

9th December 2019

Ms. Revika Paula Stennett
Flat no. 12, III Floor, A Block,
Vidyaranya Apartments, No. 23, II
Main road, Kasturba Nagar, Adyar,
Chennai- 600020.

Namaste Ms. Revika,

Welcome to the family of Sterling Holidays!

We are pleased to appoint you as **Project Coordinator** for **Sterling Hospitality Skills Academy** based out of **Ooty**, with effect from **16th December 2020** on retainership basis on the following terms and conditions.

01. Your Retainer engagement will be for a period of 12 months from the date of joining and can be extended subject to meeting the laid down objectives and at the sole discretion of the management.
02. You will be paid a consolidated fee of ₹ 20,200/- per month (Rupees Twenty Thousand Only) subject to Tax deducted at source, payable monthly.
03. Your scope of work as a consultant will be:
 - a. Sourcing of suitable trainees for the training programme as per the guidelines
 - b. Keeping abreast of detailed information about the Resort, Trainees and their training, Daily activities
 - c. Attending to trainees' needs and dealing promptly with their requests, queries and health issues
 - d. Possessing detailed information regarding F&B function timings, Service, Arrivals and departures of F&B and Room guests. Trainees to be allocated for the OJT in co-ordination with the Functional HOD's and Centre Head of SHSA.
 - e. Maintaining up-to date information on Training, Biometric attendance, any sort of Government guidelines, Trainers, etc.
 - f. Co-ordinating with the relevant departments with regard to training in the Resort
 - g. Co-ordinating with the MIS person at Government side
 - h. Preparing, understanding and communicating all relevant daily, weekly and monthly reports and statistics to the SHSA functional heads.
 - i. Maintenance & upkeep of the SHSA office
 - j. Ensuring that all the trainees are welcomed & allotted rooms in the accommodation. Upkeep of the trainees' accommodation as per the standards.
 - k. Handling all trainees without bias or prejudice, Co-ordinating with the HR dept of our other resorts
 - l. Striving Consciously and Continuously to better his/ her skills and increase his/ her knowledge
 - m. Adhering to strict grooming and hygiene standards of the trainees
 - n. Following the house rules and policies laid down by the management

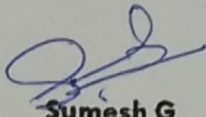
04. You will be provided with food and accommodation.
05. You will report to the Centre Head and Assistant Vice President – HR at Corporate Office about the progress of the work done on a regular basis.
06. During the period of this retainership, you shall not take any other assignment / employment full time or part time.
07. You will, while on Retainer, be governed by the rules and regulations of Sterling Holiday Resorts Ltd.
08. Prior approval of the Management is required for availing any leave, you are permitted to avail leave on emergencies, to an extent of one day's leave in a month.
09. This retainer arrangement does not entitle you to regular employment with Sterling Holidays Resorts Ltd.
10. During this period retainership, can be terminated by either side by giving one month notice in writing or one month's retainer fee in lieu of notice.
11. In all matters including those not covered in this letter, you will be governed by such rules and regulations as may be applicable to personnel of your category in the Company's retainership and are in force for the time being, and as may be framed from time to time.
12. The address for communications shall be the one furnished by you in your application form. Any change of address should be immediately intimated to the Organization. All letters sent to the address furnished by you shall deem to have been served on you. You shall intimate any change in your residential address within 3 days of change.
13. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
14. During the period of this retainership, it is expected, and it is needless to say that all or any information about the Company will be maintained by you confidentially and in strict secrecy. You shall not, at any time now or in the future, directly or indirectly, use, publish, disseminate or otherwise disclose any Confidential information, concepts or ideas to any third party / competitor without the prior written consent of the Company.

15. During the term of this agreement and for a period of one year following the termination of this agreement, you shall not directly or indirectly:

- a. Enter the employment of, or render any services to, any person, firm or corporation engaged in any business competitive with the business if the company or of any of its subsidiaries or affiliates.
- b. Engage in such business on your own account.

16. If you are agreeable to this offer of employment on the terms and conditions stipulated above, you may signify your willingness and acceptance thereof by signing your acknowledgement on the office copy of this order and returning it to us.

For Sterling Holiday Resorts Ltd.



Sumesh G
General Manager