

OFFER LETTER
Private & Confidential

REF/SCALENE/13-21

13-July-2021

Kirthika I
Chennai.

Dear Kirthika,

Sub: Offer Letter

Scalene Works People Solutions LLP ("SWPS" or the "Company") is pleased to offer you the position of 'Specialist-Post offer follow up' in Grade 'S1' effective from 19-July-2021 (DOJ). Your offer is governed by various policies of the company in force and subsequent amendments made thereon, if any, from time to time.

Terms and Conditions

1. Salary, Allowances & Perquisites

- Your Annual Fixed CTC is INR. 3,37,032/- (Rupees Three Lakhs Thirty-Seven Thousand Thirty-Two Only)
The breakup of the salary, perquisites and benefits are prescribed in the enclosed **Annexure-I**.
- You will be eligible for the Provident Fund as per the Provident Fund Rules.
- Salaries, other allowances and reimbursements payable to you are subject to Income Tax Rules and Regulation of the Government.
- The Company reserves the right to alter the structure or other elements of the compensation entitled to you.
- Your salary details are strictly confidential and should not be shared with other team members.
- The company will also provide you with insurance benefits which include the GMC for self as per company policy.

2. Probation, Confirmation & Termination

You will be on probation for a period of 3 (Three) months from the date of your appointment, where after, if your services are found satisfactory, your employment will be confirmed automatically. Probation may be extended in case performance expectations of the organization are not met which shall be notified by means of written intimation. The management reserves the right to reduce, dispense with or extend your probation period at its absolute discretion. During the probation period you need to give 90 days of notice in case you decided to leave. Company can terminate your services by providing you Ninety days during the probation in cases such as business feasibility, and projects not available.

In case there is scenario of individual poor performance, absenteeism, in-subordination, false representation during interview about experience and skills and skill-match services can be terminated with immediate effect and without any notice or compensation. The company does not encourage adjusting notice period against either leave or forfeiture of salary.



3. Full time employment

Your position will be full-time employment with ScaleneWorks and you shall devote yourself exclusively to the business and interests of ScaleneWorks. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as a public shareholder), in any other trade or business during your employment with ScaleneWorks.

4. Proof of Age and Educational Qualification

You will be required to produce satisfactory proof of age, educational qualification, and relieving letters from previous employer, Form No. 16 and other documents specified in mail sent by the HR Department.

5. Code of Business Conduct

The Company prides itself on maintaining the highest order of ethical conduct in its dealings with customers, suppliers, agents, and governments. As part of your employment, it is important that you fully understand this philosophy and the policies governing it.

6. Leave/Vacation

- Your leave entitlement will be governed by the policy of the company subject to change time to time
- The number of leaves in a year will be on pro-rate basis as per your joining date.
- Holidays would be defined as per Clients Holiday Calendar.

7. Work Location, Transfer and Responsibilities

Your initial posting will be at 'Chennai' but you may be required to transfer to another Company location/s, department establishment, or branch, or any subsidiary associate, or affiliate of the Company. You will be required to undertake travel on company work for which you will be reimbursed expenses as per the project requirements and company travel policy.

You will be required to effectively carry out all duties and responsibilities assigned to you by your Manager and/or any others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your Reporting Manager.

During the course of your employment and in connection with your employment you shall fully disclosed and assign to the Company, as its exclusive property, all developments developed or conceived by your solely or jointly with others. You shall, in this connection, waive all special/moral rights that you may have in such development. You shall also be required to execute such further documentation as the Company may in its sole discretion determine in order to complete the disclosure and assignment to the Company.

8. Transportation

You will be responsible for all your expenses incurred for commuting to and fro residence to office. You are encouraged to purchase the necessary insurance to cover any rental, lease or personally owned vehicle you may drive, since you are personally responsible for all Damages in the event of an accident during travel.

9. Reports

You will provide the Company with any reports that are deemed necessary, including periodic summaries of work-related activities and accomplishments.



10. Confidentiality and Secrecy

You will not utilize or divulges to any person, firm or body corporate, without the approval of the appropriate authority of the Company, such technical or commercial information and knowledge about the business, trade secrets, knowledge about Intellectual Property manufacturing process etc., of the Company, which you may acquire during the course of your employment. You will be required to sign the **Non-Compete and Non-Disclosure Agreement** with the Company separately.

The term "Confidential Information" used in this letter shall mean any information, including but not limited to ideas, discoveries, operations, technical procedures, designs, methods, processes, practices, marketing plans, strategies, product information, manufacturing methods, presentations, reports, documents, data, programs, patents, compilations, customer information, financial information, business information, know-how and such other information, which is disclosed to you by the Company orally or in writing or which comes to your knowledge in any manner by virtue of your employment in the Company.

- **Exclusions:** "Confidential Information" shall not include:

The information which is in the public domain or

The information which is lawfully obtained or available from a third party without any obligation of confidentiality an without breach of this Agreement: or

The information, which was already known to you and has been received from a source other than the Company.

11. Retirement

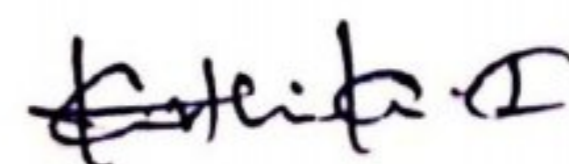
The retirement age is 60 years. You will retire from the employment of the Company at the end of the month in which you attain 60 years of age and for the purpose of determining this, the age recorded with the company shall be considered final and conclusive.

12. Separation and Notice Period

Either party can terminate the contract by giving Ninety (90) days' notice to be served mandatorily. It is at the sole discretion of the Company to pay or accept salary in lieu of Notice Period. The Company at its sole discretion decide to relieve you from such date as it may deem fit even prior to the expiry of the notice period. If the exigencies of work so require, the company may not relieve you earlier than the expiry of the entire period of notice. The company does not encourage adjusting notice period against either leave or forfeiture of salary.

ScaleneWorks has the right to terminate your employment with or without notice if (in that case you shall not be paid any monetary compensation) ...

- Any particulars mentioned in your application are found false at any point of time or you have been found to have willfully suppressed any material information.
- You commit any material breach in your duties and responsibilities under this contract.
- If at any time in our opinion, you are found guilty of dishonesty, disorderly behavior, willful negligence, sexual harassment, breach of integrity, embezzlement, misappropriation or misuse of Scalene Work's property or its client's property to indulge in any unlawful/illegal activity of any kind.
- Major misconduct or disobedience of written instructions given by reporting officer or higher management.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to your or otherwise



- You are charged with any criminal offence, which is prejudicial to the interest of ScaleneWorks or its clients.
- If for any reason, you remain absent for a continuous period of five (5) working days without leave or without intimating and obtaining the prior approval of your manager, or if you remain absent for a period of six (6) days beyond the period of leave originally granted without obtaining the approval of your reporting manager, it would be treated as abandonment of service and you will be deemed to have voluntarily terminated your services without notice.
- Your services are liable to be terminated without notice or salary in lieu of therefore in case of continued ill health as determined by a doctor appointed by the Company.
- If at any time, you willfully neglect to perform to the satisfaction of ScaleneWorks or any of the client or group companies in connection with whose business you may be engaged, all or any of the duties devolving upon you.

On acceptance of the separation notice and before you are relieved of your responsibilities, you will give to the Company all correspondence, specifications, laptops, Company Identity Card, unused visiting card, formulae, books, documents, cost data, market data, literature, drawings, etc., and you shall not make or retain any copies thereof.


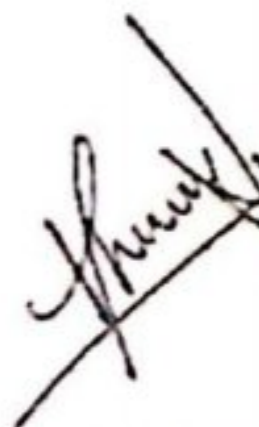
Any incentive/ bonus/ VP/ Salary increment is payable only if you are on the rolls of the Company at the time of such payout and not serving notice period.

Please note that you are governed by all Policies, Rules and Regulations of the COMPANY, which are in force at any given time and the COMPANY reserves the right to modify any of the terms and conditions of service from time to time, which shall be binding on you.

Notwithstanding anything herein contained, in the event of any breach by you of any of the terms and conditions herein contained or any of the Rules and Regulations of the Company, the Company will have right to terminate your offer and service without any notice.

We welcome you to the **ScaleneWorks** family and look forward to a long and mutually beneficial association.

For **ScaleneWorks People Solutions LLP**,



Dhruv Katyal
COO

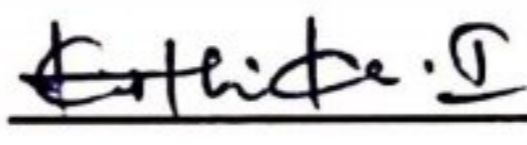
Regd. Off.: ScaleneWorks People Solutions LLP, 3rd Floor, 56/3, Vakil Square, Bannerghatta Main Road, Bangalore 560029
Ph +91 80 45151 400 | www.scaleneworks.com | LLP NO. AAA-1009



ACCEPTANCE

I hereby declare that I have carefully read and understood all the terms of this letter and the annexure. I have discussed this letter and sought appropriate clarifications from the Company concerning terms contained in this letter. I understand and accept that my offer of employment with ScaleneWorks is subject to successfully clearing background verification. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavorable results, I understand that I will be liable to disciplinary action including but not limited to termination of service without notice.

I convey my acceptance and confirm that I have received my original copy of the offer letter and I accept the appointment offered according to the terms and conditions detailed above and in the various enclosed documents.

Employee Name : Kirthika I
Signature of the Employee : 
Date : 14.07.2021

