONFIDENTIALITY & NON-DISCLOSURE AGREEMENT

This non-disclosure agreement ("**Agreement**") is made on this the [] day of [] between

Wipro Limited, a public limited Company incorporated under the Indian Companies Act, 1913, and existing under the Indian Companies Act, 1956, having its registered office at Dodda Kannelli, Sarjapur Road, Bengaluru 560-035.

And

_____ [Name of the Intern], S/o / D/o

Residing
at _____

(Hereinafter referred to as "**Intern**" which expression shall mean and include his/her representatives in interest, assurers and guarantors).

WHEREAS:

The Intern has expressed his/her desire to be trained with Wipro for a period of _____ ("**Internship Period**");

Wipro has accepted the Intern's application subject to the Intern adhering to and complying with certain covenants governing his or her movement within Wipro premises, conduct, and other tasks whatsoever which they may be allotted from time;

During the term of the internship, the Intern may have access to certain information which may be proprietary and/or of confidential nature ("**Confidential Information**", as more particularly described below).

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NOW THEREFORE in consideration of the Agreement herein by the parties hereto and such additional promises and understandings as are hereinafter set forth, the parties agree as follows:

- 1) For purposes of this Agreement, "**Confidential Information**" means, with respect to Wipro, any and all information in written, representational, electronic, verbal or other form that is disclosed to Intern by Wipro or which Intern becomes aware of in the course of the internship, including without limitation, information relating directly or indirectly to the present or potential business, operation or financial condition, pricing, legal cases pertaining Wipro, marketing plans or strategy, volumes, services rendered, customers' and suppliers' names or lists, any customer information, financial or technical or service matters or data of or relating to Wipro and any information identified as being proprietary and/or confidential and any information which might reasonably be presumed to be proprietary or confidential in nature, excluding any such information which (i) is known to the public (through no act or omission of Intern in violation of this Agreement); (ii) was known to Intern prior to its disclosure under this Agreement; or (iii) is required to be disclosed by governmental or judicial order, in which case Intern shall give Wipro prompt written notice, and use reasonable efforts to ensure that such disclosure is accorded confidential treatment and also to enable Wipro to seek a protective order or other appropriate remedy.
- 2) Nothing contained hereunder shall be construed as creating, conveying, transferring, granting or conferring by Wipro on Intern any rights, license or authority in or to the Confidential Information.
- 3) Intern agrees and undertakes that he/she shall not disclose or make available to any person (including the Institute) reproduce or transmit in any manner, or use (directly or indirectly) for his/her own benefit or the benefit of others, any Confidential Information, including without limitation, the use of the Confidential Information in any thesis or report required to be submitted by Intern under any course. Intern undertakes that he/she will not, without prior written consent of Wipro, use any Confidential Information in any of her future projects or presentations for any person, including the institute, nor shall he/she use any of the Confidential Information in his/her resumes or any application for prospective engagement.
- 4) Intern shall use and/or protect the Confidential Information received by him/her with utmost degree of care and diligence.
- 5) Intern agrees that upon (i) termination/expiry of Internship Period, or (ii) at any time during its currency, or (iii) on Intern ceasing to be an Intern of Wipro, Intern shall promptly deliver to Wipro the Confidential Information and copies thereof in his/her possession or under his/her direct or indirect control, and shall destroy all memoranda, notes and other writings prepared by him/her or his/her subordinates based on the Confidential Information.
- 6) Intern acknowledges that the Confidential Information coming to his/her knowledge may relate to and/or have implications regarding the future strategies, plans, business activities, methods, processes and or information of Wipro or its affiliated companies which could afford third parties certain competitive and strategic advantage. Intern shall ensure that the use of such Confidential Information by the Intern shall not jeopardize or adversely affect in any manner such future strategies, plans, business activities, methods, processes, information, and/or competitive and strategic advantage of Wipro.
- 7) Intern acknowledges the quantum of damages and/or losses that Wipro may suffer as a result of the breach of this Agreement by the Intern and therefore, agrees to indemnify and keep indemnified Wipro against all loss or damage, which Wipro may suffer as a result of any such breach.

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- 8) Intern hereby acknowledges and agrees that in the event of a breach or threatened breach by Intern of the provisions of this Agreement, Wipro shall without prejudice to any of its rights under this Agreement or in law have the right to claim damages and shall also be entitled to injunctive relief against such breach or threatened breach by Intern.
- 9) No failure or delay by Wipro in exercising or enforcing any right, remedy or power hereunder shall operate as a waiver thereof, nor shall any single or partial exercise or enforcement of any right, remedy or power preclude any further exercise or enforcement thereof or the exercise of enforcement of any other right, remedy or power.
- 10) This Agreement will be governed exclusively by the laws of India and, jurisdiction shall be vested exclusively in the courts at Bangalore. This Agreement shall not be amended, assigned or transferred by either party without obtaining the written consent of Wipro.
- 11) The obligations of confidentiality shall survive the expiry or termination of the internship. Nothing in this Agreement is intended to confer any rights/remedies under or by reason of this Agreement on any third party.
- 12) If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken from this Agreement and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of the date and year written above.

Yours sincerely,
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Sunil Kalachar", is written over a horizontal line.

Sunil Kalachar
General Manager – Talent Acquisition

Intern Name:

Signature:

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
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Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945PLC020800



Vamshi S

#3-114 Near Ramalayam 6th Battalion Vadrepalem Atmakuru Road
Mangalgi Guntur District Guntur,
Andhra Pradesh - 522503, India

Letter of Appointment

Dear Vamshi,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as Customer Service Associate-Non Voice .You are required to report to the Company's office at **WAHA** on **October 09, 2020** ("**Joining Date**") at **9:30 AM**.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. Work exigencies and your profile may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at 's office at **Bangalore** , you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be require to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days** ("**Notice Period**") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

Teleperformance Global Services Private Limited.

#38/1&2, Ahmed Plaza, 2nd & 3rd floor, Beretenna Agrahara, Hosur Main Road, Bengaluru-560 100, Karnataka.

Tel: +91-80-6697 4510 / 4511

Registered Office: Intelenet Towers, Plot CST No 1406 A/28, 1st

In case of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behavior, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.

You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.

10. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **July 31, 1998**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like by whatever name called.

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Tel: +91-80-6697 4510 / 4511

Registered Office: Intelnet Towers, Plot CST No 1406-A/28, Mindspace, Malad, West, Mumbai, 400090, Maharashtra, India.

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to **Teleperformance** and here's wishing you a rewarding career.

Yours Truly,

For Teleperformance Global Services Private Limited ,


Rupak Chatterjee

Senior Director - Recruitment

I, **Vamshi S**, residing at **#3-114 Near Ramalayam 6th Battalion Vadrepalem Atmakuru Road Mangalgi**
Guntur District Guntur, Andhra Pradesh - 522503, India do hereby accept the terms and conditions in this

Employee Signature	_____
Employee Name	Vamshi S

Enclosures:

1. Salary Annexure (**Annexure I**)
2. Declaration and Undertaking regarding non-disclosure (**Annexure II**)
3. Declaration (**Annexure III**)

NOTE: For purposes of brevity and ease of reading, the term "**the Company**" or the term "**Teleperformance**" (wherever it appears in this letter) means **Teleperformance**.

Emp Temp Code : 8011080321

Annexure I
Compensation Details
 twitter.com/tpdibs

Name Of Employee:	Vamshi S	 facebook.com/tpdibs/
Designation:	Customer Service Associate-Non Voice	
Grade:	Grade I	
Date Of Joining:	October 09, 2020	
City:	Bangalore	
Salary Structure (Appointment)	Amount in Indian (INR)	
Basic Pay	11,553.00	
Housing Rent Allowance (HRA)	6,931.00	
Transport Allowance	0.00	
Flexible Benefit Plan	0.00	
Statutory Bonus#	962.00	
Gross Fixed Salary (1)	19,446.00	
Provident Fund (Employee) (2)	1,386.00	
ESIC (Employee) (3)	146.00	
Net Take Home [1-(2+3)]	17,914.00	
Provident Fund (Employer) (4)	1,386.00	
ESIC (Employer) (5)	632.00	
Gratuity* (6)	556.00	
Total Fixed Cost (1+4+5+6)	22,020.00	
Annual Fixed CTC	264,240.00	
Annual Performance Pay**	0 % of Annual Fixed CTC	
Annual Performance Linked Incentive (PLI)	0.00	
PLI Payout Frequency	Annually	

For Teleperformance Global Services Private Limited ,


 Rupak Chatterjee

Senior Director - Recruitment

*Gratuity shall be payable as per "The Payment of Gratuity Act".

**Performance Pay will be paid on Annual Basis and would be payable subject to assessed performance achievement level, based on the "Performance Pay" payout policy.

#Statutory Bonus is paid monthly as per "The Payment of Bonus Act".

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" as qualifying criteria for such payout.

Employee Signature	
Employee Name	Vamshi S

I, **Vamshi S** residing at **#3-114 Near Ramalayam 6th Battalion Vadrepalem Guntur District Guntur, Andhra Pradesh - 522503, India**, and working as **Customer Service Associate-Non Voice**, do hereby solemnly state, undertake and declare that:

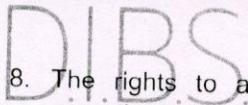
1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Services Private Limited**, a Company having its registered office at Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai-400090, Maharashtra, India.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed except if expressly requested by my manager. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
 - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
 - (ii) Any such breach would cause injury to the Company, and
 - (iii) The remedies provided for in this Section shall be cumulative to and not exclusive of any and all other remedies which may be available, either at law or in equity.

Teleperformance Global Services Private Limited.

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Tel: +91-80-6697 4510 / 4511

Registered Office: Intelenet Towers, Plot CST No. 1406-A/28, Mindspace, Malad, Mumbai.



8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.
9. In the event of my leaving services of the Company, for any reason, during the **12-months** period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
 - i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
 - ii. canvass solicit or endeavor to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
 - iii. solicit, interfere with, or endeavor to entice away any employee of the Company; or
 - iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.
11. I shall **NOT** make a 'facilitation payment'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.
12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
 - (a) any person who is so employed / associated becomes a relative, and/or
 - (b) a relative, in future, is so employed / associated with the Company.

I understand and acknowledge that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and/or criminal prosecution under applicable laws.

Executed this _____ day of _____ 20__

Employee Signature	_____
Employee Name	Vamshi S

Annexure IIIDECLARATION**Article I.**

I **Vamshi S** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of "**Change to Circumstances**", within **48 hours** of me becoming aware of such "**Change to Circumstances**" which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this _____ day of _____ 20____

Temp Emp Code	8011080321
Employee Signature	_____
Employee Name	Vamshi S

Dated: 02nd May 2022

To: Koragana Ram Krishna

Re: Employment Offer

Dear Koragana Ram Krishna,

We are pleased to offer you a position as “**Associate I- A1**” at Vuchi Media Private Limited ("Company"), starting on **02nd May 2022**. In this position, your primary duties will include, but are not limited to, supporting the business activities of the Company. Your duties will also include such other responsibilities that the Company may assign to you. Your role and reporting relationship may also change based on your performance as the Company evolves. You may be required to travel from time to time for business reasons.

You will devote your best efforts to the performance of your job for the Company and shall work such hours as may be necessary for effectively discharging your duties towards the Company. While employed at the Company, you will not undertake any other activity requiring your business time and attention, nor support (by way of investment or otherwise) any activity that may be competitive with the Company’s business or pose a conflict of interest with that business. You will follow the Company’s policies and procedures (including the policies of the Company protecting other employees against discrimination and sexual harassment) as described to you from time to time. As a condition of your employment, you will execute the Company’s Proprietary Information and Inventions Agreement attached hereto and provide the Company with any legally required proof of your identity and such other documents and/or references as the Company may call upon you to furnish.

Compensation

Your starting fixed compensation will be **3,19,009** Indian Rupees per year, on a cost to company basis. The compensation is explained in detail in the section “Benefits, Details and Other Terms”. All payments to you will be subject to legally required withholding and such other agreed withholding as may be agreed by you with the Company. Such withholdings may include contributions towards any company sponsored welfare plan, loan or insurance plan. The salary payable to you is on a cost to company basis and the Company has the right to structure the components of the salary in accordance with applicable laws and its policies on that behalf.

None of your rights to receive any form of compensation payable pursuant to this offer may be assigned or transferred except by operation of law. Any other attempted assignment, transfer, conveyance or other disposition of your right to compensation or other benefits shall be null and void. The Company will pay, or reimburse you for, all pre-approved, reasonable and adequately substantiated expenses you incur in connection with the performance of your duties, provided that you obtain appropriate advanced approvals of such expenses.

Koragana Ram Krishna 2022-05-02
Employee Signature with Date _____ Page 1 of 7

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Benefits

As a full-time employee of the Company, you will be eligible to participate in Company-sponsored benefits and be a member of any employee benefit plans that the Company may establish and are generally available to other employees of the Company, including medical insurance coverage, life insurance, employee stock purchase plans and incentive compensation plans. Except as specifically described in this letter, however, the Company is under no obligation to offer any particular benefits. The Company reserves the right to cancel or change the benefit plans and programs it offers to its employees at any time, provided that any such cancellation or change shall be carried out in a manner that does not discriminate between employees of the same level.

You will be entitled to Ten (10) days of Paid Time Off ("PTO") annually with full compensation and benefits during PTO periods. PTO includes vacation time and can be taken in ½ day increments. You may take PTO at such time or times as you and the Company mutually agree in writing. Your PTO time will accrue at a rate of 0.83 days per month of service. If you need to take off more time than you have accrued, then the additional time will be unpaid. The Company encourages you to use all earned PTO each year. As a result, you may only accumulate a maximum of two times the PTO that you are eligible to accrue so that at any given point in time your total PTO entitlement does not exceed 45 days. Once you have accrued the maximum, you will cease accruing additional PTO until PTO time is taken so that the accrual amount has been brought below the maximum.

Subject to the applicable policies, you may also be entitled to casual or sick leave of not more than 10 days annually. You can avail sick or casual leave of not more than 1 day in continuance. Any leaving exceeding 1 day would be treated as Paid Leave. Casual leaves would lapse at the end of year and cannot be accumulated.

Probation Period

You will be under probation for the first three months from the date of your actual joining. Your employment would be confirmed on finding your performance satisfactory. If your performance is found unsatisfactory during the probation period, the Company may terminate your employment after serving you a written notice of seven (7) days at any time during the first 3 months of employment.

Guaranteed Service from Employee Clause

Acceptance of this offer also implies that you will not leave the company at your will within 12 months of joining. This is to ensure that the training and knowledge imparted during this phase is adequately put to use and that there is no disruption to the client services function of the company. In the event you give written notice to terminate your employment within 12 months of joining, you agree to pay to the Company the amount equivalent to 18% of your annual fixed compensation outlined as "**Total (A1)- Fixed Pay**" in the section "Benefits, Details and Other Terms". In addition to the compensation payout, you will also agree to serve ninety (90) days of notice period to transition the job responsibilities to another member of the Company. The decision to accept the relieving is subject to the approval of the Business Unit Head.

Employee Signature with Date Koragana Ram Krishna 2022-05-02
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Non-compete and Non-solicit

You covenant with the Company that for the consideration payable to you under this offer, which you agree is sufficient, you acknowledge and agree that in order to protect the goodwill related to the business of the Company, a post-termination employment restriction is reasonable and necessary. You further acknowledge and agree that the nature of the Company's business is such that if you were to become employed by, or substantially involved in, the business of a competitor of the Company during the thirty-six (36) month period immediately following the termination of your employment, such employment or involvement would present a risk of actual disclosure of the Company's trade secrets and confidential information. Thus, in order to both ensure that the goodwill related to the business of the Company is protected, and to avoid misappropriation of the Company's trade secrets and confidential information, during the term of your employment and for thirty six (36) months thereafter you agree not to directly or indirectly engage in (whether as an employee, consultant, agent, proprietor, principal, partner, major stockholder, corporate officer, director or otherwise), nor have any ownership interest in, nor participate directly or indirectly (whether on your own or through your family members, relations, friends and other associates) in the financing, operation, management or control of, any person, firm, corporation or business that is competitive with the Company (other than investments in professionally managed funds over which you, your family members, relatives, friends and other associates do not have control or discretion in investment decisions and investments in publicly traded companies, so long as your beneficial ownership does not exceed 2% of the public companies outstanding voting stock) in India.

For the consideration payable to you in terms of this offer, you further undertake that for a period of thirty six (36) months after you cease (for whatever reason including termination or resignation) to be an employee of the Company you will not directly or indirectly (a) approach, solicit or deal with in competition with the Company any person, firm or company or other organization who or which during the thirty six (36) months preceding the termination date was a customer or client of the Company with whom you had personal contact on behalf of the Company, (b) induce or procure or attempt to induce or procure any person who on your termination date is or was in the thirty six (36) months preceding your termination date an employee or consultant of or under a contract of services to the Company to leave whether or not such person would commit a breach of his or her employment or appointment by reason of leaving the service of the Company.

Employment at Will

Beyond the initial 12 months (See Guaranteed Service from Employee Clause), your employment with the Company will not be for any specific period of time and is "at will". This means that both you and/or the Company are each free to terminate your employment relationship at any time for any reason, with or without cause, or for no reason at all, with eight (8) week's written notice after the first 12 months of the contract period. After 12 months, in the event you provide less than eight (8) week's written notice to terminate your employment, you agree to pay to the Company the amount equivalent to your fixed compensation, pro-rated for the shortfall in the number of days of the notice period.

Koragana Ram Krishna

2022-05-02

Employee Signature with Date _____

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The Company can terminate your employment with adequate notice or remuneration in lieu thereof; eight (8) weeks' notice for general separation or four (4) weeks' notice for unsatisfactory performance. In the event of your resignation, the Company, at its sole discretion shall have the option to waive the notice period partly or fully without paying you any salary or compensation for the notice period so waived. This rule does not apply during the probation period. However, please note that the Company reserves the right to terminate your employment at any time without notice or payment for cause including misdemeanour, misconduct or negligence, willful misconduct, repeated failure to comply with lawful directions, breach of the terms of your employment and breach of representation, unethical business conduct, breach of any statutory duty or for any act or omission adversely affecting the goodwill, reputation, credit, operations or business of the Company. For the avoidance of doubt, it is clarified that you shall not in any manner, whether directly or indirectly, whether through associates, relatives or otherwise, accept or benefit from, or otherwise encourage payment or receipt of any bribe, rebate, payoff, influence payment, kickback or other similar payment while dealing with any third parties/vendors for and on behalf of the Company. In case, during the course of your employment or as on the date of this offer you become aware of any of your relatives, friends, associates being involved with, or otherwise interested in, any transaction/dealing of the Company, it shall be your duty to promptly inform the Company together with all relevant details.

Further, the Company shall be entitled to terminate your services in the event you become disabled, which would include your remaining sick for a period of one (1) month continuously or for an aggregate period of two (2) months over a one (1) year period or in case you are unable to fulfill your duties because of any physical or mental ailment/illness.

Upon termination of your employment, for any reason whatsoever, you shall immediately hand over all papers, documents, security pass and/ or identity card and other property belonging to the Company which may be in your possession or custody, and hereby undertake not to make or retain copies in any form or replica of any such items. Also, at the time of termination of your employment, the Company shall pay the amounts accrued to you after making deductions, to the extent, such sums are due to be paid by you to the Company.

Furthermore, upon termination of your employment you shall automatically vacate all offices held by you as a result of your employment with the Company and also handover any premises being leased or provided to you for your benefit by the Company.

This is the full and complete agreement between you and the Company. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective. By accepting this offer, you represent that you are (a) familiar with the foregoing covenants not to compete and not to solicit and (b) fully aware of your obligations arising as a result of accepting this offer including, without limitation, the reasonableness of the length of time, scope and geographic coverage of these covenants. If you violate the terms of this offer,

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you understand and agree that you irrevocably forfeit all your rights to any future payments due to you under this offer and liable for compensatory and punitive damages as determined by arbitration or a court of law. You confirm and agree that by accepting the terms of this offer, you declare that you have not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime, even though subject of a pardon, amnesty, or other similar legal action and there is no lawsuit, arbitration, administrative or other proceeding or governmental investigation pending or, to the best of your knowledge, threatened against you and that you have not been the subject of any adverse court judgment which threatens your solvency or substantially compromises your financial security. If a judgment has been made against you at any time prior to this offer of employment, you must disclose this fact to the Company, if intending to accept this offer. The Company reserves the right to terminate your services at any stage of your employment if at any time it is discovered that such declaration is materially untrue.

Although your job duties, title, compensation and benefits, as well as the Company's personnel policies and procedures, may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and the Chairman of the Board of Directors of the Company. Further, your participation in any stock option or benefit program is not to be regarded as assuring you of continuing employment for any particular period of time. You should also be aware that the Company may, in the future, require current and future employees in certain positions to execute a bond or be subjected to background checks for security purposes as a condition of employment. No severance shall apply or be paid upon termination of employment, unless otherwise committed to in writing.

In the unlikely event of a dispute between Company and you arising out of your employment or the termination of your employment, we each agree to submit our dispute to binding arbitration in Hyderabad, India in accordance with the Indian Arbitration and Conciliation Act, 1996 then in effect. This means that there will be no court trial of disputes between us concerning your employment or the termination of your employment. Except for provisions of your Proprietary Information and Inventions Agreement, this arbitration provision is intended to apply to all aspects of the employer-employee relationship, including but not limited to any claims of employment, discrimination or harassment under applicable law to the fullest extent possible.

This letter sets forth the terms of your employment with the Company and supersedes any prior representations or agreements, whether written or oral. A duplicate original of this offer letter and the Proprietary Information and Inventions Agreement is also enclosed. To accept this offer, please sign and return both copies of this offer letter and the enclosed Proprietary Information and Inventions Agreement to: Vuchi Media Pvt Ltd, 5th Floor, Gutenberg IT Park, Kala Jyothi building, Masjidbanda, Hyderabad 500084 India. We will then return one fully executed copy of each document to you. Should you have any questions in regard to this employment offer, please contact us.

Employee Signature with Date Koragana Ram Krishna 2022-05-02 Page 5 of 7

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BENEFITS, DETAILS AND OTHER TERMS

Name	Koragana Ram Krishna
Job Title - Grade	Associate I-A1
Work Location	Hyderabad, India
Date of Joining	02 nd May 2022

Compensation Details		
Salary Components	Average Monthly	Annual
Basic Salary	8,830	105,965
House Rental Allowance	3,532	42,386
Transport Allowance	4,000	48,000
Medical Allowance	992	11,902
Meal Vouchers	0	0
Other Allowance	0	0
Provident Fund (EPF) Employer Contribution*	1,950	23,400
ESI Employer Contribution**	564	6,768
Performance Bonus***	2,208	26,491
Total (A)	22,076	264,912
Shift Allowance****	4,000	48,000
Group Medical Insurance (INR 2,00,000 cover)		0
Group Accident Coverage (INR 5,00,000 cover) & Group Term Life Insurance		1,000
Gratuity		5,097
Benefits (B)	4,000	54,097
Total Cost To Company CTC (A+B)		319,009

* Employee and the Employer PF is credited directly to the EPF Account from MediaMint.

* Standard Tax deductions and EPF Guidelines will be applicable and your final paycheck amount may vary.

* Work from Home option is subject to the process head. Whenever required, employee should be ready to work from the office as per business requirements and planned training.

* Food Allowance - Sodexo Meal Vouchers (only for applicable)

OTHER BENEFITS	
Holidays	10 (8 mandatory, 2 optional)
Paid Time Off (PTO)	10 days
Sick Leave	10 days
OTHER TERMS	
Timings:	Based on rotation
Guaranteed Out-Clause	12 Months

Employee Signature with Date Koragana Ram Krishna 2022-05-02
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We look forward to you joining Vuchi Media Private Limited and are confident that the association shall be mutually rewarding.

Sincerely,



Venkata Karthik

Associate Director - Human Resources

Employee

Koragana Ram Krishna

I have read, understand, agree and accept all of the above terms.

Koragana Ram Krishna 2022-05-02

Signature

Date

Koragana Ram Krishna

Full Name

H. No: 7-194, Laxmi Narayan Nagar,
near Anthem Villas,

Gundlupochampally Medchal, Pin:
Permanent Address
500100

H. No: 2-135/241 Ushodaya Colony
Gajularamaram, Hyderabad, pin

500055

Vuchi Media Private Limited
PROPRIETARY INFORMATION AND INVENTIONS AGREEMENT

In consideration of my employment by Vuchi Media Private Limited ("Company"), I hereby agree as follows:

1. Definitions.

(a) "Intellectual Property Rights" means any and all (by whatever name or term known or designated) tangible and intangible right, title, interest, and benefit (including, without limitation, to make, use, or sell under patent law; to copy, adapt, distribute, display, and perform under copyright law; and to use and disclose under trade secret law), whether now known or hereafter existing, including, without limitation (a) rights associated with works of authorship throughout the universe, including, but not limited to copyrights, moral rights, and mask-works, (b) trademark and trade name rights and similar rights (including all goodwill associated with such marks, names and rights), (c) trade secret rights, (d) patents, design and other industrial property rights, (e) all other intellectual property and proprietary rights (of every kind and nature throughout the universe and however designated) (including, without limitation, character rights, "rental" rights and rights to remuneration), whether arising by operation of law, contract, license or otherwise, and (f) all registrations, provisional applications, applications, renewals, extensions, continuations, divisions or reissues thereof now or hereafter in force throughout the universe (including, without limitation, rights in any of the foregoing).

(b) "Proprietary Information" means trade secrets, confidential knowledge, data or any other nonpublic information of Company. By way of illustration but not limitation, "Proprietary Information" includes (1) all information embodying or relating to Company's Intellectual Property Rights which Company has not made public; and (2) information regarding plans for research, development, new products, marketing and selling, business plans, business opportunities, procedures, methods, budgets and unpublished financial statements, licenses, prices and costs, suppliers and customers; and information regarding the skills and compensation of other employees of Company. "Proprietary Information" does not include information that (i) is in the public domain by reason of prior publication not directly or indirectly resulting from my act or omission, (ii) was already properly known to me (other than in connection with this arrangement) without restriction at the time of Company's disclosure to me or (iii) was independently developed by me without use of Proprietary Information or Company facilities or materials. Without limiting the generality of the foregoing, "Proprietary Information" does not include information or techniques which are generally known in my industry and which are not specific to Company or the services to be performed in connection with my employment by Company.

(c) "Third Party Information" means any information, knowledge, or data that Company, its contractors, or I receive from any third party (including any parent, subsidiary, related or affiliated entity of such third party) directly or indirectly, in tangible or intangible form, or which Company, its contractors, and/or I develop while providing services to such third party, if such information, knowledge or data would be Proprietary Information if owned by Company, or if such third party has received it in confidence from others, or if Company is otherwise obligated to maintain the confidentiality of such information and to use it only for certain limited purposes.

(d) "Works" includes all materials that I create, develop or conceive, either alone or jointly with others, (1) during the period of my employment with Company, (2) as a consultant working for Company, and (3) within one year after my employment with Company, if such materials relate to the actual or anticipated business activities of Company and/or its customers, or are suggested by work that I am performing for Company and/or its customers and shall include, without limitation, inventions, innovations, works of authorship, ideas, products, devices, equipment, information, data, databases, systems, lists, computer source code and object code (including, without limitation all specific implementations thereof, such as html encoded files and other files intended for use in electronic communications networks and systems), mask works, drawings, artwork, notes, memoranda, specifications, devices, formulas, and documents of any nature; any computer program, modification, addition, enhancement, new version, sequel, adaptation, design, plot, theme, character, concept, audiovisual display, or interface element, in any medium or form whatsoever, whether interactive or linear and whether now known or unknown, that is derived in any manner from the work that I perform for Company, or any part or aspect thereof, or that uses or incorporates any materials or any tangible component thereof or Intellectual Property Right contained within any larger project with which I am involved as an employee or consultant of Company; any derivative work of any material that I create as an employee or consultant of Company, and thereafter during the period described above, or any material owned and/or provided by the customer (including an affiliate of the customer) to which Company is providing services, or any aspect thereof, including, without limitation, any computer programming incorporated in any of the foregoing; and any and all copies thereof, whether stored electronically or made tangible through any other medium.



Employee Signature Koragana Ram Krishna 8

2022-05-02

2. Recognition of Company's Rights: Nondisclosure.

(a) Proprietary Information. At all times during the term of my employment and thereafter, I will hold in strictest confidence and will not disclose, use, lecture upon or publish any of Company's Proprietary Information, except as such disclosure, use or publication may be required in connection with my work for Company, or unless an officer of Company expressly authorizes such in writing. My nondisclosure obligation hereunder includes the obligation not to disclose any portion of a Work containing Proprietary Information or from which the nature or content of the Proprietary Information may be reasonably deduced. My nondisclosure obligation hereunder shall continue until the Proprietary Information ceases to be Proprietary Information, unless applicable law requires that the obligation terminate after a specific term, in which event the obligation shall terminate at the end of the longest term permitted by law.

(b) Third Party Information. During the term of my employment and thereafter, I will also hold Third Party Information in the strictest confidence and will not disclose, use, publish or divulge Third Party Information to any person, firm or corporation, in any advertising regarding Company or in any manner or connection whatsoever (to anyone other than Company personnel who need to know such information in connection with their work for Company), unless expressly authorized by an officer of Company in writing and an authorized representative of the third party or parties from whom the information is received. My nondisclosure obligation hereunder includes the obligation not to disclose any portion of a Work containing Third Party Information or from which the nature or content of the Third Party Information may be reasonably deduced.

(c) Legal Obligation. In the event that I or any of my representatives are under legal obligation in any administrative or judicial circumstances to disclose any Proprietary Information or any Third Party Information, I shall forthwith and promptly notify Company of the same so that the Company may obtain an appropriate protective order.

3. Assignment of Works and Intellectual Property Rights.

(a) Work for Hire and Assignment. I acknowledge that all Works that constitute original works of authorship and are made by me (solely or jointly with others) within the scope of my employment are authored by me under instructions from and for and on behalf of the Company and shall be owned absolutely and exclusively by the Company. To the extent that the ownership of any Work (or the Intellectual Property Rights contained therein) does not vest in the Company by operation of law or otherwise, I hereby agree that I am assigning and will assign to Company on a worldwide perpetual basis all my right, title and interest in and to any and all Works and the Intellectual Property Rights contained therein. I agree that I will take such additional actions and execute such other documents as Company may request to vest absolute title to the Works in Company, and to the extent that I am legally prevented from transferring all of my rights in any Works to Company, I will take such actions as Company requests to achieve the parties' intentions under this Section 3 to the fullest extent permitted by law. I acknowledge and confirm that the ongoing employment remuneration received by me from the Company constitutes adequate and sufficient consideration for the above assignment.

(b) Moral Rights. To the extent that my work for Company results in the creation of any rights of paternity, integrity, disclosure and withdrawal or any other rights in connection with the Works that may be known as or referred to as "moral rights," I hereby waive all such rights in favor of Company and grant to Company the right to modify any Works in connection with the development, manufacturing, marketing, distribution, public performance and/or public display of the such Works, either separately or as incorporated into any project or projects currently or subsequently undertaken by Company. I further agree not to institute or authorize any other party to institute any action on the grounds that Company's use of any Works, now or in the future, constitutes an infringement of any of my moral rights or are in any way a distortion, mutilation or other modification of the Works to the prejudice of my honor or reputation.

(c) Rights of Publicity. To the extent that any Works incorporate the use of my name, or pictures, drawings, images, or caricatures of me, including, without limitation, computer-generated drawings and images, I irrevocably and absolutely consent that any and all such materials be used, published, copied, in whole or in part, without personal identification, for illustration (including incorporation into Company's products), trade, advertising, marketing, and promotion of Company and its products in any medium. I release and discharge Company, its assigns and designees (including any agency, client, broadcaster, electronic bulletin board or internet service provider, periodical or other publication) from any and all claims and demands arising out of or in connection with the use of such materials, including, but not limited to, any claims of defamation, invasion of privacy or right of publicity.

Employee Signature Koragana Ram Krishna 9

2022-05-02



(d) License to Intellectual Property Rights. To the extent that any of the Works are derived from or require the use by Company of any works that I own which are not assigned hereby, I hereby grant Company an irrevocable, perpetual, transferable nonexclusive worldwide royalty-free license, with right of sublicense, to use, modify and create derivative works using such works, but only to the extent necessary to permit Company to fully realize its ownership rights in the Works.

(e) License to Unassigned Works. To the extent that I am unable assign to Company any of my right, title or interest in any Work under applicable law, I hereby grant to Company an irrevocable, worldwide, fully paid, exclusive, perpetual license to such Work to use, modify, sublicense and assign the Work, and to assign this license, and to exercise all rights and incidents of ownership of the Work in protecting Company's and Consultant's Intellectual Property Rights in the Work. The term of license granted hereby shall be the greater of five (5) years or the maximum term permitted by applicable law and shall automatically renew for successive periods of equal length unless Company terminates the license by notifying Consultant in writing of such termination.

4. Enforcement of Intellectual Property Rights.

(a) I will assist Company in every proper way to obtain and from time to time enforce Intellectual Property Rights relating to the Works in any and all countries. To that end I will execute, verify and deliver such documents and perform such other acts (including appearances as a witness) as Company may reasonably request for use in applying for, obtaining, perfecting, evidencing, sustaining and enforcing such Intellectual Property Rights and the assignment thereof. In addition, I will execute, verify and deliver assignments of such Intellectual Property Rights to Company or its designee. My obligation to assist Company with respect to Intellectual Property Rights relating to such Works in any and all countries shall continue beyond the termination of my employment, but Company shall compensate me at a reasonable rate after my termination for the time actually spent by me at Company's request on such assistance.

(b) In the event Company is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraph, I hereby irrevocably designate and appoint Company and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraph with the same legal force and effect as if executed by me. I hereby waive and quitclaim to Company any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any Intellectual Property Rights assigned hereunder to Company. At Company's request, I will execute one or more additional powers of attorney before a notary public to give effect to this provision.

5. Obligation to Keep Company Informed.

(a) During the period of my employment and for one (1) year after termination of my employment with Company, I will promptly disclose to Company fully and in writing all Works authored, conceived or reduced to practice by me, either alone or jointly with others. In addition, I will promptly disclose to Company all patent applications filed by me or on my behalf within a year after termination of employment. At the time of each such disclosure, I will advise Company in writing of any works that I believe should not be regarded as Works; and I will at that time provide to Company in writing all evidence necessary to substantiate that belief. The Company will keep in confidence and will not disclose to third parties without my consent any proprietary information disclosed in writing to Company pursuant to this Agreement relating to Works that I disclose in this manner and I will preserve the confidentiality of any work that constitutes a Work.

(b) I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by Company) of all Proprietary Information developed by me and all Works made by me during the period of my employment at Company, which records shall be available to and remain the sole property of Company at all times.

6. Prior Inventions. Works, if any that I made prior to the commencement of my employment with Company, are excluded from the scope of this Agreement. To preclude any possible uncertainty, I have set forth on Exhibit A attached hereto a complete list of all works that I have, alone or jointly with others, conceived, developed or reduced to practice or caused to be conceived, developed or reduced to practice prior to the commencement of my employment with Company, that (i) I consider to be my property or the property of third parties



Koragana Ram Krishna

Employee Signature _____ 10

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(ii) embody any material Intellectual Property Rights, and (iii) I wish to have excluded from the scope of this Agreement. If disclosure of any such invention on Exhibit A would cause me to violate any prior confidentiality agreement, I understand that I am not to list such inventions in Exhibit A but am to inform Company that all such inventions have not been listed for that reason.

7. E-Mail Messages and Internet Usage. I acknowledge that all e-mail messages that I produce, send or receive while at Company facilities or using Company equipment are the property of the Company. I also understand and acknowledge that the Company may monitor and inspect all such messages and may also monitor and control the communications that I initiate or receive through the Internet while at Company facilities and while using Company equipment in any location. I acknowledge that I have no right to or expectation of privacy in such communications. I will cooperate with the Company in its implementation of such security and control measures as it may implement from time to time with respect to e-mail and Internet communications and shall take all reasonable precautions to ensure that the confidentiality of any such communications containing Proprietary Information or Third Party Information is maintained.

8. Additional Activities. I agree that during the period of my employment by Company I will not, without Company's express written consent, engage in any employment or business activity other than for Company.

9. No Improper Use of Materials. During my employment by Company I will not improperly use or disclose any confidential information or trade secrets, if any, of any former employer or any other person to whom I have an obligation of confidentiality, and I will not bring onto the premises of Company any unpublished documents or any property belonging to any former employer or any other person to whom I have an obligation of confidentiality unless consented to in writing by that former employer or person. I will use in the performance of my duties only information which is generally known and used by persons with training and experience comparable to my own, which is common knowledge in the industry or otherwise legally in the public domain, or which is otherwise provided or developed by Company.

10. No Conflicting Obligation. I represent that my performance of all the terms of this Agreement and as an employee of Company does not and will not breach any agreement to keep in confidence information acquired by me in confidence or in trust prior to my employment by Company. I have not entered into, and I agree I will not enter into, any agreement either written or oral in conflict herewith.

11. Return of Company Documents. When I leave the employ of Company, I will deliver to Company any and all drawings, notes, memoranda, specifications, devices, formulas, and documents, together with all copies thereof, and any other material containing or disclosing any Works, Third Party Information or Proprietary Information of Company. I further agree that any property situated on Company's premises and owned by Company, including disks and other storage media, filing cabinets or other work areas, is subject to inspection by Company personnel at any time with or without notice. Prior to leaving, I will cooperate with Company in completing and signing Company's Termination Statement For Technical And Management Personnel.

12. Legal And Equitable Remedies. Because my services are personal and unique and because I may have access to and become acquainted with the Proprietary Information of Company, Company shall have the right to enforce this agreement and any of its provisions by injunction, specific performance or other equitable relief, without bond and without prejudice to any other rights and remedies that Company may have for a breach of this agreement.

13. Notices. Any notices required or permitted hereunder shall be given to the appropriate party at the address specified below or at such other address as the party shall specify in writing. Such notice shall be deemed given upon personal delivery to the appropriate address or if sent by certified or registered mail, three (3) days after the date of mailing.

14. General Provisions.

14.1 Governing Law. This Agreement will be governed by and construed according to the laws of the Republic of India.

14.2 Entire Agreement. This Agreement is the final, complete and exclusive agreement of the parties with respect to the subject matter hereof and supersedes and merges all prior discussions between us. No modification of or amendment to this Agreement, or the waiver of any rights under this Agreement, will be effective unless in writing and signed by the party to be charged. Any subsequent change or changes in my duties, salary or compensation will not affect the validity or scope of this agreement.



Employee Signature Koragana Ram Krishna 11

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I agree to be bound by the terms of this agreement in my capacity as a consultant if I perform any work for Company as a consultant during the term of my employment.

14.3 Severability. If one or more of the provisions in this agreement are deemed unenforceable by law, then such provision will be deemed stricken from this agreement and the remaining provisions will continue in full force and effect.

14.4 Successors And Assigns. This Agreement will be binding upon my heirs, executors, administrators and other legal representatives and will be for the benefit of Company, its successors, and its assigns.

14.5 Survival. The provisions of this agreement shall survive the termination of my employment and the assignment of this agreement by Company to any successor in interest or other assignee.

14.6 Employment. I agree and understand that nothing in this agreement shall confer any right with respect to continuation of employment by the company, nor shall it interfere in any way with my right or Company's right to terminate my employment at any time, with or without cause.

14.7 Waiver. No waiver by Company of any breach of this agreement shall be a waiver of any preceding or succeeding breach. No waiver by Company of any right under this agreement shall be construed as a waiver of any other right. The Company shall not be required to give notice to enforce strict adherence to all terms of this agreement.

This Agreement shall be effective as of the first day of my employment with Company.

I have read this Agreement carefully and understand its terms. I have completely filled out Exhibit A to this Agreement.

2022-05-02

Dated: _____

Employee Signature:

Koragana Ram Krishna

Print Name:

Koragana Ram Krishna

ACCEPTED AND AGREED TO:

Vuchi Media Private Limited

Venkata Karthik



By: _____

Name: VENKATA KARTHIK

Title: ASSOCIATE DIRECTOR - HUMAN RESOURCES

Date: 2022-05-02

Signature Certificate

Reference number: SGGBM-6CSXM-TCY6H-5RACA

Signer	Timestamp	Signature
Ram Kongara Email: ram.koragana@mediamint.com		
Sent:	02 May 2022 05:56:53 UTC	IP address: 157.47.47.66
Viewed:	02 May 2022 06:00:01 UTC	Location: Hyderabad, India
Signed:	02 May 2022 06:37:08 UTC	

Document completed by all parties on:
02 May 2022 06:37:08 UTC

Page 1 of 1



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COMMVAULT®



Emp. Name : **Shaik Shareef**

Emp. No. : 204207

Blood Group : O+ve

Emrg. Contact Person : Sk Nazeer

Emrg. Contact No. : ~~988700007~~



Welcome to TCS Ignite Xperience - Virtual Joining Formalities



Inbox



Suganth B 3 Jan

to



All information being shared through this mail/attachment is **strictly confidential** and is only for the intended recipient's (YOUR) consumption. It is NOT meant for any further circulation through means of forwarding / Copying / Screen printing / any other mode / method.

Dear Candidate,

A warm welcome to TATA Consultancy Services Ltd!

Trust you and your loved ones are keeping safe in the current COVID-19 situation.

This mail is with reference to the TCS offer of employment and joining letter released to you on 3 January 2021 with the joining date as 21 January 2021.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, you **will not be required to physically report at the TCS offices** on the date of your joining.

The following steps are to be followed to ensure your virtual onboarding. Please note that all these steps are mandatory to be completed before 22nd September 2020 for joining TCS.



Welcome to Wipro | Virtual Onboarding Day – April 23rd 2021

Dear Yechuru Chandra Sekhar

Resume Number - 21024066,

Greetings from Wipro!

We hope you and your loved ones are staying safe and well.

We are pleased to inform you that your joining in Wipro is scheduled on **April 26th 2021**.

In order for a successful joining in Wipro, we would like to onboard you virtually on **April 23rd 2021** for completion of your joining formalities as per the information mentioned below.

Please click on the below mentioned link for joining the onboarding virtually from your laptop/desktop. Please ensure that you have good network connectivity in order to complete the joining formalities.

Joining Link for Virtual Onboarding - [WIMS Virtual Onboarding](#)

Virtual Onboarding Date	Time	Contact Person
April 23 rd 2021	09:00 AM	Arun John Alen

For completion of joining formalities, you will receive a separate mail from campus.onboarding@wipro.com.

On successful completion of joining formalities on the virtual onboarding day, you will begin your training on **April 26th 2021** which will be your joining date in Wipro.

Please read below instructions carefully:

- Taking into account the prevailing COVID 19 pandemic situation, you will be working from home for the initial period of your joining until further communicated by Wipro.
- The posting location, once the COVID 19 pandemic situation normalizes, will be **Chennai**. You will be notified by respective manager and business team as and when you would be required to Work from Office. The posting location is subject to change basis business requirements. We will communicate to you in case of any changes in the posting location.
- In case you fail to complete your joining formalities on virtual onboarding day due to some reason, Wipro will authenticate the reason for insufficiency of completing the joining formalities and the decision to invite you for next onboarding will be solely at the discretion of Wipro.
- We are eagerly waiting to onboard you with us. However, in case you do not want to join as per the scheduled date due to some reason and would like to seek postponement for your joining in Wipro, please drop an e-mail stating the reason for not joining as per the scheduled date to manager.campus@wipro.com. Wipro will authenticate the reason for seeking postponement and the decision to invite you for next onboarding will be solely at the discretion of Wipro.
- The allowance amount with regards to Travel, Accommodation, Food & Other Miscellaneous expenses mentioned in your Appointment letter will be paid to you once you will resume Work From Office.



Nanneti Philip

Employee ID 00081754

Blood group O+Ve