

HRD/3T/1000804336/20-21

January 28, 2021

Ms. Pavitra Aritas R
842, 17Th Main, 18Th Cross
Banashankari 2Nd Stage
Bengaluru-560070
India

Ph: +91-9448875845

Dear Pavitra,

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: 2021.01.28 17:50:54 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/1000804336/20-21

January 28, 2021

Ms. Pavitra Aritas R
842, 17Th Main, 18Th Cross
Banashankari 2Nd Stage
Bengaluru-560070
India

Ph: +91-9448875845

Dear Pavitra,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **03-May-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.

Agreement

Our offer to you as **Systems Engineer** 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.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month** . The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

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 2020-21 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.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

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 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** 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 250** .

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 a **Systems Engineer** is conditional upon your having fully completed your graduation/post-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 a Systems Engineer, 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.

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.

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 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.

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Pavitra Aritas R			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
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)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
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 (without security)	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				

ANNEXURE - II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Pavitra Aritas R			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
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)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
4. INCENTIVE COMPONENTS				
		At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)				26,250
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)				27,500
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)				30,000
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 (without security)	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				

*** Personal and Confidential ***

Ms. J Akila
KSSEM,Bangalore,
Candidate ID : 7257109

Bosch Global Software Technologies
Private Limited, 123 Industrial Layout,
Hosur Road, Koramangala, Bangalore -
560 095, India. Tel: +91 80 6657 5757
Fax. +91 80 6657 1404 CIN:
U72400KA1997PTC023164
www.bosch-softwaretechnologies.com

Our reference: TN/67233/2022

Date: 01-Sep-2022

Dear **Ms. J Akila**,

This has reference to your application and the subsequent interviews you had with us. We are pleased to appoint you as '**Associate Software Engineer**' at BGSW in "**Level 50**" as detailed below.

1. Compensation

- a. Your annual CTC (Cost to Company) will be Rs.**5,00,000/-** (Rupees **Five Lakhs** only) per annum. In addition you will be entitled to benefits as detailed below, **Annexure I**.
- b. Please refer to **Annexure I** to know more details about your compensation package.
- c. The variable portion of your compensation shall depends upon achievement of company goals. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus, if applicable to you.

Your remuneration is strictly confidential between you and the Company and has been arrived on the basis of your specific background and professional merit. You are obliged to maintain absolute secrecy of the terms and conditions; failure to do so will invite disciplinary action and may even result in termination of your services.

2. Retirement

You will retire from the services of the company on attaining the age of retirement. The retirement age is 58 years with an option to retire at 55 years, basis mutual discussion and agreement subject to company retirement policy.

The management reserves the right to amend the retirement age from time to time at its sole discretion, and these amendments shall be notified and binding on all Employees on the rolls of the Company with immediate effect.

3. Benefits

You will be entitled to leave benefits of Earned Leave (18 days) and General Leaves (12 days) as per the prevailing Leave policy. The company reserves the rights to alter / amend the leave rule from time to time including leave entitlements.

You will be entitled to a) Hospitalization Insurance - for self and family (for spouse and children up to the age of 23 years) b) Personal Accident Insurance - for self only c) Life Insurance - for self only.

4. Integrity

Each employee at Bosch is committed to ensure integrity in all aspects of their functioning. You are expected to comply with the policies as listed in the code of Business Conduct of the company as they form an integral part of the terms of your employment with Bosch. You are required to read and agree to the Rules & Regulations of Service and Conduct as listed in the **Annexure II**.

5. Condition of Hire

5.1. The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of employment with the company.

5.2. In accordance with the provisions of the Companies Act 2013, you are required to disclose your relations or business connections, if any, with the Directors of this Company. You are required to furnish these details in your job application form and return to us. Further, if you have any trade or business interest with relations mentioned in **Annexure II** here-in-below and have any existing connection or future connection with the Company as suppliers, dealers, agents or contractors thereof, you are obligated to disclose such connection to the Company at the time of joining, you shall inform the management of the Company on becoming aware of any proposed transactions through such relations in the future of your employment duration.

5.3. This employment offer is made based on the information given by you in the BGSW application form, but not limited to the education/ experience certificates and any other relevant documents submitted to us. In case company finds at any time, the information given by you is incorrect, untrue or incomplete, the company shall have the right to terminate the employment-at any time without notice or salary in lieu of notice period.

5.4. If the Company sends you on training including research and development activities, to another country or a place in India with a view to benefit the Company in pursuance of its business objectives, which will be at an additional cost to the Company, you agree not to accept employment in a company in competition with BGSW and / or undertake a business that is in competition with BGSW. In the event you leave the Company within **One year** after such training period as mentioned in this clause 5.2, the Company will be entitled to recover the costs from you, incurred by the Company towards such training.

5.5. Background Check : Company would be conducting a background and reference check of your employment details. Your appointment is contingent upon satisfactory report of the background check conducted by our company's approved agency.
If the outcome of the Background verification is not satisfactory, the company has the right to withdraw this Offer of appointment without any notice or Compensation in lieu of notice at its sole discretion. This includes the right to take any appropriate action against you, including, but not limited to termination of your employment.

6. Transferability

Initially you will be posted at our "**Bangalore/Coimbatore/Hyderabad/ Pune**" location, however you may be transferred to provide your services to any of our existing / future establishments of Bosch or at our client location situated within India or abroad depending upon the company's requirements on the same terms and conditions of this letter and any additional terms that may be applicable to you as per Company policies. In case you are deputed abroad, you will be required to fulfil the conditions regarding financial security and minimum service subsequent to such deputation as per the Company's Policy.

7. Termination

The notice period for termination of employment on either side shall be three months. Company shall have an option of making payment in lieu of notice period at its discretion.

When payment in lieu of notice is offered by the company, the notice pay shall mean only the basic salary and does not include cash equivalent of any allowances, etc.

Payment in lieu of notice shall be subject to acceptance of the same by the Company considering unfinished tasks, projects on hand, work in progress, etc. You shall not be deemed to have been relieved of your services except upon issue of a letter to that effect.

8. Training Period

You will be on training for a period of 2 months from the date of your joining the organization. The company may periodically evaluate your performance during the training period. If you fail to qualify as per the minimum prescribed performance standards, the company reserves the right to decide on the continuance of your employment.

9. Acceptance and Commencement

Your appointment will be confirmed upon receiving your acceptance to this offer letter. Your functional area, location and date of joining will be informed later.

To confirm your acceptance, you are requested to communicate the acceptance of this offer within 7 days from the date of receiving this letter. If you do not confirm your acceptance, this offer will be withdrawn.

Please note, you are not eligible for company sponsored accommodation, therefore, you are advised to identify your suitable accommodation facility in advance of your joining.

The terms mentioned in this offer of appointment / appointment order supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

Bosch Global Software Technologies Private Limited

Digitally Signed By

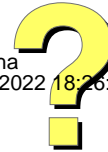
Signer: MAHESH KISHORE PUNJABI
Date: Thu, Sep 1, 2022 19:42:33 IST



Mahesh Kishore Punjabi
Senior Project Manager
(Human Resources)

Digitally Signed By

Signer: A S Amudha
Date: Thu, Sep 1, 2022 18:26:10 IST



Amudha A S
Process Lead
(Human Resources)

This offer letter contains

- A. Annexure I – Compensation details
- B. Annexure II - Rules and Regulations & Code of Conduct
- C. Enclosure A
 - 1) Mandatory documents for onboarding process
 - 2) Information for your reporting

Please sign and return the copy of this letter as a token of your acceptance of above terms and conditions at the time of your joining.

I agree and accept the above terms and conditions and confirm that I will join services on _____

Name

Signature

Date

Annexure I

Personal and Confidential		
		01-Sep-2022
Compensation and Benefits Plan		
Name:	Ms. J Akila	
Qualification:	B.E/B.Tech	
Designation:	Associate Software Engineer	
Level:	50	
Components	Per Month	Per Annum
	Rs.	Rs.
Cash Components		
Basic Salary	15,000	1,80,000
Buffet of Benefitt (HRA, Conveyance, Medical, LTA, SAF Contribution, etc)	20,586	2,47,038
Gross Salary	35,586	4,27,038
Retirals / Statutory Contribution		
Company Contribution towards Provident Fund (12% of Basic Salary)	1,800	21,600
Gratuity (4.81% of Basic Salary)*	722	8,658
Total Retirals / Statutory Contribution	2,522	30,258
Variable Pay**		
Company Performance related Pay - CPrP at factor 1.0 company achievement		42,704
Total Cost to Company	38,108	5,00,000
National Pension System (NPS) Optional - Company Contribution		13,200

The aforementioned perquisites are subject to alteration and amendment.

* Eligibility for Gratuity is as per Payment of Gratuity Act 1972

** The actual variable pay amount will depend upon the company goal achievements. This amount is paid as per section 31-A of the Bonus Act in lieu of profit sharing bonus if applicable to you.

This is a system-generated letter. No signature is required.

Annexure II

RULES & REGULATIONS OF SERVICE AND CONDUCT APPLICABLE IN BGSW

Dear Associate,

Please note the Rules & Regulations ('Regulations') applicable in respect of your employment with Bosch Global Software Technologies Private Limited ('BGSW' or 'Company') are as hereunder: These rules and regulations of service and conduct are subject to amendments by way of notification by the management of the Company ('Management') at their discretion and shall be binding on all Employees on the rolls of the Company whenever such amendment takes place with immediate effect.

Violation of any of these Regulations or engaging in any unlawful activity may invite disciplinary proceedings including loss of pay, termination of services at the sole discretion of Management.

I RULES & REGULATIONS OF SERVICES

1. Working Hours, Holidays and Leaves

You will be governed by the company policy on working hours and holidays as applicable to your category and location of posting. You may also be required to work in shifts including night shifts to support the business requirement as and when required or to support business exigencies.

The normal working hours of day shift are from 9:00 am to 6:00 pm, from Monday to Friday every week. The Company at the start of every year releases list of paid holidays for the year.

Refer the leave policy for the details of your entitlement of the leave benefits of Earned Leave and General leave.

2. Attendance

You are required to mark your attendance daily. Non marking of attendance shall be treated as unpaid leave, unless it is regularized by following the procedure as specified.

- a) You are expected to be available in the office premises during the required hours or as intimated by the manager / department.
- b) In case you are "working from home", the guidelines for this process will be binding on you.

- c) You shall follow the working hours and system for recording attendance as specified by the Management as prescribed from time to time.
- d) You shall not absent himself without prior permission as per proper leave procedure and shall furnish valid reasons for such absence. The company reserves the right to reject the application for leave in case of any emergency. You can apply for regularization of leave, however the company shall have the right to reject such application if it is found that such reason for regularization is not genuine or that it was possible to take permission prior to absenting.
- e) You shall conduct yourself in such a manner to set an example to others especially those who report to you or colleagues working with you.

3. Basic Salary and Other Allowances, increments and Promotions

Salary is paid to associates on a monthly basis within the timelines specified by law.

The salary, allowances and entitlements are subject to changes at the discretion of the Company. Changes in your salary, level shall be notified to you. Payment of salary shall be adjusted for unpaid leaves and shall be subject to all statutory deductions.

Salary increments and promotions will be based on the company prevailing Compensation and Promotion policy.

- a) You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, the company frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions and other corporate actions. If any such action relates to your role / position, you agree to cooperate with the company and take any necessary steps to ensure a smooth transition
- b) The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times
- c) You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of the company
- d) Your designation may be changed at the discretion of the Company depending on the work assigned to you.
- e) Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with the company.

4. Unauthorized absences from work

In case of any of the following situations, it shall be deemed that you have abandoned the services of the Company, which shall be treated as resignation by you without notice leading to termination of your services.

- 1) Unauthorized leave for more than seven (7) days
- 2) During transfers / deputation within India or outside India not reporting service on the date and at the location as specified by the Company
- 3) Medically unfit to resume work beyond the granted leaves

In any of the above and such similar events you shall be liable to refund the salary in lieu of shortfall in notice period and other dues, assets payable to the company, as specified.

5. Travel Policy

You will be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company policy applicable to you.

6. Search

Employees may be frisked on their person/vehicles by the security officers at the time of their entry/exit or while in the premises. Employees shall co-operate with the security officers.

All employees are liable to be searched by the Security Staff or by any other authorized person at the main entrance of the Establishment and at any other gate or any part of the Establishment' premises at any time.

The Management has the right to search employees as and when they so decide and at such times, you shall freely allow themselves as well as their vehicles to be searched.

7. Identity Card

You will be provided with a photo identity card which shall be required to enter the Company's premises and is required to be displayed while being inside the premises of the Company.

Identity cards are personal to the employees and are not to be handed over to anyone else. Identity cards are also used for marking presence/ attendance. In case if any other person enter the premises, unauthorized, you shall be liable for all the consequences including termination of services.

In case of loss of Identity Card, employee shall report the same forthwith to the Company and obtain another card on payment of such charges may be specified.

8. Misconduct

Associates are expected to treat other associates and conduct themselves with dignity.

Without being exhaustive, the acts of Misconduct shall include but not be limited to insubordination, non-performance of assigned duties and responsibilities, theft, fraud, dishonesty, habitual absence, neglect of work, misappropriation of company funds / property, tampering of Company records, habitual indebtedness, drunkenness, disorderly behavior, acts subversive of discipline, conduct detrimental to the interest of the company, sexual harassment, work place harassment, breach of (a) rules and regulations of service and conduct (b) terms and conditions of the employment offer letter and or (c) Bosch code of conduct .

If at any time, you are found to be guilty of any misconduct, the Management may impose the following disciplinary actions as deemed appropriate:

- Suspension for a period not exceeding 15 working days and or
- Withhold increment and/or reduce the consolidated salary or
- Dismissal from services, without any notice or compensation in lieu of notice and in such a case, the services you shall come to an end and stand terminated with effect from the date of dismissal.

The company shall have the right to impose any other punishment as deemed fit which would be proportionate to the misconduct committed.

9. Retirement Age:

Employee shall retire from services of the Company on the last working day of the month in which he/she attains the age of 58 years with an option to retire at 55 years, basis mutual discussion and subject to company retirement policy. However, you may be retired at any stage before Fifty Eight Years during your services in the establishment if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. Age of 58 years will be determined as per the age/date of birth recorded in the company's records. Employee shall not be allowed to seek for modification of date of birth under any circumstances once the same is entered in the service records after appointment.

10. Illicit gain, bribery etc.

You shall not:

- a. Promise or grant to the business partner any advantage in return of any favor or preferential treatment for the placing of orders or supply of goods and services to the Company.
- b. Demand, accept the promise of or accept an advantage for himself, his family or third party including any preferential allotment of shares and securities of the business partner or its associate in return for preferential treatment to the business partner for placing of orders or supply of goods and services to the Company.

11. Relation with suppliers and customers, consultants, agents etc.

Suppliers and customers shall be selected on competitive basis following the comparison of price, quality, performance and suitability of the products or services offered and shall be treated in a just and fair manner. Commissions and credits to representatives, consultants, agents, authorized dealers etc. must be reasonable and justified related to the services rendered by them.

No supplementary agreement shall be entered into for favoring person in connection with the negotiation, award, supply, processing and payment of orders. Employees who indulge in any corrupt behavior or allow themselves to be influenced by customers or suppliers to any corrupt behavior will render themselves liable for disciplinary action or even termination of employment without notice.

12. Non-divulgence of Trade Secrets, etc.

a) Confidentiality

You shall observe confidentiality in respect of all confidential information received orally, in writing or otherwise by the company including from all stakeholders (e.g. customers, suppliers, service providers etc.). You shall use confidential information only for the purpose of discharging his duties and functions in relation to the company's business.

You shall ensure that confidential data is handled as per Company procedures (e.g. encryption, access protected, etc.).

You shall also maintain confidentiality of the information as described herein after he ceases to be in employment and shall not divulge, disclose or impart to any person / organization / employees who are not required to receive such information for discharging their duties, any trade secret, confidential data, proprietary information received from customers or any information concerning the business / finances of the Company or any dealings, transactions of affairs of the Company which come to his knowledge during or in the course of his employment.

Employee, during severance of services from the Company, is not authorized to carry any data, information of the Company. Employee shall not transfer, copy any data, information about the business of the Company in any personal device. During the severance process, Employees are expected to handover all the data, information about the Company in their possession to their supervisor without deleting or destroying any part of it.

b) Employees are restricted from copying or removing any confidential / proprietary information of the company or received from customers outside the company premises without prior permission from the Department Head.

13. Use of Bosch Assets & Information Systems

Every employee shall use Bosch assets and other IT - equipment for official business purposes of the Company only.

Bosch Information systems are made available to the employee as a Bosch resource.

You shall

- a) Use Bosch Information Systems (e.g. Information Technology and Communication hardware, software, data, E-mail, internet, intranet services etc.) for business purposes only
- b) Secure Bosch provided Laptops and any other mobile IT-end devices against loss or theft
- c) Not connect personal mobile or IT-end devices (e.g. Memory sticks, smart phones, cameras, Tablets etc.) to Bosch systems - not even for power charging (even if the USB port is disabled)
- d) Not access, download, upload, store, send, forward, distribute, post:
 - 1) Content of pornographic or unprofessional nature, which promotes crime, violence, discrimination or racism which could offend, humiliate or intimidate

- 2) Information, unauthorized software, freeware or contents that do not promote the company's interests and objectives
 - 3) Non-Bosch-relevant information such as music and videos (storage of such contents on servers and end devices is forbidden)
 - 4) Company information on any website including social media (e.g. Facebook, Twitter, Whatsapp etc.) without appropriate authorization
- e) Not forward or act on unsolicited data (e.g. Chain letters, junk e-mail or spam), the contents of which in his opinion may breach the terms of these conditions; if any such information be received, it must be reported immediately and effectively deleted.
 - f) Not install unauthorized / pirated software on any part of Bosch's Information System.
 - g) Employee shall not use the Bosch IT equipment for illegal copy or exchange of copyrighted information and legally protected licensed Software.
 - h) Not disable password protection for screen savers or override default settings (e.g 'increase wait time').
 - i) Access internet only through Bosch Corporate Network firewall systems. Direct connection of workstations to internet, external networks via ISDN, modem, radio, and wireless is prohibited. Suitable precautions must be exercised by RASVPN users with authorization for simultaneous port connections. On internet, access trustworthy websites and for business purposes only (e.g. do not click on pop up URLs)
 - j) Promptly complete all training modules related to Data Protection and Information Security as assigned periodically by the reporting manager or as part of mandatory training – this will enable you to fulfil his responsibility towards safeguarding the Confidentiality, Integrity, Availability, Legality and Data Protection of the business information as well as personal data he is entrusted with towards the discharge of duties at all times (irrespective of location of work – whether on premises, at home or on business travel).
 - k) Ensure compliance with legislative, regulatory and contractual requirements when there is uncertainty about applying these conditions, you must seek immediate clarification from the department Data Protection and Information Security Partner (DSP) or the reporting manager.

Where there is uncertainty to the application of these conditions, employee shall seek immediate clarification from the concerned and shall act accordingly. Generally, the Company will address a breach of these conditions via education and counseling. However, the company may consider a serious or intentional breach by an employee as serious misconduct and under such circumstances termination shall be without any notice or pay in lieu thereof.

The company reserves the right to monitor data transmitted / stored by you and act on the breaches of this agreement, including disciplinary action.

14. Intellectual Property Rights

You hereby agree and confirm that all works involving any invention, development, improvement in product, process created, developed by you either alone or in collaboration with any other associate, during the course of your employment with the Company ('IP') shall be owned by the Company exclusively.

Company may require you to execute such documents as may be prescribed to fully assign the ownership and rights in the IP to the Company as may be required under specific laws, which you hereby agree to execute without any demur or reservation. Unless Company decides otherwise on a case to case basis, salary paid to you shall be deemed as adequate consideration for the assignment.

II. RULES OF CONDUCT

The position which you occupies in the Company makes it obligatory on his part to conduct himself in such a manner that the Company's fair name and image in all spheres of life and in the community at large are maintained. The Management expects that you will serve the Company with zeal and diligence to promote the mutual interests of the Company and the employee.

It shall therefore, be the endeavor of you to ensure that his conduct and behavior even outside the Company are such that they do not affect his or the Company's reputation.

Any act of misbehavior involving moral turpitude on the part of the employee even outside the Company, will have a bearing on the Company's standing in the community.

1. Adherence to Law

In case of commission of any unlawful act by you, which in the reasonable assessment of the Management may bring disrepute to the Company, Company may cause termination of your employment contract without any notice/severance pay.

The Company follows the principle that all dealings, measures, contracts, etc., should be strictly lawful and its employees are bound to observe the same principle.

It is also not permissible for anyone in the Company to assist a third party in any unlawful dealings.

The Company will in no circumstances protect or assist the employee in a prosecution launched against him for any breach or violation of any Law or Regulation and the company shall not be responsible for any illegal act of the employee.

You warrant that you are not prevented by a court or by any other administrative or judicial order from providing, the services required under this agreement. You are also required to keep our HRL department informed about any court case pending against you, in any court in India or abroad. You shall also inform the company at the time of joining any case that is pending to which you are a party.

2. Political and Communal Activities

The Company expects you to refrain from involving self in controversial spheres like political parties, communal organizations, etc. You are, of course, free to have his own political and communal ideologies but active involvement in this field is considered inadvisable by the Company, as the personal opinion of the employee may be construed as the opinion or the ideology of the Company with which he is associated. Therefore, it is imperative that the employee keeps away from active political life while in the service of the Company. Company does not endorse any particular political, communal views. Employees shall refrain from using Company's assets, platform to air their personal political, communal affiliations, views.

3. Accepting Gifts, Presents / Invitation to Parties and private Functions

You shall refrain from accepting any gifts or favours in cash or kind, from any vendors, suppliers, business associates, partners of the Company.

In case you are "accepting gifts", the guidelines for this process will be binding on you.

Many suppliers, customers and other parties with whom the Company has business connections, may not only invite the employee to private functions like weddings, house-warming ceremonies, etc., but also offer to pay fares or provide transport for the journey involved in connection with the function and look after the employee's boarding and lodging. In addition, you may also be given gifts, which may be handsome and lavish.

To accept such invitations or gifts, particularly at the cost of the host, will have negative consequences for the Company affecting the image of the Company and as one cannot be selective in such matters, without offending others, it will be impossible to accept all such invitations.

The host may in return expect a favor from the employee or the intention may be to use you to indirectly influence a decision of the Company, in which the host is interested.

Whatever may be the intention of the host and in whichever form the reward is made, you shall refrain from accepting such invitations or presents.

4. Non-discrimination

The company believes in providing equal opportunity for employment and business relation regardless of gender, nationality, ethnic origin, race, colour, religious and political beliefs. You shall, in the discharge of his duties abide by and uphold this principle of non-discrimination and equal opportunity

III. GENERAL

The Management reserves the right to amend the "RULES & REGULATIONS OF SERVICE AND CONDUCT" from time to time at its sole discretion.

Your agreement as below supersedes all previous oral or written communication, representation, understandings, undertakings or agreement relating to the subject matter included herein.

From:
Name :
Emp No :
DoJ :
Dept :

To:

ROBERT BOSCH ENGINEERING AND BUSINESS SOLUTIONS PRIVATE LIMITED

Dear Sir/Madam,

I acknowledge receipt of:

“RULES & REGULATIONS OF SERVICE AND CONDUCT”.

I agree to abide by the Terms and Conditions contained in the “**RULES & REGULATIONS OF SERVICE AND CONDUCT**”.

Yours faithfully

Date :

Place :

MANDATORY JOINING REQUIREMENTS AND DOCUMENTS

Enclosures A:

- 1) Mandatory documents for onboarding process**
- 2) Information for your reporting**

Please carry the following documents on the day of your joining:

1) Originals of following mandatory documents for verification process

- Education Certificates : Degree certificate (Degree / Master Degree)
- Age Proof – SSLC Marks sheet ,Passport copy or Aadhar copy
- Provisional Certificate & Course Completion Certificate (only when degree certificate is not available)
- Relieving letter & Experience/Service Letter from your current employer along with photocopy of the document, if the same is not uploaded in the 'First step' tool
- ID proof document : PAN Card, Aadhaar Card, Voter ID/Driving License, Passport
- Two set of photo copies of Aadhaar and Pan Card – Aadhaar is for PF Record
- Cancelled cheque leaf.
- If you are covered under, ESIC - Two post card size full photos of your family (Applicable for associates whose monthly **Gross Salary is less than Rs.21,000/-** (Mandatory))

Note: Submission of above documents is mandatory for your joining at BOSCH

2) Information for your reporting

Particulars	Address	Contact details
On boarding at the Company location	Bosch Global Software Technologies Private Limited #123, Industrial Layout, Hosur Road, Koramangala, Bangalore - 560 095, India. Cob : Bosch Global Software Technologies Private Limited BOSCH Campus, Phase 1, CHIL SEZ Unit, Keeranatham Village Coimbatore, Tamil Nadu - 641 035	Ban- Poornima H R (GS/HRS23-IN) Manojkumar Devaraj (GS/HRS13-IN)
Virtual on boarding	"Skype/MS Teams" link will be shared a day before the on boarding day	
You may please reach out to the contact mentioned above between 9.00 am and 6.00 pm, Monday to Friday for any queries prior to your joining.		

[24]7

Dear *Suchithra Landyala*

Sub: **Conditional Offer of Employment**

Congratulations!

You have been shortlisted to join 24/7 Customer Private limited, a company that has been rated amongst the "Top 5 best performing Contact Centers in the World" consistently for 3 years in a row.

We are pleased to offer you the position of "Advisor" in 24/7 Customer. The following are the terms of employment with 24/7 Customer.

1. Your initial annual Cost to Company will be Rs 2,69,688/- This will be applicable after your training period.
2. You will be required to work in shifts, with rotating weekly offs.
3. We shall provide you a separate Letter of Appointment on the date of your joining.
4. You will report for the joining and orientation at our office as per the communication received from the HR team.
5. Upon joining, you will be provided with Foundation Level Education ("FLE") and Product Level Education ("PLE"). Once you successfully complete your FLE, the Company will pay your monthly compensation retrospectively from the date of joining the Company. It is hereby clarified that your entitlement of your monthly compensation (retrospectively from the date you joined the Company) would depend on the outcome of your FLE results.
6. During the training period you will be entitled only two weekly offs. However, in case you require leave during training period on account of any medical emergency, you may request your trainer who shall consider such requests on a case to case basis.
7. In the event of permitted absence exceeding two continuous days, you will be required to restart the training program with the next batch. Please note in such a case your employment will commence from the date you start training in the next batch and your stipend/salary eligibility if qualified will commence accordingly.
8. You are requested to bring along the documents listed below **WITHOUT FAIL** on your day of joining June 2020 for the purpose of submission/verification:
 - Five passport size color photographs (important)
 - Date of Birth proof certificate (Original and Photocopy)
 - Aadhaar Card (Original and Photocopy)
 - Graduation mark sheets till last semester including final semester admit card (Original and photocopy)
 - High school and secondary school pass out mark sheets/certificates (Original and Photocopy)
 - Previous Employment details if any (Service Certificate/ Relieving Letter if applicable in original)
 - Last drawn Pay slip (if applicable in original)
 - Passport No. / Driver's license No. / Bank Account No. (Original and Photocopy)

NOTE: ORIGINAL DOCUMENTS WILL BE RETURNED TO THE EMPLOYEE IMMEDIATELY AFTER BEING VERIFIED AGAINST THE COPIES WHICH SHALL BE ATTESTED.

If you have any queries pertaining to this offer letter please call us at +91 9972927247.

Please sign this Offer in the place allotted for the same as your acknowledgement to join the company on the communicated date failing which this offer will automatically expire and deemed to have been withdrawn.

Once again wishing you the very best and looking forward to your successful career at 24/7 Customer.

With Best Wishes,

For: 

Susmita Malik
Vice President HR

I accept your offer.
Signature of the candidate

Gartner India Research &
Advisory Services Pvt. Ltd.
Raheja Towers, 2nd Floor
C-30 Block G, Bandra Kurla Complex
Bandra (E), Mumbai 400 051, India
(Corporate Identity Number- U74140MH1999PTC120535)
Telephone: +91 (22) 6613 2000
Fascimile:+91 (22) 6703 0490
gartner.com

12 August 2022

Mrunalini Girish Antin X

#199/7,2nd floor,8th A Main, Weaver's Colony, Attiguppe, Vijayanagar,Bengaluru-560040
Bengaluru
560040
India

Dear Mrunalini Girish Antin,

Following our recent discussions, it is with pleasure that Gartner India Research & Advisory Services Private Limited (“Gartner”/ “Company”) offers you employment on the terms and conditions contained in this letter agreement (including Schedule 1) (“Employment Agreement”).

1. Position, Duties and Location

1.1 This offer is for the position of Product Ops Associate, which is a full time, permanent employment of Gartner. The position will be based in Gurgaon - Cyber Park, and you will report to Ashish Sharma, Team Lead, Reviewsor such other person as may be directed by the Company from time to time (“Manager”). This offer and your employment with Gartner are conditional upon satisfactory reference checks and confirmation of your qualifications, work experience and other background information you have provided. In the event that Gartner is not able to verify your information after the Commencement Date (as defined below) and should there be any discrepancy with the information provided by you, Gartner has the right to terminate your employment without prior notice or payment in lieu thereof.

1.2 Your duties and functions shall be designated by your Manager from time to time and you agree to exercise all such powers as are necessary for the purpose of carrying out your duties and functions in accordance with clause 7.1.

1.3 Your position, duties, responsibilities and location may be varied by Gartner from time to time. Such variation may include a relocation to any other part of India. In the event of such a relocation, you will be provided a notice containing the details of the relocation as well as a request to consent to such relocation. Should you choose not to relocate, the Company may choose to terminate your employment in accordance with Clause [10] of this Employment Agreement.

1.4 All policies of Gartner as may be applicable from time to time shall apply to you and you shall ensure compliance thereof at all times.

2. Commencement Date

Your employment with Gartner will commence on Monday, 05 September 2022 (“Commencement Date”), or such other date that is mutually agreed in writing by both the Employee and Manager prior to starting.

3. Probationary Period

Your employment is probationary for the first 6 (Six) months from the Commencement Date (“Probation Period”). During the

Probation Period, either yourself or Gartner shall have the right to terminate your employment with Gartner by giving the other party 1 (One) month's advance written notice. Any payment in lieu of notice for termination of the employment during the Probation Period will be calculated on Fixed Remuneration (as detailed in Schedule 1) only.

4. Remuneration and Benefits

The various components of your remuneration package are set out below and detailed in Schedule 1 and should not be disclosed or discussed with other personnel. This is confidential information related to the operation of Gartner's business and disclosure may result in disciplinary action being taken. Your remuneration will be reviewed from time to time at the discretion of Gartner.

Your Fixed Remuneration includes basic salary, and other components as outlined in Schedule 1. Fixed Remuneration, and Retirement Benefits (as defined below) include all payments and benefits that Gartner is legally obliged to provide to you, and offsets any payments or benefits to which you may be legally entitled under any relevant statute or award applicable to your employment. Subject to applicable laws, Gartner reserves the right at all times to vary or discontinue any such component in which you may be entitled to participate. Gartner shall also have the right to substitute new components for any such plan in which you may be eligible to participate.

You shall be solely liable for all statutory taxes and applicable duties etc. payable in respect of the remuneration and benefits received by you from Gartner under this Employment Agreement and Gartner will not be held responsible for any default by you, under any circumstances whatsoever. It is however clarified that all statutory requirements of tax to be deducted at source by Gartner will be complied with by Gartner and all funds paid to you will be after all such appropriate deductions have been made therefrom. It shall, however be your responsibility to make appropriate annual filings with the income tax department in respect of the income received by you under this Employment Agreement in accordance with the provisions of the Income Tax Act, 1961. Gartner shall provide necessary 'tax deducted at source certificates' to you within the period prescribed under the Income Tax Act, 1961 or any other applicable law in compliance with which the deduction at source has been made by Gartner.

You shall not be entitled to any payment, compensation, remuneration, perquisite or benefits other than as detailed below and expressly provided in Schedule 1 to this Employment Agreement.

4.1 Remuneration

Your fixed remuneration and the variable pay, if any, is set out in Schedule 1 of this Employment Agreement. This remuneration incorporates all payments for all time worked which is necessary to perform the required duties (including overtime). In consideration of the remuneration payable to you by Gartner, you shall diligently and efficiently discharge all your functions and duties, as an employee of Gartner, in accordance with the terms and conditions set out in this Employment Agreement. You will be paid your Fixed Remuneration i.e. basic salary and other monthly components on or about the 28th day of each month by direct credit to your bank account.

4.2 Retirement and Retirement Benefits

Your retirement as an employee of Gartner shall be at 65 years or as may be specified in the HR policy of Gartner from time to time. You are also entitled to certain retirement benefits, which includes gratuity, and Gartner's contribution to provident fund in accordance with applicable laws and Gartner Policies (as defined below) ("Retirement Benefits"). For further information in relation to your entitlement to the Retirement Benefits, please contact your Human Resources representative.

Provident Fund

You will be eligible to become a member of the Provident Fund Scheme, as per the rules enforced from time to time. The Company's contribution under this scheme is fixed at 12% of your Basic (which includes contribution to Central Government Pension Scheme) with a matching compulsory contribution from you. You will be required to submit necessary enrolment/transfer forms to the HR Department immediately upon joining.

4.3 Insurance Benefits

You will also receive group medical insurance and group life and personal accident insurance cover during the course of your employment in accordance with Gartner Policies. For further information with regards to insurance benefits, please contact your

Human Resources representative.

4.4 Variable Pay

Bonus

You may be entitled to bonus payments under the terms of the bonus plan of Gartner (“Bonus Plan”). Any bonus payment due in accordance with the terms of the Bonus Plan, is normally paid annually in arrears during the first quarter of the following fiscal year (currently January to December). In the event, you start your employment with Gartner, after 30th September in a particular year, you will be entitled for bonus in the following fiscal year. Actual payment of bonus in accordance with the Bonus Plan is dependent upon Gartner’s achievement of its financial objectives and your personal performance. To qualify for any portion of your bonus, you must be an employee at the time of bonus payment. Further details are set out in Schedule 1. Subject to applicable laws, Gartner may amend the Bonus Plan from time to time at its sole discretion.

5. Deductions

Subject to applicable laws, you also agree that Gartner is entitled to deduct from your final pay, upon your leaving Gartner employment, any monies owed by you to Gartner (including but not limited to any overpayment of commission, draw loan or education assistance, if applicable). You also agree that any such amounts owing, if not repaid, will be a debt to Gartner which Gartner may seek to recover.

6. Office Hours

6.1 Your ordinary hours of work will be either 8:00AM – 5:00PM or 11:00AM – 8:00PM, Monday to Friday (“Work Hours”). The work-timing will be decided by the business unit you are aligned to.

6.2 Your remuneration has been set at a level that takes into account your ordinary Work Hours and any reasonable additional hours you may be required to work to perform your duties.

6.3 If you are hired under a role in 24/7 shift, the night shift policy and other details will be applicable to you.

7. Leave Entitlements

You are entitled to various forms of leave in accordance with the applicable legislation in force from time to time and Gartner’s leave policy. The application for grant of leave shall be made by you in advance in the manner specified in the leave policy. Please contact your Human Resources representative for further details.

8. Representations and Warranties

8.1 You hereby represents and warrants to Gartner as follows:

(i) that you have the relevant skill, know-how, qualifications, experience and expertise to perform your duties as in accordance with the terms of this Employment Agreement;

(ii) that you are legally competent to enter into this Employment Agreement and perform your obligations under this Employment Agreement;

(iii) that this Employment Agreement has been duly executed and delivered by you and constitutes valid and binding obligations, enforceable against you in accordance with its terms;

(iv) that the execution, delivery and performance of this Employment Agreement by you and the acts and transactions contemplated hereby do not and will not, with or without the giving of notice or lapse of time or both, violate, conflict with, require any consent under or result in a breach of or default under:

- (a) any applicable law; or
- (b) any order, judgment or decree applicable to it; or
- (c) any term, condition, covenant, undertaking, agreement or other instrument to which you are a party or by which you are bound;
- (v) that you will comply with all applicable laws, regulatory requirements and standards in connection with the performance of your obligations under this Employment Agreement, and will not do or permit anything to be done which might cause or otherwise result in a breach of this Employment Agreement or cause any detriment to the transactions herein envisaged; and
- (vi) that you shall devote your full time and energy to your role as stipulated in 1.1 of this Employment Agreement and shall:
 - (a) faithfully and diligently perform such duties and exercise such powers in relation to the business of Gartner, including and not limited to administrative and logistic support and such other related duties as your Manager may from time to time assign or vest in you, subject to compliance with applicable law; and
 - (b) in the discharge of such duties and in the exercise of such powers, observe and comply with all resolutions, directions and requests for information, explanation and assistance as may from time to time be made or given by your Manager.

8.2 Gartner hereby represents and warrants to you as follows:

- (i) it has full power and authority to enter into this Employment Agreement and to perform its obligations under this Employment Agreement;
- (ii) the execution and delivery of this Employment Agreement and the performance by it of its obligations under this Employment Agreement have been duly and validly authorised by all necessary corporate actions on the part of it. This Employment Agreement constitutes a legal, valid and binding obligation of Gartner enforceable against it in accordance with its terms

9. Other Interests

Whilst being employed with Gartner, you are required to work on a permanent basis exclusively for Gartner and you will not without the prior written consent of Gartner, be in any way directly or indirectly engaged in any other employment, business, or act as a consultant or advisor either on your own or through any undertaking or entity, either on a full time or a part time basis. You shall not take up directorships (including non-executive position) of any other company or be appointed as a trustee in a private or a public trust without the prior written approval of Gartner.

10. Trading Gartner Inc. Shares

Gartner acknowledges that during your employment you may hold, have beneficial rights to, or have an interest in Gartner Inc. shares, whose shares are traded publicly on the New York Stock Exchange in the United States. In relation to these shares, you must comply at all times with the Conflict of Interest Policy, and the Insider Trading Policy, enclosed with this Employment Agreement. The Conflict of Interest Policy and the Insider Trading Policy form part of the Gartner Policies referred to in Clauses 11 and 17.

11. End of Employment

11.1 With the exception of the probationary period (referred to a Clause 3 above), your employment may be terminated by either party giving 2 (Two) months notice. Gartner may, in its sole discretion, choose to pay you an amount in lieu for any period of notice when your services are not required. Notice of termination by either party is to be in writing.

11.2 Termination

Your employment may be terminated without any notice by Gartner if you:

- i) knowingly or repeatedly fail to perform the duties as set out herein;

- ii) engage in any serious misconduct or violation of Gartner's policies, work place discipline, ethics policy, etc.;
- iii) commit a serious or persistent breach or non-observance of any condition of this Employment Agreement;
- iv) are convicted of an indictable offence;
- v) knowingly or repeatedly acts (i) in excess of your powers as an employee; or (ii) in contravention of the instructions of the management or the board;
- vi) act with gross or repeated incompetence or negligence to the material detriment of Gartner, directly or indirectly, or act dishonestly or negligently in the performance of your obligations and duties under this Employment Agreement;
- vii) become of unsound mind or insolvent or make any arrangement with your creditors;
- viii) engage in corrupt or fraudulent practices, in the sole discretion of Gartner, including in relation to the performance of your obligations under this Employment Agreement;
- ix) contravene the provisions of the 'Agreement Regarding Certain Conditions of Employment – India' or the 'Acknowledgement Regarding Confidential, Proprietary and Trade Secret Information of Former Employees – Worldwide'.
- x) If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - xi) return to work within 8 days from the commencement of such absence and ii) give an explanation to the satisfaction of the Management regarding such absence.

11.3 On termination of your employment you will:

- (i) deliver to Gartner, or as may be directed, all confidential information as defined in the 'Agreement Regarding Certain Conditions of Employment – India' (enclosed);
- (ii) return to Gartner all equipment, security keys, and other property belonging to Gartner and provided to you during the course of your employment; and
- (iii) discharge any obligations you may have in relation to any monies owed by you to Gartner in accordance with Clause 5.

11.4 Please note that unused annual leave may not be applied to reduce the required length of notice unless written approval is secured from Gartner management.

11.5 Upon termination of your employment with Gartner as per this Employment Agreement, all amounts due and payable to you by Gartner shall be adjusted against the amounts due and payable by you to Gartner. If the amounts due and payable by you to Gartner exceed the amounts due and payable to you from Gartner, you shall refund the balance amount to Gartner. Similarly, if the amounts due and payable to you exceed the amounts due and payable to Gartner, Gartner will pay the balance amount to you.

12. Protection of Business Interests and Policies

12.1 As a condition of your employment with Gartner, in addition to acceptance of the policies referred to in Clause 10, you are required to enter into the "Agreement Regarding Certain Conditions of Employment – India". The Agreement Regarding Certain Conditions of Employment – India contains the terms and conditions of your employment relating to confidentiality, restraints of trade and intellectual property and is contractually binding on you.

12.2 You are also required to sign the "Acknowledgement Regarding Confidential, Proprietary and Trade Secret Information of Former Employees – Worldwide".

12.3 The documents referred to in this Clause 12, and the other policies (“Gartner Policies”) to which you agree in accordance with the terms of this Employment Agreement, will constitute part of your terms and conditions of employment and will be contractually binding upon you. You must comply with any policies and procedures that Gartner puts in place from time to time. Where a policy or procedure deals with standards of conduct or obligations of employees, they form part of your contractual terms and conditions of employment with us.

12.4 All Gartner Policies and plans referred to herein are regularly updated at Gartner’s discretion from time to time, and available on the Gartner internal website.

13. Moral Rights

You consent to the doing of any acts or making of any omissions by Gartner or its related bodies corporate, their employees, servants, agents, licensees and assigns that infringe your moral rights in any works made by you in the course of your employment. This provision continues to apply after your employment has come to an end. In addition your obligations in relation to inventions, improvements, discoveries and creations whether developed singly or jointly, shall be governed as per the terms and conditions provided in “Agreement Regarding Certain Conditions of Employment – India.

14. Privacy

You acknowledge that as a result of and during the course of your employment Gartner will obtain personal information (including health, medical and other sensitive information) about you. You consent to Gartner obtaining this information and further consent to Gartner disclosing the information to other parties, including related bodies corporate, provided such disclosure is related to your employment. Please refer to Gartner’s privacy policies and principles on the internal website for further details.

15. Acknowledgement

15.1 You agree, recognize and acknowledge that:

- (i) you have been provided with a copy of this Employment Agreement for review prior to signing and that you have reviewed it and you understand the terms, purposes and effects of this Employment Agreement, and you have signed the same only after having had the opportunity to seek clarifications; you have been given a signed copy of this Employment Agreement for your own records; you have not been subjected to duress or undue influence of any kind to execute this Employment Agreement and this Employment Agreement will not impose an undue hardship upon you. You have executed this Employment Agreement of your own free will and without relying upon any statements made by Gartner or any of its representatives, agents or employees. This Employment Agreement is in all respects reasonable and necessary to protect the legitimate business interests of Gartner;
- (ii) if you contravene any of the material terms of this Employment Agreement, Gartner will suffer irreparable injury and damages, the amount of which cannot be adequately measured in monetary terms and that an adequate remedy at law will not exist;
- (iii) in view of the above, Gartner shall be entitled to injunctive relief, in addition to any other remedy available at law or in equity, in the event you violate any of the terms or conditions of this Employment Agreement; and
- (iv) you agree to indemnify and hold Gartner harmless from all direct losses, liabilities, claims and damages (including reasonable legal fees) which are suffered by Gartner as a result of any fraud, embezzlement or breach of confidentiality on your part.

15.2 For the purpose of carrying out your duties in your role, you may be given various properties including laptop, visiting cards, marketing materials, products, brochures, security access codes, programs, files, memoranda, business plans, documents, or any other tangible, electronic or otherwise, containing information relating to business of Gartner. You hereby agree and undertake that you shall not use such properties for any purpose other than for the official purposes as may be authorized by Gartner from time to time. You shall not use these properties for your personal purposes, you further agree to return forthwith any such property that may come into your possession or under your control immediately upon termination of this Employment Agreement.

16. Notice

Any notice pursuant to this Employment Agreement shall be in writing signed by (or by some person duly authorized by) the person

giving it and may be served by sending it by email, facsimile, prepaid recorded delivery or registered post addressed as follows (or to such other address as shall have been duly notified in accordance with this Clause):

If to Gartner:

Address:

Gartner India Research & Advisory Services Pvt. Ltd., Raheja Towers, 2nd Floor, C-30 Block G, Bandra Kurla Complex, Bandra (E), Mumbai 400 051, India

Telephone: +91 (22) 6613 2000

Fascimile: +91 (22) 6703 0490

Email: india.hr@gartner.com

Kind Attn.: Human Resources Department

All notices given in accordance with Clause 16 shall be deemed to have been served as follows:

- (i) if delivered by hand, at the time of delivery;
- (ii) if posted, at the expiration of 5 (Five) days after the envelope containing the same was delivered into the custody of the postal authorities;
- (iii) if communicated by facsimile or e-mail, on receipt of confirmation of successful transmission;
- (iv) if communicated by email, immediately upon transmission

17. General

17.1. You acknowledge that this Employment Agreement (including Schedule 1) and any Gartner Policies represent the whole of the agreement reached between yourself and Gartner in relation to your employment offer and excludes pre-employment representations and supersedes any previous agreements and understandings.

17.2. Where there is an inconsistency between the terms of a Gartner Policy and the terms of this Employment Agreement, the Gartner Policy will take precedence in relation to the subject matter of the inconsistency.

17.3. Any variation to this Employment Agreement must be in writing. Notwithstanding any such variation, all other terms and conditions in this Employment Agreement will continue to apply to your employment.

17.4. If any provision in this Employment Agreement is found by a court of competent jurisdiction to be void and unenforceable, it shall be read down to the extent necessary or possible to be valid or enforceable in that jurisdiction. If it cannot be read down, it will be severed from this Employment Agreement, and the remainder of this Employment Agreement will remain in full force and effect.

17.5. Your employment is conditional upon you being a permanent resident of India or having a valid work visa enabling you to legally work for Gartner on a long term basis in India.

17.6. There may be times when you are requested to travel domestically and/or internationally to perform the duties of your role. It is a requirement of your position that you are available to undertake such travel as and when required. Please ensure that your passport has at least 6 months validity at all times.

17.7. You shall not have the right to assign or transfer any of your rights or obligations under this Employment Agreement except with the prior written consent of Gartner. It is hereby clarified that Gartner shall have the right to assign or transfer any of its rights or obligations under this Employment Agreement for any reason whatsoever.

17.8. The failure on the part of one party to exercise or enforce any rights resulting from this Employment Agreement shall not be a waiver of any such rights, nor shall any single or partial exercise thereof operate so as to bar the later exercise or enforcement thereof.

17.9. Nothing in this Employment Agreement shall constitute or be deemed to constitute a partnership between the parties hereto and each party shall always act in good faith and in the best interests of the other party concerned. No party shall enter into or have the authority to enter into any engagement or make any representation or warranty on behalf of or otherwise bind or oblige the other party hereto.

17.10. In this Employment Agreement, (i) references to a statutory provision includes that provision and any regulation made in pursuance thereof, as from time to time modified or re-enacted, whether before or after the date of this Employment Agreement; (ii) the Schedules form part of the operative provisions of this Employment Agreement and references to this Employment Agreement shall, unless the context otherwise requires, include references to the Schedules; (iii) headings are for convenience only and shall not affect the interpretation of the covenants hereof; (iv) where a word or phrase is defined, other parts of speech and grammatical forms and the cognate variations of that word or phrase shall have corresponding meanings; and (v) words importing the singular shall include plural and vice versa and words denoting one gender include the other gender.

This Employment Agreement may be entered into in two counterparts each of which, when executed and delivered, shall be an original, but all the counterparts shall together constitute one and the same instrument.

18. Maternity Benefits

All women employees are entitled to maternity leave of 26 weeks for the first 2 children and 12 weeks thereafter.

A crèche allowance is also provided for up to 1 year after the 26 week maternity leave period. In the event that “work from home” is granted in case the role and responsibilities demand the same, the associate will forego the crèche allowance for the period in which she “works from home”

Gartner India’s Maternity Policy covers women who have legally adopted a child or have commissioned another woman to bear her child. Maternity leave in these circumstances have been defined in detail in the Company Policy.

19. Law

The terms of this Employment Agreement are governed by and construed in accordance with the relevant laws in force from time to time in India. The parties submit to the exclusive jurisdiction of the courts in Mumbai, India.

20. Acceptance of this Offer

You are requested to sign a copy of this Employment Agreement as your acceptance of this offer and of the terms and conditions of this Employment Agreement. Please also read each of the Gartner Policies enclosed with this letter, sign and submit them on Workday.

Please note that Gartner will not accept any modifications to this Employment Agreement. All amendments must be disclosed and agreed with Gartner, and this Employment Agreement re-issued.

We would like to take this opportunity to welcome you to Gartner and trust that our association will be rewarding. This offer remains open for your consideration for seven (7) working days from the date of this Employment Agreement.

Yours sincerely,

Santosh Ghate
MVP
Human Resources

Offer Pack / Documentation: To be uploaded on Workday

1. Agreement Regarding Certain Conditions of Employment – India
2. Acknowledgement Regarding Confidential, Proprietary and Trade Secret Information of Former Employees – Worldwide
3. Conflict of Interest Policy

4. Insider Trading Policy
5. Gartner APAC Privacy Policy
6. Gartner Benefit for India Associates
7. Life and Personal Accident Policy Nomination Form
8. Form F – Gratuity Nomination Form
9. Form 11

Please Note, the above enlisted documents instate the Gartner policies that needs to be acknowledged by every Gartner associate. You are requested to complete all joining related documentation as per guidelines mentioned below: Failure to share the completed documentation on your Day 1 shall result in holding on to the associates' salary until all the documents are submitted.

1. HireRight – Background verification by HireRight has to be completed by candidate prior to the date of joining. It is imperative to complete the procedures to be compliant with employment terms of Gartner. For any queries, please reach out to the Recruiter.
2. Workday – Workday is Gartner's HRIS platform. All Workday tasks have to be completed before the date of joining by the candidate. For any queries, please reach out to Human Resources.
3. Statutory Forms – All Statutory forms have to be completely filled and submitted to human resources on the date of joining. For any queries, please reach out to Human Resources - india.hr@gartner.com

Note: Non-compliance with any of the above mentioned will be a hindrance in processing payroll of the associate.

Schedule 1

Fixed Remuneration - INR 650,000.00

Fixed Remuneration Delivery

Within your fixed remuneration, Gartner reserves the right to change or remove, in part or in totality, remuneration elements based upon government legislation and/or business needs.

Notes:

1. All amounts are in Indian Rupee (INR)
2. National Pension Scheme (NPS) please contact the finance team if you are interested in enrolling in this scheme.
3. Gratuity is paid as per the Payment of Gratuity Act, 1972 on retirement or on employee leaving the Company after minimum five years of continuous service
4. Employee is required to contribute to their provident fund as required by the Employees' Provident Fund and Miscellaneous Provisions Act, 1952
5. Life & Personal Accident Insurance basis rate of calculation (Fixed Remuneration)
6. Bonus is paid as a percentage of the Fixed Remuneration

Signature



CES INFORMATION TECHNOLOGIES PVT LTD

OFFER LETTER

Date: 18th November 2021

To,

Srinidhi Aparanji,

#190/7, 3rd Cross, 2nd Main, Opposite Chandru Photo Studio, HanumanthaNagar, Bangalore – 560 019.

Dear Srinidhi Aparanji,

This has reference to your job application dated 17th November 2021 and subsequent interviews you had with us, for the position of **Junior Software Technologist** in our organization, **CES Information Technologies Pvt Ltd.**, to be based at Chennai.

We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed. Your appointment letter along with the terms and conditions will be provided later.

Following the acceptance of this Offer Letter you are required to furnish the below:

1. **Latest Passport size photographs – Hardcopy (5 No's) & Softcopy**
2. **Copies of Academic Certificates**
3. **Copies of Offer letter/Appointment letter of current & previous employers**
4. **Copies of Relieving Letter and Experience Certificate from current & previous employers**
5. **Photocopy of your International Passport & Aadhar Card**
6. **Last 3 months pay slips & Bank statements**
7. **Copy of previous Provident Fund Account number & UAN, if any**
8. **Photocopy of your PAN card**
9. **Form 16 of previous company**

Please furnish original documents of the aforesaid documents on your date of joining which will be returned to you after verification.

You shall join the services of our Company on or before **19th November 2021**. We shall appreciate your confirmation of acceptance of the above offer latest by **18th November 2021**.

Non-acceptance before the stipulated date shall make this offer redundant automatically.

By signing this offer letter, you also agree that the company has the authority to conduct background verification on you from your previous employers. It is mandatory that the information provided by you, in your resume and at the time of the interview, holds good. Otherwise, CES has the right to reject this offer at any time prior to your appointment/confirmation at CES.

Our detailed letter containing terms and conditions will be given to you after your joining. Please return the enclosed copy duly signed as a token of your acceptance of the letter.

For CES Information Technologies Private Limited,

Ravishankar Sadasivam,
Associate Director - Human Relations

Accepted

Srinidhi Aparanji
Srinidhi Aparanji



Salary Structure

NAME	Srinidhi Aparanji	
DESIGNATION	Junior Software Technologist	
DATE OF OFFER	18th November 2021	
WITH EFFECT FROM	19th November 2021	
SALARY STRUCTURE		
Salary Components	Monthly	Annual
Basic	10,740.00	1,28,880.00
HRA	5,370.00	64,440.00
Leave Travel Allowance	1,074.00	12,888.00
Special Allowance	9,666.00	1,15,993.00
Gross Salary	26,850.00	3,22,201.00
Gratuity	517.00	6,199.00
PF-Employer	1,800.00	21,600.00
Total CTC	29,167.00	3,50,000.00
DEDUCTIONS		
Components	Monthly	Annual
PF - employee	1,800.00	21,600.00
Prof Tax	209.00	2,508.00
Income tax		As applicable
Total Deduction	2,009.00	24,108.00
Net Pay	24,841.00	

Date: May 9, 2022

APPOINTMENT LETTER

Shravya Hegde
#437, 6th Cross
Jayanagar 7th Block
Bengaluru - 560070

Employee ID – 732

Dear Shravya,

Congratulations and welcome to the Anzy Family!

1. With reference to your application for employment and your subsequent interview for the same. We are pleased to offer you an employment with Anzy Careers Private Limited (Herein Referred to as “The Company”) at **Level 4** with effect from **May 9, 2022**, with the following terms and conditions.
2. Your designation will be “**Associate Recruitment Specialist**” and you will be posted at our Bengaluru Office.
3. Your annual total compensation (CTC) will be **INR 4,06,800** as per the attached Annexure.
4. You will be eligible for the Performance Based Incentive from the date of joining depending on your performance as per the company policy. An employee must have been with the organization for a minimum period of 6 months and must not be serving the notice period for the performance incentive payout.
5. You will be covered under the Company’s Health Insurance Scheme wherein you along with your spouse and children (maximum 2) will be entitled to a sum assured of INR 3,00,000.
6. You will be on probation for a period of three months from the date of joining. Upon your satisfactory completion of the probation, you shall be confirmed as a permanent employee of the company. You will not be regarded as confirmed until a letter of confirmation is issued by us. The company reserves the right to either extend the probationary period or terminate your employment if your performance is not up to the expectation. The Company would not be liable to give any notice in case of separation arising in the probation period.
7. During the period of employment, your services will be forthwith terminable by giving two months’ notice in writing by the Company. In such a case, you will not be allowed to adjust your accrued Privilege Leave/ Earned Leave against the notice period. However, in exceptional circumstances, the Company may at its discretion relieve you earlier, on payment of two month’s salary (basic salary) in lieu of notice.



Survey No. 257/A, Second Floor, 5th Cross,
HSR Layout, VI Sector, Bengaluru, Karnataka - 560102
CIN: U74140KA2011PTC059794



www.anzyglobal.com
E: reachus@anzyglobal.com

If at any time in the opinion of the Company, which shall be final, you are insolvent or are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or of any conduct unbecoming of the status and the post you hold in the Company, or of any other conduct considered by us detrimental to our interest, or of violation of one or more terms of this letter, your services may be terminated without notice.

8. If you wish to resign from the services of the Company, you are required to give two months' notice or two month's salary (basic salary) in lieu thereof. This clause will be applicable only after successful completion of probation. During probation period prior notice of 15 days is required. You will not be allowed to adjust your accrued Privilege Leave/Earned Leave against the notice period. The resignation shall be accepted only on your fulfilling the terms of the undertakings given by you during the course of employment.
9. You will not accept employment for a period of 12 months from the date you have ceased to be an employee of this Company, in any other Organization which is our customer or client. In case of any breach the company would take appropriate legal action as deemed fit by the company.
10. This letter of appointment is issued on the understanding that you have submitted authentic documents showing proof of age, proof of educational qualifications, proof of previous appointments held, proof of previous salary drawn and a relieving letter from your previous employer, on or before your joining the services of our Company.
11. Your salary is strictly confidential and should not be disclosed / discussed with anyone.
12. You may be posted or transferred to another department, unit or location in India or employed in any subsidiary or associate concern as deemed necessary by the Company at its discretion.
13. During your employment period with us, you may be liable to be rotated in different shifts (applicable as per rules). You will carry out all assignments with utmost sincerity, diligence and honesty and to the satisfaction of the Management.
14. During your employment, you shall devote your full time and attention to the business affairs of the Company and not engage either directly or indirectly in any other business or activity either full or part time.
15. You will be required to sign the Company's standard form of employee nondisclosure and intellectual property assignment agreement at the time of your joining.
16. You will not either during your engagement or subsequently, divulge or utilize any confidential information belonging to the Company or any of its Associated or Subsidiary Companies which may have come to your knowledge during your employment under this contract or any previous contract of service with the Company or any of its Associated or Subsidiary Companies and you will, both during your engagement and subsequently take all reasonable precautions to keep all such information secret.

17. This appointment is offered on the basis of your having furnished the Company, correct information regarding your past service and other records. If at any time it is revealed that employment has been obtained by furnishing false information or withholding pertinent information, the Company will be free to terminate your services at any time without notice.
18. You will be governed by the policies, conduct, discipline, rules, and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of your Contract of employment. The facilities, amenities and benefits provided to employees in excess of the statutory requirements do not form a part of the conditions of service and are subject to change or be reduced at the discretion of the Management
19. Except so far as may be necessary for the purpose of your duties, you will not, without the consent of the Company, retain or make originals or copies of telegrams, letters, maps, reports, drawings, calculations, specifications, formulae, forms, licenses, agreements or other documents of whatever nature belonging to the Company or any of its Associated or Subsidiary Companies or notes thereof, nor retain samples or specimens in which the Company or any of its Associated or Subsidiary Companies may be or may have been interested and which have come into your possession by reason of your employment. If, on the termination of your employment, you are in possession of any originals or copies of telegrams, letters, maps, reports, drawings, calculations, specifications, formulae, forms, licenses, agreements or other documents of whatever nature belonging to the Company or any of its Associated or Subsidiary Companies, or any notes thereof or any such samples or specimens as aforesaid, you will deliver the same to the Company without being asked, except so far as consent to retain them has been given to you by the Company. Any such consent shall not of itself relieve you from your obligations.
20. You will not enter into a commitment or dealing on behalf of the Company for which you have no express authority or discretion vested in you without previous sanction of the Company.
21. You will disclose to the Company any discovery, invention (process or improvement) made, discovered or invented by you during the course of your employment with us and such discovery, invention, process, design or improvement shall absolutely belong to and shall be the sole property of the Company. If required, you shall at the Company's expense, register the same with the appropriate and concerned Government authorities according to the provisions of patent and design, trademarks and other applicable laws in force from time to time in the Company's name. All rights and benefits in respect of such discoveries and invention shall accrue to the Company and you will execute all documents in connection therewith as required by the Company. In other words, you will do all acts, deeds and things which may be required by us to assign or transfer all your rights arising in respect thereof in our favour or in favour of our nominee so that all benefits arising out of the above vest in us or in our nominee as the case may be.
22. You are expected to take proper care of company assets. In the event of your resignation/termination you will have to return all the company's assets which include ID card, Access Card, Laptop & Adaptor, Wi-Fi Dongle, Mobile phone instrument, sim card,

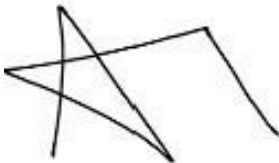
documents, etc., in your possession in good condition, or reimburse the value of the same.

You shall also officially hand over your job responsibilities to your immediate supervisor or any other person nominated by the management for this purpose.

23. You will retire from the services of the Company on completion of the age of 60.
24. By signing this letter, you are representing to the Company that your acceptance of this offer and agreeing to employment with the Company under these terms will not conflict with, violate or constitute a breach of any employment or other agreement to which you are a party and that you are not required to obtain the consent of any person, firm, corporation or other entity in order to accept this offer of employment. You acknowledge that the restraints contained herein are reasonable in all the circumstances of your employment, and you agree that they are necessary for the protection and maintenance of the Company and its business. You also acknowledge that the Company shall be entitled to seek an order for specific performance or injunctive or other equitable reliefs in case of your failure to observe or a breach by you of any of the restraints herein.

Please sign and return a copy of this letter as a token of your acceptance of the above terms. Thanking you and looking forward for a mutually beneficial association.

Warm Regards,
For Anzy Global



Altaf Madraswalla
VP – People and Culture

I agree to accept employment on the terms mentioned in the above letter of appointment and Annexure.

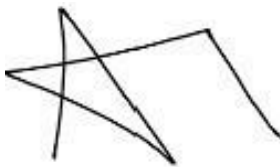


Annexure

Name:	Shravya Hegde
Employee ID:	732
Designation:	Associate Recruitment Specialist

HEADS	INR	
	MONTHLY	YEARLY
Basic	13,000	1,56,000
HRA	5,200	62,400
Conveyance	1,600	19,200
S. Bonus	1,250	15,000
LTA	-	-
Other	4,950	59,400
Gross Salary	26,000	3,12,000
PF Employer contribution	1,800	21,600
(A) Total CTC	27,800	3,33,600
(B) Lunch Benefits	2,200	26,400
(C) Performance Based Incentive		46,800
(A + B + C) Annual CTC	30,000	4,06,800

For Anzy Global,



Altaf Madraswalla
VP – People and Culture

Signature: _____

Date: _____



Survey No. 257/A, Second Floor, 5th Cross,
HSR Layout, VI Sector, Bengaluru, Karnataka - 560102
CIN: U74140KA2011PTC059794



www.anzyglobal.com
E: reachus@anzyglobal.com



CogniSure Solutions Private Limited

Unit 1, 5th Floor, Discoverer Building, ITPL, Whitefield, Bengaluru,

Karnataka 560066

EMPLOYMENT AGREEMENT

Date: May 4th, 2022

Anarghya B G

#85 "Anugraha", 2nd main, AGS Layout,
Arehalli, Bangalore 560060

Email: anarghyabg574@gmail.com

Dear Anarghya B G

We are pleased to offer you the position of "Intern" with "CogniSure Solutions private limited" company incorporated under the Companies Act, 2013 (the "Company") having its registered office at: Bangalore, Karnataka, on the terms described below.

This offer of employment is for a full-time position based in the Company's office in Bangalore, Karnataka.

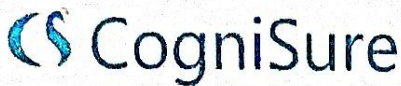
Please note that the terms of employment detailed in this document and attachments hereto (collectively referred to as the "Agreement") are strictly confidential. These contents should not be disclosed to third parties without the prior written approval of the Company.

I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

Applicant's Signature: *Anarghya B G*

Accepted date: 05/05/2022

Place: *Bangalore*



Reimagine insurance with cognitive AI

1. Compensation

The annual fixed component of your Cost To Company ("CTC") will be "Rupees Three Lakh Sixty thousand " Only (Rs. 3,60,000/-).

The salary break-up is attached herewith as **Attachment A**. Your compensation will be reviewed on a half yearly basis and increments will be determined based on performance and provided at the sole discretion of the Company.

2. Duties

A schedule of your broad duties and responsibilities will be given to you in due course, which may be subject to revision from time to time. The Company shall assign to you such other duties and responsibilities as may be considered advisable in the Company's interests and at the sole discretion of the Company.

3. Terms and Conditions of Employment

Your employment with the Company shall be governed by the specific terms and conditions provided on the attached herewith as **Attachment B** and the scope of work provided on the attached **Attachment C**.

4. Employment Invention Assignment Agreement

Like all Company employees, you are required, as a condition of your employment with the Company, to sign the Company's Employment Invention Assignment Agreement (the "Assignment Agreement") in substantially the form attached hereto as **Attachment D**.

5. Entire Agreement

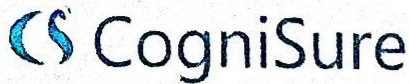
This Agreement supersedes any prior agreements, representations or promises of any kind, whether written, oral, express or implied between you and the Company with respect to the subject matters herein. This Agreement may not be modified or amended except by a written agreement between you and the Company.

I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

Applicant's Signature: *Anarghya Bg*

Place: *Bangalore*

Accepted date: *05/05/2022*



Reimagine insurance with cognitive AI

6. Severability

Each provision of this Agreement including the attachments attached to it shall, to the extent possible, be interpreted in such manner as to be effective and valid under applicable law, but, if any provision of this agreement shall be invalid or prohibited under such applicable law, such invalidity shall not affect the validity of the other provisions of this agreement. The said other provisions shall continue in full force and effect unless such unenforceable provision shall materially affect the essence of the agreement and the party benefiting from the said unenforceable provision does not waive its rights to benefit therefrom.

7. Waiver

The failure of either the employer or the employee to insist upon strict adherence to any term of this agreement on any occasion shall not be considered a waiver thereof or deprive the employer or the employee of the right thereof to insist upon strict adherence to that term or any other term of this Agreement.

If you wish to accept this offer, please sign and date both the enclosed duplicate original of this letter and the enclosed Employment Invention Assignment Agreement and return them to me. This offer, if not accepted, will be expire at the close of business on **May 6th,2022**

We look forward to having you join us no later than **May 9th,2022**

Very truly yours,

COGNISURE SOLUTIONS PRIVATE LIMITED.

By: Yadhavi
(Signature)

Name: N Yadhavi

Title: HR Manager

I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

Applicant's Signature: Anaghya Bk

Place: Bangalore

Accepted date: 05/05/2022

Page 3 of 23



ACCEPTED AND AGREED:

NAME: Anarghya B G

Anarghya B G
(Signature)

Date: 05/05/2022

Permanent Account Number (PAN): CXLPG2178M

Anticipated Start Date: May 9th, 2022

Attachment D: Employment Invention Assignment Agreement

I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

Applicant's Signature: *Anarghya B G*

Place: *Bangalore*

Accepted date: *05/05/2022*

SALARY BREAK UP

Payment Component	Monthly (INR)	Yearly (INR)
A) Basic Salary	15,000.00	1,80,000.00
B) House Rent Allowance	7,500.00	90,000.00
F) Leave Travel Allowance	3,750.00	45,000.00
G) Provident Fund	1,800.00	21,600.00
H) Special Allowance	1,950.00	23,400.00
J) Total CTC	30,000.00	3,60,000.00

I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

Applicant's Signature: *Anasghya Bg*

Accepted date: 05/05/2022

Place: *Bangalore*

ATTACHMENT B

TERMS AND CONDITIONS OF EMPLOYMENT

1. Term of Employment

Subject to Sections 6 and 7 below, the term of your employment with the Company is intended to be till you attain the age of retirement. You will retire from the services of the Company on attaining the age of 60 years. Your employment shall stand automatically terminated on the date of your retirement.

2. Probation Period

You will be required to serve a probation period of 6 months, after the completion of which, your performance will be formally reviewed. The Company will provide you with a written confirmation of the commencement and termination date of your probation period. Your probation period shall not commence unless you have received a written confirmation from the Company. The Company may in its sole discretion, extend the probation period. Such extension can be granted twice, for a period of three (3) months each. In the event that you fail to perform to the Company's satisfaction during the probation period and the extension thereof, if applicable, your employment shall be terminated for unsatisfactory performance.

3. Reporting Person

During the period of employment, you shall report to **Sreenivasa Sasidhar Seelam** Operations Director of the Company or as informed to you from time to time.

4. Work Hours

Your normal hours of employment shall be from 09:00 AM to 6:00 PM, Monday to Friday of every week with a 1-hour lunch break.

The Employee may be required to work such hours outside of the normal work hours if the Company considers it necessary to meet the needs of business. The Employee shall not be paid additionally for such extended hours of work.

I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

Applicant's Signature: *Anarghya B6*

Accepted date: 05/05/2022

Place: *Bangalore*

5. Outside Activities

This position is for a full-time employment with the Company and you shall exclusively devote yourself to the business of the Company. You shall not take on any other work for remuneration (part-time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholders or debenture holders) in any other trade or business, during your term of employment with the Company, without prior written permission of the Company.

6. Termination

(a) During the term of your employment, should you desire to leave the services of the Company, you are required to provide the Company a 2 calendar months notice or salary in lieu thereof.

(b) The Company shall be entitled to terminate your employment with or without cause at any time by giving you 60 calendar days' notice or salary in lieu thereof.

(c) If you are absent from work for a period of five (5) consecutive working days, without providing any notice or affording any reasons, or without taking Company's prior approval in this regard, the Company will be entitled to forthwith terminate your employment with the Company. In the event that the Company terminates you, you will be provided a written notice of termination. Further, in the event of such termination, you shall be liable to pay the Company an amount equivalent to your notice period as per your termination clause mentioned herewith in this letter. Notwithstanding the above, the Company shall not be restricted from claiming legal remedies available to it under the ordinary legal recourse. Company shall be entitled to recover any additional damages from you in a manner that the Company may determine suitable in this regard.

(d) Notwithstanding anything mentioned in this Agreement, the Company may terminate your employment, with immediate effect by a notice in writing (without salary), in the event of your misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct, breach of integrity, embezzlement, misappropriation or misuse by you of the Company's property, insubordination or failure to comply with the directions given to you by persons so authorized, your insolvency or conviction for any offence involving moral turpitude, breach by you of any terms of this Agreement or the Company's policies or other documents or directions of the Company, or upon your conducting yourself in a manner which is regarded by

I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

Applicant's Signature: Anasghya Bg

Accepted date: 05/05/2022

Place: Bangalore



Reimagine insurance with cognitive AI

the Company as prejudicial to its interests or to the interests of its clients and/or customers, or any similar reason.

(e) Notwithstanding anything aforesaid, termination by you shall be subject to the satisfactory completion of all your existing duties, obligations, and projects.

(f) On acceptance of the resignation notice, you will be required to immediately give up to the Company all correspondences, specifications, formulae, books, documents, market data, literature, drawings, effects or records, etc. belonging to the Company or relating to its business and you shall not make or retain any copies of these items. In the event that the Company directs you to destroy any such information, documents or materials, you shall forthwith do so and provide a written certification to that effect to the Company.

(g) Any notice, demand or request required or permitted to be given under this Agreement shall be in writing and shall be deemed sufficient when delivered personally or by overnight courier or electronic mail, or 48 hours after being deposited in the Indian mail or registered mail with postage prepaid, addressed to the party to be notified at such party's address as set forth below, as subsequently modified by written notice.:

TO COMPANY:

CogniSure Solutions Private Limited,
No.7/2, Old, 78 New, Maruthi Emerald,
Graphite India Main Rd ITPL Main Road,
Bengaluru, Karnataka 560066

Email: YadhaviN@cognisure.ai
Attn: N Yadhavi

I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

Applicant's Signature: *Anarghya B*

Place: *Bangalore*

Accepted date: *05/05/2022*



Reimagine insurance with cognitive AI

TO EMPLOYEE:

Anarghya B G

#85 "Anugraha", 2nd main, AGS Layout,
Arehalli, Bangalore 560060

Email ID: anarghyabg574@gmail.com

Attn: Anarghya B G

7. Holidays/Leave

General holidays will be declared at the beginning of the calendar year and are a benefit for all full-time employees. You may be called upon to attend duties as and when required during holidays, as may be scheduled in accordance with the needs of the Company. Additionally, you will be entitled to receive earned/privilege leave which shall be calculated at the rate of one earned leave for every Eighteen (18) days of work performed. The total number of earned/privilege that can be accumulated and carried over to the succeeding year shall not be more than [10 days].

You will be entitled for leave at such time and of such duration as the Company may grant depending upon the exigencies, in accordance with the Company's rules and regulations in force, introduced hereafter or modified from time to time. It shall be your sole responsibility to keep yourself updated of any changes in company policy as amended from time to time. For casual leave, you will be expected to give prior notice to the reporting authority; however, in case of an emergency or exigent situation, you shall be required to take such approval within one (1) day of resuming your services. Casual leave without requisite approval from the Company shall be considered leave without pay. In the event any additional leave is required, the additional leave shall be without pay. You shall be required to submit a medical and fitness certificate from a registered medical practitioner in case of three or more consecutive days of medical leave.

I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

Applicant's Signature: *Anarghya B G*

Place: *Bangalore*

Accepted date: *05/05/2022*

8. Benefits

You shall be entitled for all statutory benefits as mandated by the existing provisions under the applicable laws or which may be enforced in the future including, but not limited to, provident fund, gratuity, insurance, as may be applicable to you as per Company's policies and procedures, as amended from time to time.

The Company may in its discretion, from time to time, revise the benefits it provides to its employees. As and when such benefits are introduced or modified, you shall be entitled to avail such benefits.

9. Disclosure of Information

During the term of your employment with the Company, you are required to disclose all material and relevant information, which may either affect your employment with the Company currently or in the future or may be in conflict with the terms of your employment with the Company, either directly or indirectly. If at any time during your employment, the Company becomes aware that you have suppressed any material or relevant information required to be disclosed by you or have provided the Company with misleading or inaccurate information, the Company reserves the right at its sole discretion, to forthwith terminate your employment without any notice and without any obligation or liability to pay any remuneration or other dues to you irrespective of the period that you may have been employed by the Company.

Any change in your personal information including residential address, marital status and educational qualification should be notified to the Company in writing within three (3) days from the start of such change. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered according to the Company's notice provision policy.

10. Use of Company Property

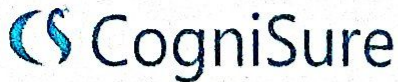
You must comply with the Company's policy on use of email, internet and computers. Unauthorized use or tampering with computers will be regarded as serious misconduct and may lead to your summary dismissal. In particular, you agree to only use passwords which have been authorized and must not in any circumstances load a program or data into one of the Company's computers unless the program and data, originates from the Company, has been provided for

I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

Applicant's Signature: Anarghya Bh

Place: Bangalore

Accepted date: 05/05/2022



Reimagine insurance with cognitive AI

your use and has been tested for viruses in advance. The Company shall provide telephones (including mobile and voicemail), email and internet access for business purposes only. For the purpose of business (including and not limited to quality control, monitoring of policy compliance and unauthorized use and checking messages during periods of absence), communications made by or to you may be monitored or recorded. This applies in particular to telephone (including mobile and voicemail), email and internet use. In the event, the Company provides you with laptops/mobile phones/data cards or other mobile devices, you will provide the Company with a written undertaking acknowledging receipt of the same and agreeing to adhere to the policies governing usage of such devices.

11. Previous Employment

You hereby represent that your performance of the terms of this Agreement and as an employee of the Company does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you in confidence or in trust prior to your employment by the Company, and you will not disclose to the Company, or induce the Company to use, any confidential or proprietary information or material belonging to any previous employers or others, unless expressly permitted by such previous employer. You hereby represent and warrant that you have returned all property and confidential information belonging to all prior employers, if any. You have not entered into, and agree that you will not enter into, any agreement either written or oral in conflict herewith or in conflict with your employment with the Company (including but not limited to a non-competition agreement with any third party relating to the current, proposed or future business of the Company). You further agree to conform to the rules and regulations of the Company.

12. Confidentiality

You acknowledge that in the course of your employment with the Company, you will obtain knowledge of the Company's business plans, processes, software, know-how, trade secrets, methods, inventions, improvements, disclosures, names and positions of employees and/or other proprietary and/or confidential information (collectively the "Confidential Information").

At all times, both during or after the period of your employment under this Agreement, you shall not (except with written authorization from the Company and except to the extent so authorized in the proper course of your duties) divulge to any person or otherwise make use of your employment under this Agreement to divulge to any person or otherwise make use of any

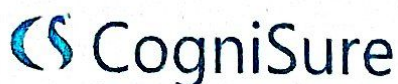
I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

Applicant's Signature: *Anaeghya Bg*

Accepted date: *05/05/2022*

Place: *Bangalore*

Page 11 of 23



Reimagine insurance with cognitive AI

trade secret or secret manufacturing process or any confidential information concerning the business or finances of the Company or any of the Company's dealings, transactions or affairs or any of the Company's suppliers, agents, distributors or customers, until such information becomes generally and rightfully known outside the Company.

All notes, copies, memoranda and other tangible forms of any trade secrets or confidential information concerning the business of the Company or any of the Company's suppliers agents, distributors, clients or customers, including but not limited to financial information, documents, employee lists, customer lists, phone books, which shall be acquired, received or made by the Company during the course of your employment shall be the property of the Company and shall be surrendered by you to someone duly authorised in that behalf at the termination of your employment or at the request of the Company at any time during the course of his employment.

Any breach of confidentiality will lead to immediate termination without the requirement of any notice to be provided to you.

13. No Rights Granted

Nothing in this Agreement shall be construed as granting any rights under any patent, copyright or other intellectual property rights of the Company, nor shall this Agreement grant you any rights in or to the Company's Confidential Information, except the limited right to use the Confidential Information in connection with the Services.

14. Adherence to Company Policy

You agree to conform to and comply with the Company's policies and such directions and orders as may from time to time be given by the Company.

15. Travel

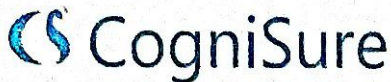
You will be posted in Bangalore, Karnataka. However, you may be required by the Company to make visits and travel both within India and overseas, as necessary and for such period of time that the Company determines is sufficient to enable you properly perform your duties in the best interests of the Company.

I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

Applicant's Signature: *Anaghy B*

Accepted date: 05/05/2022

Place: *Bangalore*



Reimagine insurance with cognitive AI

16. Non-Compete and Non-Solicitation

During the Non-Compete Period (as defined below), you hereby covenant and agree not to engage in or receive any financial benefit from (directly or indirectly) any business of the Significant Competitor, which competes with the whole or any part of any business being carried on or proposed to be carried on by the Company, whether as an individual, employer, proprietor, partner, shareholder, investor, director, committee member, officer, employee, consultant, agent, collaborator, advisor, principal contractor or sub-contractor, trustee, or otherwise.

Significant Competitor shall mean any artificial or natural person, who on the date of execution of this Agreement or any time thereafter, directly or indirectly, receives at least 50% of its total revenue from the Business or any activity similar to the Business and shall include such person's relatives.

"Non-Compete Period" shall mean the period commencing with the date of this Agreement and ending one (1) year from the date of your termination of employment with the Company. In the event that your employment with the Company is terminated without cause, the Non-Compete Period will end contemporaneously with the final payment of severance to you under this letter agreement.

You agree that during the Non-Compete Period, you shall not in any manner either directly or indirectly solicit or entice the other employees, vendors or customers of the Company to join or enter into transactions, as the case may be with either you directly or indirectly or with other entities which are in direct or indirect competition with the Company.

You hereby agree that the covenants and restrictions in this Section 16 are reasonable in their terms and do not impose any undue hardship on your current or future employment prospects. You further agree that if the laws of the state applicable to the provisions set forth in this Section 16 should change, or if any court of competent jurisdiction should hold any term or provision of this Section 16 invalid or unenforceable, then that shall be substituted in the place of such changed, invalid, or unenforceable term or provision a new term or provision that most nearly fulfills or promotes the purpose and intention of this Section 16 and is consistent with such law or judicial jurisdiction.

I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

Applicant's Signature: Anaghya Bg

Accepted date: 05/05/2022

Place: Bangalore

17. Employment Invention Assignment Agreement

You acknowledge and agree that any work that you may be conducting either on the premises of the Company or otherwise with regard to patents, improvements, discoveries or any other form of intellectual property, whether protected under law or not, is being done on behalf of the Company. In this regard, you agree to execute an Employment Invention Assignment Agreement and any and all intellectual property rights in any such work shall belong exclusively to the Company.

18. Customer Data and IT Security

Only specific employees are given access to our Software that holds customer's data. Authorization for this will be tracked and monitored.

You are expected to follow IT security policies (as per the applicable law) to ensure that the systems you use to access such data is secured.

19. Arbitration

You agree that the interpretation and enforcement of this Agreement shall be governed by the laws of India and all disputes under this Agreement shall be governed by the provisions of the Arbitration and Conciliation Act, 1996. The venue for arbitration will be Bangalore, Karnataka. The arbitration shall be conducted by a sole arbitrator appointed by the Company, and the award of the arbitrator shall be final and binding upon you.

This is to certify that I have read this Agreement and I fully understand all the terms and conditions of this Agreement. I hereby accept and agree to abide by the Agreement.

(Signature)

Anarghya B G

Anarghya B G

I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

Applicant's Signature: *Anarghya B G*

Place: *Bangalore*

Accepted date: *05/05/2022*



ATTACHMENT C

SCOPE OF WORK

The Vice President of Operations will plan, direct, coordinate, and oversee operations activities in the organization, ensuring development and implementation of efficient operations and cost-effective systems to meet current and future needs of the organization. He will report to Sreenivas Sasidhar Seelam

I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

Applicant's Signature: *Anarghya B6*

Accepted date: *05/05/2022*

Place: *Bangalore*

ATTACHMENT D

EMPLOYMENT INVENTION ASSIGNMENT AGREEMENT

In consideration of, and as a condition of my employment with CogniSure Solutions Private Limited a company duly incorporated under the Companies Act, 2013 (the "Company") I, Anarghya B G

1. **Purpose of Agreement.** I understand that the Company is engaged in a continuous program of research, development, production and marketing in connection with its business and that it is critical for the Company to preserve and protect its Proprietary Information (as defined below), its rights in Inventions (as defined below) and Intellectual Property (as defined below) and in all related intellectual property rights. Accordingly, I am entering into this Agreement as a condition of my employment with the Company, whether or not I am expected to create Inventions and Intellectual Property of value for the Company.

2. **Proprietary Information.** I understand that my employment by the Company creates a relationship of confidence and trust with respect to any information of a confidential or secret nature that will be disclosed to me by the Company that relates to the business of the Company or to the business of any parent, subsidiary, affiliate, customer or supplier of the Company or any other party with whom the Company agrees to hold information of such party in confidence ("**Proprietary Information**"). Such Proprietary Information includes but is not limited to Inventions, Intellectual Property, marketing plans, product plans, business strategies, financial information, forecasts, personnel information, customer lists, financial information, business plans and projections and any other information and materials concerning the Company's business, operations or plans.

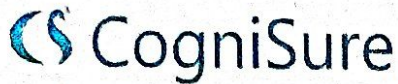
3. **Disclosure of Inventions and Intellectual Property.** I will promptly disclose in confidence to the Company all inventions, improvements, designs, original works of authorship, formulas, processes, compositions of matter, computer software programs, databases, mask works and trade secrets ("**Inventions**") and Intellectual Property that I make or conceive or first reduce to practice or create, either alone or jointly with others, during the period of my employment, whether or not in the course of my employment, and whether or not such Inventions are patentable, copyrightable or protectable as trade secrets. Intellectual Property includes but is not limited to ideas, concepts, creations, discoveries, inventions, improvements, know how,

I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

Applicant's Signature: *Anarghya B G*

Accepted date: 05/05/2022

Place: *Bangalore*



Reimagine insurance with cognitive AI

trade secrets; trademarks, service marks, designs, utility models, tools, devices, models, methods, procedures, processes, systems, principles, algorithms, works of authorship, flowcharts, drawings, books, papers, models, sketches, formulas, teaching techniques, electronic codes, proprietary techniques, research projects, and other confidential and proprietary information, computer programming code, databases, software programs including their Source Code; data, documents, instruction manuals, records, memoranda, notes, user guides; in either printed or machine-readable form, the whether or not copyrightable or patentable, or any written or verbal instructions or comments.

4. **Work for Hire; Assignment of Inventions and Intellectual Property.**

(a) **Owned by Company.** I acknowledge and agree that any copyrightable works prepared by me within the scope of my employment are "works for hire" under the Copyright Act in India and under international copyright laws and that the Company will be considered the sole owner of such copyrightable works, and I shall not have any right, title or interest in the same. I agree that all Inventions and Intellectual property and other rights related thereto (including intellectual property rights) that (i) are developed using equipment, supplies, facilities or trade secrets of the Company, (ii) result from work performed by me for the Company, or (iii) relate to the Company's business or current or anticipated research and development, will be the sole and exclusive property of the Company and are hereby irrevocably assigned by me to the Company immediately upon their formation in perpetuity.

I hereby assign to the Company the entire copyright and all performance rights and all other rights in and to the works performed by me during the term of my employment with the Company for the full period of copyright including all renewals, revivals, reversions and extensions existing under the laws in force in any part of the world to hold the same to the Company, its successors, assignees and licensees absolutely for the full period that such rights are capable of subsisting throughout the world.

(b) **Owned by Employee.** I have attached as **ATTACHMENT 1** to this Employment Invention Assignment Agreement (the "**Assignment Agreement**"), a complete list of all Inventions and Intellectual Property to which I claim ownership which have been developed by me (whether individually or in collaboration with other parties) prior to commencement of my employment with the Company, and that I desire to remove from the operation of this Agreement, and I acknowledge and agree that such list is complete. If no such list is attached to this Agreement, I represent that I have no such Inventions and Intellectual Property at the time of signing this Agreement.

I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

Applicant's Signature: *Anaghya Bh*

Accepted date: *05/05/2022*

Place: *Bangalore*

I hereby assign to the Company the entire copyright and all performance rights and all other rights in and to the works performed by me during the term of my employment with the Company for the full period of copyright including all renewals, revivals, reversions and extensions existing under the laws in force in any part of the world to hold the same to the Company, its successors, assignees and licensees absolutely for the full period that such rights are capable of subsisting throughout the world.

5. **Assignment of Other Rights.** In addition to the foregoing assignment of Inventions and Intellectual Property to the Company, I hereby irrevocably transfer and assign to the Company all Intellectual Property Rights. Intellectual Property Rights include (i) all rights, title, and interest under any statute or under common law including patent rights; copyrights including moral rights; and any similar rights in respect of Intellectual Property, anywhere in the world, whether registrable or not; (ii) any licenses, permissions and grants in connection therewith; (iii) applications for any of the foregoing and the right to apply for them in any part of the world; (iv) right to obtain and hold appropriate registrations in Intellectual Property, (v) all extensions and renewals thereof (vi) Causes of action in the past, present or future, related thereto including the rights to damages and profits, due or accrued, arising out of past, present or future infringements or violations thereof and the right to sue for and recover the same.

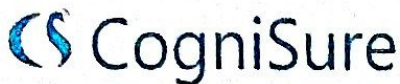
The Intellectual Property associated with any Inventions shall not be deemed to have lapsed if the Company does not exercise the rights for any period and I agree to waive my rights under Section 19(4) of the Indian Copyright Act, 1957 and any other similar law of any jurisdiction. If any Intellectual Property rights, including moral rights, in the Inventions and / or Intellectual Property, cannot (as a matter of law) be assigned by me to Company as provided herein, then (a) I unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against Company with respect to such rights, and (b) to the extent that I cannot, as a matter of law, make such waiver, I unconditionally grant to Company an exclusive, perpetual, irrevocable, worldwide, fully-paid license, with the right to sublicense through multiple levels of sublicenses, under any and all such rights (i) to reproduce, create derivative works of, distribute, publicly perform, publicly display, digitally transmit, and otherwise use the Inventions and Intellectual Property in any medium or format, whether now known or hereafter discovered, (ii) to use, make, have made, sell, offer to sell, import, and otherwise exploit any product or service based on, embodying, incorporating, or derived from the Inventions and Intellectual Property, and (iii) to exercise any and all other present or future rights in the Inventions and Intellectual Property.

I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

Applicant's Signature: Anarghya Bk

Accepted date: 05/05/2022

Place: Bangalore



Reimagine insurance with cognitive AI

6. **Assistance.** I agree to assist the Company in every proper way to obtain for the Company and enforce patents, copyrights, mask work rights, trade secret rights and other legal protections for the Company's Inventions and Intellectual Property in any and all countries. I will execute any documents that the Company may reasonably request for use in obtaining or enforcing such patents, copyrights, mask work rights, trade secrets and other legal protections. My obligations under this paragraph will continue beyond the termination of my employment with the Company, provided that the Company will compensate me at a reasonable rate after such termination for time or expenses actually spent by me at the Company's request on such assistance, provided however that for any such reimbursement, adequate documentary evidence of such expenses are to be provided. I appoint the appropriate authorized representatives of the Company as my attorney-in-fact to execute documents on my behalf for this purpose.

7. **No Breach of Prior Agreement.** I represent that my performance of all the terms of this Agreement and as an employee of the Company does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by me in confidence or in trust prior to my employment by the Company, and I will not disclose to the Company, or induce the Company to use, any confidential or proprietary information or material belonging to any previous employers or others. I represent and warrant that I have returned all property and confidential information belonging to all prior employers. I have not entered into, and I agree I will not enter into, any agreement either written or oral in conflict herewith or in conflict with my employment with the Company (including but not limited to a non-competition agreement with any third party relating to the current, proposed or future business of the Company). I further agree to conform to the rules and regulations of the Company.

8. **Notification.** I hereby authorize the Company to notify my actual or future employers of the terms of this Agreement and my responsibilities hereunder.

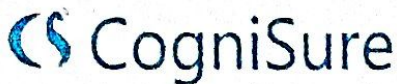
9. **Publication of Material Concerning Company Business.** Prior to my submitting or disclosing for possible publication or dissemination outside the Company any material prepared by me that incorporates information that concerns the Company's business or future business, I agree to deliver a copy of such material to an officer of the Company for his or her review. Within 20 days of such submission, the Company agrees to notify me whether the Company believes such material contains any Proprietary Information, and I agree to make such deletions and revisions as are reasonably requested by the Company to protect its Proprietary Information. I further agree to obtain the written consent of the Company prior to any review of such material by persons outside the Company.

I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

Applicant's Signature: Anaeghya B6

Accepted date: 05/05/2022

Place: Bangalore



Reimagine insurance with cognitive AI

10. **Name & Likeness Rights Etc.** I hereby authorize the Company to use, reuse, and to grant others the right to use and reuse, my name, photograph, likeness (including caricature), voice, and biographical information, and any reproduction or simulation thereof, in any media now known or hereafter developed (including but not limited to film, video and digital or other electronic media), both during and after my employment, for whatever purposes the Company deems necessary.

11. **Maintenance of Records.** I hereby acknowledge and agree that my contribution to the business of the Company as well as any portion thereof shall be the sole property of the Company from date of creation thereof. During the term of my employment and for 6 months after termination of my employment with the Company, I agree to maintain adequate and current written records on the development of all Intellectual Property and to disclose promptly upon its creation to the Company all Intellectual Property and relevant records, which records will remain the sole property of the Company. I further agree that all information and records pertaining to any idea, process, trademark, service mark, invention, technology, computer program, original work of authorship, design, formula, discovery, patent or copyright that I do not believe to be an Intellectual Property, but is conceived, developed, reduced to practice by me (alone or with others) during the period of employment, shall be promptly disclosed to the Company (such disclosure to be received and kept in confidence).

12. **Third Party Rights.** I hereby represent and warrant that I will not use or integrate any third party materials or data that are not validly licensed to the Company unless previously authorized by my reporting officer in the Company. I represent and warrant that I have not violated the Intellectual Property Rights of any third party, and covenant that I shall not violate the Intellectual Property Rights of any third party in the course of my employment with Company. Provided that in the event the Company is held liable for any violation of any Intellectual Property Rights, I undertake to indemnify the Company or affiliate as the case may be against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

13. **Injunctive Relief.** I understand that in the event of a breach or threatened breach of this Agreement by me the Company may suffer irreparable harm and will therefore be entitled to injunctive relief to enforce this Agreement.

I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

Applicant's Signature: Anarghya B6

Accepted date: 05/05/2022

Place: Bangalore

Page 20 of 23

14. **Governing Law; Severability.** I understand and agree that this Assignment Agreement will be governed by, interpreted and enforced in accordance with the laws of India, without regard to or application of choice of law rules or principles. In the event that any provision of this Agreement is found by a court, arbitrator or other tribunal to be illegal, invalid or unenforceable, then such provision shall not be voided, but shall be enforced to the maximum extent permissible under applicable law, and the remainder of this Agreement shall remain in full force and effect.

15. **Dispute Resolution.** Subject to the exceptions set forth below, I agree that any and all claims or disputes that I have with the Company, or any of its employees, which arise out of my employment or under the terms of my employment, shall be resolved through final and binding arbitration, as specified herein. This shall include, without limitation, disputes relating to this Agreement, my employment by the Company or the termination thereof, claims for breach of contract or breach of the covenant of good faith and fair dealing, and any claims of discrimination or other claims, state or local law or regulation now in existence or hereinafter enacted and as amended from time to time concerning in any way the subject of my employment with the Company or its termination. Binding arbitration will be conducted in Bangalore, India in accordance with the rules and regulations of the Arbitration and Conciliation Act, 1996. Parties will split the cost of the arbitration, filing and hearing fees, and the cost of the arbitrator. Each side also will bear its own attorneys' fees; that is, the arbitrator will not have authority to award attorneys' fees unless a statutory section at issue in the dispute authorizes the award of attorneys' fees to the prevailing party, in which case the arbitrator has authority to make such award as permitted by the statute in question. I understand and agree that the arbitrator's decision shall be final and binding to the fullest extent permitted by law and enforceable by any court having jurisdiction thereof.

16. **Terms of Employment.** I understand that this Agreement, in itself, does not constitute a contract of employment or obligate the Company to employ me for any stated period of TIME BEYOND THE TIME AS PROVIDED FOR IN MY EXECUTIVE EMPLOYMENT LETTER/AGREEMENT. I understand that my employment can be terminated at any time, for any reason or for no reason, by the Company and by me by providing a written notice of 90 days to the Company. Unless the Company and I have entered into another written document that expressly supersedes this Section 16, this is the complete agreement between the Company and me on this term of my employment. This Agreement shall be effective as of the first day of my employment by the Company.

I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

Applicant's Signature: Anarghya B6

Place: Bangalore

Accepted date: 05/05/2022



Reimagine insurance with cognitive AI

I HAVE READ THIS AGREEMENT CAREFULLY AND I UNDERSTAND AND ACCEPT THE OBLIGATIONS WHICH IT IMPOSES UPON ME WITHOUT RESERVATION. NO PROMISES OR REPRESENTATIONS HAVE BEEN MADE TO ME TO INDUCE ME TO SIGN THIS AGREEMENT. I SIGN THIS AGREEMENT VOLUNTARILY AND FREELY.

Anarghya B G

Anarghya BG

(Signature)

Date: 05/05/2022

I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

Applicant's Signature: *Anarghya BG*

Place: *Bangalore*

Accepted date: 05/05/2022

Page 22 of 23

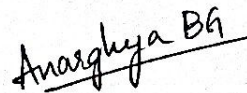
ATTACHMENT 1

The following is a list of Inventions or Intellectual Property or Improvements relevant to the subject matter of my employment with the Company that have been made or conceived or first reduced to practice by me or jointly with others prior to my employment with the Company. I hereby assign an irrevocable and exclusive right to the Company for the following Invention and Intellectual Property under this Employment Invention Assignment and Confidentiality AGREEMENT:

No. of inventions or intellectual property or improvements –

See Below: NA

Anarghya B G

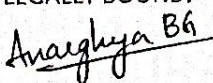


(Signature)

Date: 05/05/2022

Place: Bangalore

I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

Applicant's Signature: 

Place: Bangalore

Accepted date: 05/05/2022

Letter of authorization

To whom it may concern

I understand that Bosch Global Software Technologies Private Limited may use the services of an outside agency to verify and validate information I have provided including my previous employment, personal, professional background, Qualifications and contact numbers.

I understand that the outside agency may obtain information from various sources including but not limited to, the following: current and past employers, criminal convictions records, educational records and professional references.

I authorize without reservation, any individual, and corporation, private or public entities to furnish Bosch Global Software Technologies Private Limited and the external agency all information relating to me, while at the time of joining and at the time of separation from the Company for enabling the processes.

I unconditionally release and hold harmless any corporation, private or public entities, and any individual from any and all causes of action that might arise from furnishing to Bosch Global Software Technologies Private Limited and the external agency information that they may be share pursuant to this release.

This authorization and release, in original, faxed or photocopied form or transmitted by electronic media, shall be valid for this and any future reports and updates that may be requested.

(Signature)

Name in block letters	Ms.Anu Arun
Employee ID	35098269
Date of birth	12/06/2000
Date	05/01/2023
Place	Bangalore

Current Address					
Door No.					
House Name					
Street					
#115,4th main,4th cross vijaya bank layout					
Landmark					
#115,4th main,4th cross vijaya bank layout					
City	Bangalore	State	Karnataka	Pin	560076
Residence phone with STD			Mobile Number		9108788994

Is current address likely to change in the next 15days?

Permanent Address					
Door No.					
House Name					
Street					
#115,4th main,4th cross vijaya bank layout					
Landmark					
#115,4th main,4th cross vijaya bank layout					
City	Bangalore	State	Karnataka	Pin	560076
Residence phone with STD			Mobile Number		9108788994

If studied or employed in US, please provide Social Security Number (SSN) information

SSN

NA

Highest Education Details:

College Name	K.S. SCHOOL OF ENGINEERING AND MANAGEMENT
Roll No	1KG18EC006
Contact Details	

Previous Employer supervisor Details:

Supervisor Name	
E-Mail ID	
Contact No	

(Signature)

Date:06-08-2021

Applicant ID :Vishal_3_46396
Name :Vishal G
Location :BANGALORE

OFFER LETTER

Dear **Vishal G**

Thank you for your interest in Adecco.

Based on your resume and the interview you had with us, we are pleased to make you an offer of employment as **NETWORK ENGINEER** on deputation to our client **CISCO SYSTEMS INDIA PVT LTD** on fixed term contract, for the remuneration as offered and agreed by us (details given below). The Management reserves the right to bifurcate or merge the allowances in basic salary.

The **Net Salary (In Hand)** offered to you is **Rs 15795.00 only per month**; detailed breakup is enclosed.

The management reserves the right to utilize your services on deputation to our clients on fixed term contract, anywhere in India, through our branch offices, either in existence or which may come into existence. Your initial place of posting will be at **BANGALORE**. However, you may be required to report to our Branch Office (address mentioned at the top right corner of this letter), to complete your joining formalities, in the event you have not been able to follow our digital process

This employment offer is subject to:

- a) The information provided by you in your resume and interviews are correct and valid.
- b) This offer letter is valid till the date of your joining which should not be later than **15 days** of issuance of this letter; your expected DOJ is **20-08-2021**. If you do not join us by the stipulated date, this offer is deemed invalid. Your formal appointment letter will be issued at the time of your joining, subject to receipt of various mandatory documents, as per list given below.
 - Aadhar card for proof of identity, proof date of birth and proof of address.
 - Educational certificates
 - ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "Form F"
 - PAN Card, Bank A/C details with proof
 - Six passport size photographs
 - Experience certificates and relieving letter from your previous employer (if applicable).
 - Proof of your last drawn salary (if applicable)

Please note that any claims based on alleged verbal promises by any authority in the organization are not a part of this letter and will not be entertained in future.

We look forward for you to join our organization at the earliest.

With warm regards,

Adecco India Pvt. Ltd.



Arun Soman
Sr. Manager - SSC



Simi Chacko
Asst. Manager - SSC

Authorized Signatory

Enclosures: - (i) Compensation Sheet; (ii) Standard Terms of Employment

I hereby accept the above-mentioned terms and conditions.

Name: _____ Signature: _____ Date: _____

COMPENSATION SHEET

Applicant ID	: Vishal_3_46396
Name	: Vishal G
Designation	: NETWORK ENGINEER

Compensation	Rs. Per Month
BASIC SALARY	16525.00
STATUTORY BONUS RECURRING	1377.00
GROSS (SUB TOTAL A)	17902.00
PROVIDENT FUND EMPLOYER	1983.00
ESI DEDUCTION- EMPLOYER	537.00
EMPLOYER GRATUITY	795.00
EMPLOYER PF ADMIN CHARGES	83.00
EMPLOYERS EDLI CHARGES	75.00
EMPLOYER WC POLICY	225.00
EMPLOYER DEDUCTION (SUB TOTAL B)	3698.00
CTC (SUB TOTAL A+B)	21600.00
PROVIDENT FUND EMPLOYEE	1983.00
ESI DEDUCTION- EMPLOYEE	124.00
EMPLOYEE DEDUCTIONS (SUB TOTAL C)	2107.00
TAKE HOME (SUB TOTAL A-C)	15795.00

Annual CTC : **Rs. 259200.00**

Note : "Take home is subjected to all statutory deductions and applicable tax deductions"



Arun Soman
Sr. Manager – SSC



Simi Chacko
Asst. Manager – SSC

Authorized Signatory
Adecco India Pvt. Ltd.,

I hereby accept the above-mentioned terms and conditions.

Name: _____ Signature: _____ Date: _____

CONSENT LETTER

- Adecco India (“Adecco”) may collect, use or disclose the Personal Data which you provide to Adecco India for the Purpose described in the Adecco’s Data Privacy Policy (<https://www.adecco.co.in/privacy-policy/>) (“Adecco Policy”) including the provision of Services, storage, analytical or dispute resolution purposes, as well as, to comply with applicable laws, regulations and Adecco’s internal policies. Capitalized terms used in this form and not expressly defined shall have the same meaning as set out in the Adecco Policy.
- Adecco may also share your Personal Data with Adecco’s employees, officers, directors, clients (and its agents), Suppliers or third party vendors (IT, financial and legal advisors), or any statutory authorities and/or to any other Adecco affiliates, based locally or abroad, in order to reasonably achieve the Purpose. In any case, transfers to third parties will strictly be on a need to know basis, in order to comply with contractual or legal obligations.
- Adecco will handle, maintain and store your Personal Data - for a limited period of time, in compliance with Adecco Policy and the applicable laws and regulations.
- Adecco relies on your Personal Data to achieve the Purpose; hence, you warrant that the Personal Data you provide is accurate, correct and complete. If you wish to correct, update or delete your Personal Data, you may contact Adecco’s Data Protection Officer at legal.India@adecco.com.
- You are entitled to withdraw this consent at any time by giving notice to the Adecco’s Data Protection Officer. You acknowledge that such withdrawal shall apply prospectively and only affect Adecco’s future use or disclosure of your Personal Data.
- If you have any queries regarding Adecco’s treatment of your Personal Data, this consent form or any related matter, you may refer to [Adecco’s Data Protection Officer](mailto:legal.India@adecco.com) at: legal.India@adecco.com
- For any government welfare scheme Aadhar is mandatory. Accordingly by signing this explicit consent letter you hereby allow Adecco to collect your Aadhar card/details. This will enable Adecco to link your Aadhar details to welfare schemes like ESI, EPFO etc. If you have any issue in sharing the details please specify the reasons in writing.
- You acknowledge that you have read and understood this consent and the Adecco Policy and provide your express consent to the collection, use and disclosure of your Personal Data as therein described.

Name: _____

Signature & Date: _____



Lathashree S <lathashrees19@gmail.com>

Congratulations -IBM Offer Awaiting in Portal

2 messages

offsodel <Enterprise@trm.brassring.com>
Reply-To: offsodel@in.ibm.com
To: lathashrees19@gmail.com

8 February 2019 at 11:37



Dear lathashree s,

Congratulations and welcome to IBM!

We are pleased to extend you an offer of employment with IBM India Private Limited. Please take a moment to review the offer letter which is posted on the candidate portal. You will be required to log in to candidate portal with your log in id and password.

Once logged in:

1. Log in to candidate portal [Candidate Zone - Application Documents & Forms](#).
2. Please click on candidate portal link then click on the offer letter.
3. Review the content of the offer letter and accept the offer letter.

While you do so, we sincerely request you to review your experience with us on Glassdoor and inspire others like you. Please find the PDF attached with this mail for more details.

For any further queries regarding your employment offer, please mail us at offsodel@in.ibm.com

We look forward to welcoming you to IBM India.

Human Resources Team
IBM India Pvt. Ltd.
Manyata Embassy Business Park
G2 Block, [Nagawara Outer Ring Road](#)
[Bangalore - 560045](#).

If this mail is related to any post offer query then please make sure you mention the below details(Requisition ID and Candidate Reference Number) in the subject line of the email

Requisition ID : 209749BR
Candidate Reference Number : 3366834

IBM Recruiting Team

CONNECT WITH US.



Attached Files:

[Welcome to the IBM family.pdf](#)

Lathashree S <lathashrees19@gmail.com>

8 February 2019 at 12:28

To: offsodel@in.ibm.com

Cc: mallikum@in.ibm.com

Hi Team

Thanks for the offer, I have accepted the same. As per my offer letter, DOJ is 9th April 2019, I am an immediate joiner and I want to join on 14th Feb 2019. Request you to confirm the same.

Thank You

Lathashree S

[Quoted text hidden]

October 06, 2021

HR/SS/1021/04560

**Ms Meghana S M
Bangalore.**

Letter of Appointment

Dear Meghana,

- 1.0 **Appointment:** We are pleased to offer you an **Appointment** in our company as **“Associate Software Engineer”**. The details of your entitlements and your salary are as per Annexure –II.
- 2.0 **Date of Appointment:** Your effective date of Appointment will be on or before **October 11, 2021**. Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- 3.0 **Initial Posting & Reporting:** Your initial posting in the normal course will be **Bangalore** and you will report to the respective Business and/or Functional Head.
- 4.0 **Documentation:** You are required to furnish the following at the time of joining duty–
 - 4.1 Proof of age;
 - 4.2 Certificates supplementing your SSLC (10th Standard) and highest educational and professional qualification attainments;
 - 4.3 Appointment & Relieving letter of your previous employer, as applicable;
 - 4.4 6 (six) passport sized photographs;
 - 4.5 Form 16 or any other authenticated document supplementing your earnings and income tax deduction/paid in the current financial year; PAN Card Copy;
 - 4.6 Photocopy of Passport, if available.
 - 4.7 Photocopy of your Aadhaar Card with number
 - 4.8 PF No. / UAN (Universal Account Number) of previous employment.
 - 4.9 ESIC Number of previous employment.
 - 4.10 Any other documents as may be required by the Company.
- 5.0 **Terms and Conditions of Employment:** All the terms and conditions of your employment are attached herewith as Annexure – I. The said terms shall (and as maybe modified from time to time) be applicable to you.

Please sign and return a copy of this letter within 3 days of receipt as a token of your acceptance.

Yours sincerely,

Kiran Kumar G
Deputy General Manager – Human Resources
Hinduja Global Solutions Limited

I have read the Appointment Letter and I fully understand and accept the terms & conditions contained herein.

Signature: _____
Name: _____
Date: _____

Encl: Annexure – I & II

HINDUJA GLOBAL SOLUTIONS LIMITED.

Corporate Office: Gold Hill Square Software Park, No. 690, 1st Floor, Hosur Road, Bommanahalli, Bengaluru - 560 068. India. Telephone: 91-80-4643 1000 / 4643 1222
Regd. Office: Hinduja House, No. 171, Dr. Annie Besant Road, Worli, Mumbai - 400 018. India. Telephone: 91-22-2496 0707 Fax: 91-22-2497 4208 Website: www.teamhgs.com

Corporate Identity Number.L92199MH1995PLC084610

Annexure- I Terms and Conditions of your appointment:

- 1.1 **Remuneration Details:** The details of your entitlements and your salary are as per Annexure – II. Besides salary, you will be entitled to other benefits and privileges as per company's policy, which the company may from time to time introduce.
- 1.1.1 You will also be entitled to contributory provident fund and gratuity as per the rules and regulations of the company, subject to statutory provisions.
- 1.1.2 Deductions as applicable under law, namely tax deduction at source, fringe benefit tax etc, shall be made on the salary month on month.
- 1.1.3 Employees are required to submit their tax planning and investment plans for a given financial year to the company at the notified time and shall when called for submit proof of the investments in the form and manner acceptable to the Income Tax authorities. In the absence of the same, the company reserves its right to make the deductions in the available time frame in the on-going year.
- 1.1.4 You will be governed at all times by the policies, procedures and guidelines of the company related to salary, allowances, benefits and perquisites which are specified in this letter of appointment. Further, the Management may modify or change such allowances, benefits and perquisites from time to time, in accordance with its policies.
- 1.1.5 Also, you are required to keep your salary information confidential at all times and not to disclose to anybody in the company or to outside agency.
- 2.0 The other terms and conditions of your appointment are as follows:**
- 2.1 **Probation:** You will be initially, on Probation for a period of six months from the date of your appointment. Please note that the following special terms and conditions of service are applicable to you, only during the period of probation.
- 2.1.1 Your continuation in the service of the company is subject to your satisfactory performance during the period of probation and that the company reserves its rights to terminate your services in the event that your performance is found un-satisfactory.
- 2.1.2 You shall be entitled for a cumulative annual / earned leaves of 30 days, as per the HGS employee leave policy. However during the first 6 months of service, you are not encouraged to avail leave even though the earned / annual leave shall accrue to your account as per the Employee leave policy from time to time.
- 2.1.3 You will be deemed to be confirmed on completion of 6 months unless otherwise communicated to you by the company in writing. The period of your probation may be extended at the discretion of the company depending on your performance and other factors.
- 2.1.4 During the period of probation your services may be terminated at the discretion of the management, with or without assigning any reason, with a week's notice or one week's basic salary in lieu of notice. During this period, you may also resign your appointment with one month's notice or payment of one month's basic salary in lieu of notice, at the discretion of the company.
Proviso: Provided, however, that the above requirement may be altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.
- 2.1.5 Your continuation in the service of the company is subject to your satisfactory performance during the period of probation.
- 2.1.6 Please note that in the event of your not joining the Company on or before the date mentioned in this letter of appointment, this letter of appointment shall automatically stand revoked.
- 2.2 **Work Week:** The standard work week is **Monday to Friday / Saturday**. You will be given day off(s) in a week as per the policy of the company. However, the actual day off(s) may vary from week to week in view of the nature of business of the company and the exigencies of work.
- 2.3 **Regular Appointment:** On satisfactory completion of your probation you will be considered for regular employment in the Company. On being confirmed, the notice period for termination of service on either side will be two months, however your continuation in the service of the company is still subject to your satisfactory performance during the period of employment. Your services may be terminated at the discretion of the management, with or without assigning any reason, with **two month's** notice or **two month's** basic salary in lieu of notice. Similarly, during this period you may also resign your appointment with two month's notice or payment of two month's basic salary in lieu of notice, at the discretion of the company.
Proviso: Provided, however, that the above requirement for notice may be altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.
- 2.4 **Confidentiality:** You shall not, as per the terms of the non-disclosure agreement (NDA) signed by you and the terms herein, during employment or after cessation of employment, divulge, disclose or impart to any person/organization by word or otherwise particulars or details of systems, procedures, technical know-how, trade secret, administrative, financial or organizational matters pertaining to the company, which you may become aware of by virtue of your employment in the company. You shall maintain confidentiality at all times during the currency of this letter of appointment and otherwise all information in accordance with the company's confidentiality policy and sign such agreements that the company may require for the adequate protection of all its information.
- 2.5 **Intellectual Property:** The rights to any invention, discovery or creation of any system or method related to the company's operation and arising out of any work done in the course of your employment shall automatically vest with the company. In this connection wherever required, the company may obtain patent rights in its name (or jointly with others) based on the fact of your invention, discovery or other creative effort. The company may require you to sign invention assignment and such other agreements as may be necessary for the company to obtain patents and/or register its intellectual property rights. You will not, in any event be entitled to any compensation apart from as aforesaid for such acts. Notwithstanding anything contained herein and any rewards/compensation/performance bonus or other acknowledgment of whichever kind, shall be deemed to confer on you, any rights towards that invention, discovery, process improvement, or other intellectual property right in system or method.
- 2.6 **Software & Legal Compliance:** The Company shall be the sole owner of any software developed by you during your employment with the Organization, having rights to sell, license, and control duplication, distribution and preparation of deliveries of the software. You shall not claim any income nor benefit from any such development at any point of time. You shall also sign a document to this effect if required by the company. Any duplication of licensed software is not allowed except for backup or archival purpose. You shall ensure that the Company complies with all statutory and/ or legal requirements with regard to the area of your responsibility.
- 2.7 **Statutory Compliance:** You shall strictly adhere to the applicable laws and regulations in India and other country(ies) including without limitation work permits, immigration requirements, etc
- 2.8 **Company Property:** You shall take reasonable care in maintaining and protecting the assets, properties, facilities, software and hardware, if and when provided by the company, for your use. On demand, you shall take steps to return such assets, properties etc, back to the company in the same condition as given, subject to normal wear and tear, on cessation of employment or any other time, as may be required by the Company. Failing this, the company shall be entitled to recover such costs/ compensation as it may deem fit, keeping in view the cost of such assets, properties etc.
- 2.9 **Job Assignment:** You may during the course of your employment be given any assignment either arising out of the company's business or that the management in its subjective judgment deems fit with reference to your skill sets, background, qualification or experience. Refusal to carry out such assignments as are allotted to you solely on, amongst others, grounds that it has not been part of your usual duties during your employment shall be deemed serious misconduct and grounds for immediate termination of employment. You will also not be entitled to any additional compensation for carrying out any such assignments/job.
- 2.10 **Transfer:**
- 2.10.1 The company may in its business interest transfer you to any of its offices in India or overseas or to any subsidiary or associate company, whether now existing or still to be formed, on such terms and conditions as are applicable to such transfer and as per the company's policies.
- 2.10.2 Although the company will endeavor to ensure that such transfers do not cause any disruption to your status, however the company does not guarantee the continuation of any facility or perquisite in new situation.
- 2.10.3 In the event that you are deputed to perform work on / at client sites, you hereby agree and undertake as follows: -
- 2.10.3.1 That you shall follow and be governed by the rules and regulations applicable.
- 2.10.3.2 That you shall honor and abide by the requirements under the work permits / approvals / consents and all related rules pertaining to your deputation, including amongst others requirements under the applicable VISA / Travel Program.
- 2.10.3.3 That you shall indemnify and hold harmless, the company, from all liabilities arising out of any act / omission attributable to your negligence or otherwise, whether arising in the course of employment or otherwise.
- 2.10.4 In all such cases of transfer you shall be governed by the company's transfer policy and procedure.
- 3.0 Other terms and conditions:**
- 3.1 **Working Hours** – The business hours of the office are 9:30 A.M till 6:30 P.M and the company is operational on a 24/7/365 basis. You are expected to report to work promptly at the scheduled time each day as per the shift that you are assigned to as required. This is for ensuring smooth conduct of work as per the company's policy.
- 3.2 **Double Employment Prohibited:**
- 3.2.1 You will devote full time and attention to the work of the company and will not, during the tenure of your service, take any employment / assignment, direct/indirect business or work, honorary or remuneratory except with the prior permission of the management, in writing, in each case.
- 3.2.2 You will not seek membership of any local/public body without obtaining prior permission of the management, in writing, in each case.
- 3.3 **Contact Details:** You will keep us informed of any change in your residential address, civil or marital status and other such matters.
- 3.4 **Statutory Deductions:** Taxes and other deductions such as Income Tax, Professional Tax and any other statutory payments would be to your account, including but not limited to those based on the information on tax planning and investment plans for a given financial year provided by you to the Company provided that you have, when called for by the Company, submitted proof of the investments in the form and manner acceptable to the Income Tax authorities. In

- the absence of the same, the company reserves its right to make the deductions in the available time frame in the on-going year.
- 3.5 **Company Regulations:** You will be governed by the policies and the procedures, in force, from time to time. You will also observe general decorum and discipline and shall be subject to the same policies and procedures as applicable to the regular employees of the company.
- 3.6 **Verification:**
- 3.6.1 **Verification:** Your appointment is subject to satisfactory verification of your character, antecedents and testimonials. This appointment is based on the details provided by you to the company.
- 3.7 **Declarations & Representations:** You are required to furnish, on your behalf and if married, on behalf of your spouse, full details of any external directorships held and any personal business interests including but not limited to partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company of those external interests, including but not limited to involvement in political and non-political associations. You also represent and warrant that the investment and tax returns and proof of the same shall be genuine and that in the event that any of the same is found to be falsified or in any manner incorrect or unacceptable, that you agree to abide by any action that the Company may, in its discretion, initiate and as allowed under law and you shall indemnify and hold the Company harmless from such act/omission attributable to you.
- 3.8 **Annulment of Employment:** Please note that this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and if you have already commenced employment with the Company and your employment will automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to the Company's rights and remedies against you, in the following event/s:
- 3.8.1 if during the pre-employment or the post employment background checks, the checking agency gives a negative report; or
- 3.8.2 in the event of unsatisfactory result of any of the Section 3.7 events;
- 3.8.3 in the event you are charged and/or arrested on allegations of having committed any offence, criminal, economic or otherwise;
- 3.9 **Termination for Breach:** In the event of a breach of any of the terms of the appointment letter and more specifically in terms of breach of any confidentiality obligations, the Company shall initiate disciplinary and such other action against you as it may deem fit and allowed under law, including but not limited to suspension and / or immediate termination from employment.
- 4.0 **Savings:** Notwithstanding anything contained herein, the company hereby reserves its right in the following manner: -
- 4.1 to proceed against you in such forum as it may deem fit in the event that you commit any material breach of this letter of appointment.
- 4.2 To waive off the requirements stated in the para 2.3 and 2.14, more specifically as provided in the proviso's therein.
- 5.0 **Validity of Appointment Letter:** This contract is valid, subject to (a) satisfactory verification as enumerated in para 3.6 above, (b) your acceptance of the offer within the time limit stipulated and your joining duties.
- 6.0 **Governing Law & Jurisdiction:** The terms and conditions of this letter of appointment/ employment contract shall be governed by the laws of India and disputes arising herein shall be subject to the jurisdiction of the courts at Bangalore or at your place of posting as on the date the cause of action of the said dispute is said to have arisen.
- 7.0 **Non-Solicitation:** - You hereby agree not to solicit or cause to be solicited, either during the currency of this letter of appointment and beyond (i.e. cessation of your employment with the Company, either voluntary or involuntary, any employee in the employment company, or directly or indirectly, individually or on behalf of any other person, firm, corporation or entity, (a) interfere with the Company's continuing relationships with its existing employees, (b) attempt to induce such other employees to leave their employment with the Company, (c) interfere with Company's continuing relationships with Company's suppliers or customers, (d) sell, attempt to sell or solicit the sale of products or services competitive with those of the Company to Company's customers, or (e) take any action to discourage or divert any supplier or customer from doing business with the Company.
- 8.0 **Non-Compete:** - The Employee hereby understands and agrees that some restrictions on its activities during and post the Employee's employment is necessary to protect the goodwill and other legitimate interests of the Company. The Employee agrees to, during his employment with the Company, to perform for the Company such duties as it may designate from time to time and will devote his full time and best efforts to the business of the Company and
- 8.1 Whilst in employment, the Employee agrees not to undertake any planning for any outside business that may be directly or indirectly competitive with the Company and during employment with the Company;
- 8.2 For a period of one year after your cessation of employment with the Company the Employee undertakes not to compete, directly or indirectly, with the Company, whether as an employee, a consultant, agent, partner, owner, investor or otherwise.
- 8.3 The Employee also hereby undertakes, not to engage, in any manner in any activity that is or maybe at any point in time & in any manner competitive with the businesses of the Company
- 8.4 The Employee shall not, during his/her employment with the Company and for a period of twelve months thereafter, without the prior written approval of the Managing Director of the Company, engage in any other professional employment or consulting, or directly or indirectly participate in or assist any business with any current client or customer of the Company.
- 8.5 The Employee shall not, during his/her employment with the Company, engage in any gainful employment with any other Company.
- 9.0 **Representation.** The Employee represents and warrants that s/he is not subject to any court order, agreement, arrangement or undertaking, including but not limited to non-compete and non-solicit obligations or any other disability which may in any manner restrict the Employee either from accepting the terms and conditions detailed in this letter of appointment or from performing your functions and providing services under the letter of appointment.
- 10.0 **Interpretation/Severability.** If any term, condition, or provision in this Letter of appointment is found to be invalid, unlawful or unenforceable to any extent, the parties shall endeavor in good faith to agree to such amendments that will preserve, as far as possible, the intentions expressed in this Letter of appointment. If the parties fail to agree on such an amendment, such invalid term, condition or provision will be severed from the remaining terms, conditions and provisions, which will continue to be valid and enforceable to the fullest extent permitted by law.
- 11.0 **Waiver of Breach.** Any waiver of the provisions of this Letter of appointment or of a party's rights or remedies under this Letter of appointment must be in writing to be effective. Failure, neglect, or delay by a party to enforce the provisions of this Letter of appointment or its rights or remedies at anytime, will not be construed as a waiver of such party's rights under this Letter of appointment and will not in any way affect the validity of the whole or any part of this Letter of appointment or prejudice such party's right to take subsequent action. No exercise or enforcement by either party of any right or remedy under this Letter of appointment will preclude the enforcement by such party of any other right or remedy under this Letter of appointment or that such party is entitled by law to enforce.
- 12.0 **Survival.** All such provisions explicitly stated to survive the termination of this Letter of appointment and those which by the very nature and verbiage are intended by Parties to survive shall so survive termination or expiry of this Letter of appointment.
- 13.0 **Relocation: expenses towards shipment of household goods/ car (as applicable):** You are entitled to avail relocation assistance as per the HGS Employee Relocation Assistance Policy. In the event of voluntary cessation of employment with the company within one year from date of joining, you shall be liable to pay the amount received towards shipment of household goods and/or car as per the retention clause in the policy.
- 14.0 **Maternity Benefit:** All Women employees would be entitled for maternity benefits as per the prevailing Maternity Benefit Act.
- 15.0 **Acceptance:** If the terms and conditions of appointment enumerated in this letter of appointment are acceptable to you, please sign the duplicate copy of this letter of appointment as a token of your acceptance of the appointment and the terms and conditions thereof and return it to the HR Department.

ANNEXURE II - SALARY & ALLOWANCES			
Candidate Name:	Meghana S M		
Designation:	Associate Software Engineer		
Grade:	M0	Location:	Bangalore
Components:	w.e.f - DOJ	Monthly	Annual
"A" FIXED			
Basic Pay		13,472	161,664
House Rent Allowance		5,389	64,668
Shift Allowance		5,000	60,000
Skill Allowance		5,000	60,000
City Compensatory Allowance		4,816	57,792
"A" Sub-total - Gross Pay		33,677	404,124
"B" RETIRAL BENEFITS			
Advance against Statutory Bonus		1,123	13,472
Provident Fund - <i>Employer's Contribution</i>		1,800	21,600
Gratuity		648	7,776
"B" Sub-total - Retiral Benefits		3,571	42,846
Total Fixed Compensation (A + B)		37,248	446,970
"C" VARIABLE PAY			
"C" Sub-total - Variable Pay		-	-
Total Cash Compensation (A + B + C)		37,248	446,970
"D" INSURANCE / OTHER BENEFITS			
Medical / GPA Insurance Premium		253	3,030
Total Cost to Company: (A + B + C + D)		37,500	450,000
Benefit / Scheme	Description	Value / PA	
Group Insurance in Lieu of EDLI (Under PF Act)	An Insurance benefit in the event of demise of an employee is provided under this "Group Insurance Scheme" during an employee's term, to his Nominee/Family:	Rs. 702,000[^]	
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of -	Rs. 10,00,000^{**}	
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of -	Rs. 100,000^{**}	
Medical Insurance Coverage	Self and dependant family members are covered for Group Mediclaim Insurance under Family Floater.	Rs. 150,000^{**}	
Gratuity	is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.	As applicable[^]	
Advance against provisional minimum statutory bonus	Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land.	As applicable[^]	
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.	As applicable[^]p.m	
Professional Tax	If any as per the applicable rules in your state.	As applicable[^]p.m	
Income Tax	Appropriate Income tax would be deducted in the payroll every month.	As applicable[^]p.m	

[^] Statutory Schemes are subject to change as per the Law from time to time.

^{**} These are voluntary schemes offered by the Employer, which may change, including withdrawal at any time without any notice.

Kiran Kumar G
Deputy General Manager - Human Resources
Hinduja Global Solutions Limited

Meghana S M
Date: