

## Contract of Internship

**Date: 11<sup>th</sup> August 2025**

Dear **Gorava Siva Kumar**,

We are pleased to appoint you as an “**Software Engineer – Trainee**” in our organization. Please note that the terms and conditions of your employment, as outlined in this letter, are subject to company policy.

### **1. DATE OF APPOINTMENT**

Your date of appointment is effective from the date of joining, which shall be **1<sup>st</sup> August 2025**.

### **2. SALARY**

Your initial salary will be **10,000** per month. Salary will be paid on or before the 5th of every month.

### **3. BENEFITS**

#### **3.1 Holidays**

The company recognizes all Saturdays and Sundays, and that special occasion recognized by the Central Government as holidays to be non-functioning days except in case any official assignment requires an employee to remain functional.

### **4. EMPLOYEE RELATIONS**

#### **4.1 Discipline and standards of conduct**

We, at Xevyte, take pride in always reflecting our professional standards in our conduct within the organization and with our corporate bodies. It contributes to the confidence and trust in the way the organization operates, the cultural development of the organization and the interactions of the organization with the community.

#### **4.2 Office Hours**

The standard office hours are fixed between 9:30 a.m. and 6:30 p.m. and can be extended in case of pending work. The office will be working 24/7 and the working hours are rotational based on the shifts and projects you are assigned.

#### **4.3 Confidentiality and Appropriate Use of Information**

Information gained during employment, particularly confidential information, must not be used by the employees to gain improper advantage for themselves or for any other person or body in ways which are inconsistent with their obligation to act impartially or otherwise designed to cause harm to any person or body.

#### **4.4 Dress Code**

All employees are expected to wear neat and formal attire on all days throughout the week except on Fridays when neat casuals consistent with the office settings will also be permitted.

#### **4.5 Termination/Resignation**

Unsatisfactory conduct, illegal practices or misbehavior in the workplace may sometimes lead to the termination of an employee. In case of termination/resignation by an employee with both the concerned superior and HR officer must be notified at least 15 days in advance whenever possible and the appropriate formalities performed as advised by the HR officer.

### **5. Workplace violence**

Violence is strictly prohibited in the office and all parties participating in such activities will be severely reprimanded.

## **6. MANAGEMENT PRACTICES**

#### **6.1 Corporate Intranet and knowledge sharing**

Much sharing of knowledge and exchange of information takes place over the corporate intranet. From HR policies to email etiquette, the intranet is an integral part of the internal communications network at Xevyte.

### **7. Hiring**

All employees are hired based on merit whereby the person must demonstrate the skills and ability that his position requires.

## 8 Background Investigation

To avoid fraud and corruption in the workplace the company collects and verifies all original documents of the candidate pertaining to proof of education, professional qualifications, and experience at the time of joining.

Yours Sincerely

For Xevyte Technologies.

A handwritten signature in purple ink, appearing to read 'Sonal Lobo', with a long horizontal flourish extending to the right.

**Sonal Lobo**  
**Sr. HRBP**

I agree to accept employment on the terms and conditions mentioned in the above letter.

Date: 11-08-2025

Signature: