



GSK India Global Services Private Limited  
Level 1,2 & 3, Luxor North Tower  
Bagmane Capital Business Park  
Outer Ring Road, Mahadevapura

06 February 2025

**Personal & Confidential**

Chander Shekar Dubey  
Near PHC Ratoosar  
Churu, Rajasthan, 331403  
India

Dear Chander,

With reference to your application and the subsequent interviews, we are pleased to appoint you as Principal Data Engineer in India Rx - 7b in the Engineering department, based at Bengaluru Luxor North Tower. Your appointment will take effect from the date of your joining the Company, which should not, in any case, be later than 12 May 2025 as mutually agreed.

The terms and conditions of your employment, including your remuneration are as follows:

**Place of Work:**

It is a condition of your appointment that your service can be utilised at any place in India as the Company may decide from time to time.

You will devote yourself exclusively to the business and affairs of the company and will attend at the place of business to which you may be assigned during usual and customary working hours. You will not absent yourself from such place without leave except in the case of illness or accident incapacitating you from attending to your duties. In such case you will notify the Company immediately and furnish such evidence thereof as the Company may require.

**Hours of Work:**

You will serve the Company during such daily hours of work as may be determined from time to time by the Company. Your working hours may be changed by the Company, without notice, according to the convenience of the Company and the exigencies of work. You will not be entitled to payment of any compensation whatsoever for work, if any, done by you for the Company outside your normal daily hours of work. If required, you may be asked to report in shifts as may be required.

**Remuneration:**

The Company will pay you salary and benefits applicable to your grade as a consideration for your services and details of which are given below. Please remember that your remuneration is a confidential matter between you and the Company. There are no fixed annual increments in the scale. The Company follows a system of performance assessments in the job and adjustments to the basic salary, if any, depend on such assessments. Performance reviews and base salary reviews are conducted annually. Any increases for



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base salary are typically effective in the pay period that includes April 1. If the joining is between Jan – March, the performance review will be conducted in the succeeding year and not in the current year

- Your Basic salary will be INR 140,539.97 per month.
- Your Flexible Allowances will be INR 210,809 per month, which can be allocated by you to other heads of remuneration at a later date. The allocation components are detailed in **Annexure 1**.
- Your Target Performance Bonus will be INR 674,591.86 per annum.

#### **Performance Bonus:**

You are eligible to participate in the GSK Bonus Plan in accordance with and subject to the rules of the plan.

#### **RETIRALS**

##### **1. Provident Fund:**

The Company will contribute 12% of your basic salary to your Provident Fund account. You will be a member of the Provident Fund Scheme as is applicable to you within the Company's rules.

##### **2. Gratuity:**

Employee would be entitled to gratuity as per Payment of Gratuity Act 1972.

##### **3. Superannuation:**

You will be paid Allowance in-lieu of Superannuation - 15% of basic salary. You can opt for NPS contribution from this allowance. The minimum contribution to NPS has to be INR 500 per month and can go up to 10% of basic salary (maximum tax-exemption available under current Income Tax rules).

#### **BENEFITS**

##### **1. Leaves:**

You will be entitled to leaves as per the Management Leave Policy.

##### **2. Group Medical / Hospitalization Insurance Scheme**

This is an employer sponsored health coverage for employee and family (as defined in the policy). You and your immediate family members will be covered under a Hospitalization Insurance scheme - the extent of coverage in any one year will be **INR 7 Lakhs per family**.

##### **3. Group Personal Accident Insurance Scheme**

This is an employer sponsored insurance scheme. The Group Personal Accident policy covers Accidental Death, Temporary Total disablement, Permanent Total Disability and Permanent Partial Disability caused due to an accident as key risks. Your personal



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accident insurance coverage is up to **2 times of your 'ATEC (Annual Total Employment Cost) minus LTI'**, with a minimum coverage of INR 15 Lakhs

#### 4. Group Term Life Insurance Scheme

This is an employer sponsored insurance scheme. You will be covered under a Group Life Insurance Scheme which covers you up to **2 times of your 'ATEC (Annual Total Employment Cost) minus LTI'**, with a minimum coverage of INR 15 Lakhs.

#### 5. Wellness

A complete range of health & wellness programs offered under the umbrella of Partnership for Prevention Initiative and also wellness & wellbeing services are offered under the Employee Assistance Program.

#### 6. Company Car

You will be eligible for Car allowance of INR 23,090 per month.

The above details summarize the key points of your employment benefits. For detailed terms and conditions, please refer to the respective policy documents of the above benefits available at the GSK intranet portal.

#### Duties and Obligations:

- a. You will not at any time without the consent in writing of the Company, during the term of your service with the Company or after the termination of service by notice, discharge or otherwise make known or divulge in any manner whatsoever any information which, while in the service of the Company or of its parent or any subsidiary or associated companies, you have acquired as secret information concerning technical processes, patents, transactions, finances or affairs of any of the aforementioned companies. In addition, you shall be bound by the decision of the Company with regards to publications written or otherwise, of any work with which you may be associated. It is, however, mutually agreed that this undertaking shall in no way affect your right to make use of the general knowledge and skill which you have acquired in the service of the Company or of its parent or any subsidiary or associated companies.
- b. During the continuance of your appointment, you will not work on commission or manage or assist or work for wages or gain or take employment or be concerned directly or indirectly in any other business.
- c. You represent and warrant that you are not prohibited by any applicable laws, regulations or ethical guidelines from performing the services or accepting compensation for the services and are not bound by any other agreement which could prevent or be violated by your appointment by the Company.
- d. You represent and warrant that (a) if you and/or your dependent family members have/ may have a financial / gainful interest in any business firm and such a firm proposes to do business with the Company and/or (b) if you and/or your dependent family members have/ may have close links to government officials with the capacity, actual or perceived, to influence or take official decisions affecting Company's business, then it would be obligatory on your part to immediately make a written declaration to this effect to the



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Company . If the Company is of the opinion that any conflict does or could exist, then the Company may direct you to take action(s) to resolve that conflict, and you shall comply with that instruction.

**Special Undertakings:**

**a) Intellectual Property: Patents, Copyright and Designs:**

You must promptly disclose to the Company all discoveries, inventions, designs, original writings and other works made or created by you, alone or jointly, during the terms of your employment and which relate in any way to the Company's business. If any such intellectual property belongs to the Company, you will, at the Company's request, do all the things that are necessary to confirm the Company's ownership of such a property and to obtain protection of it by available methods including, without limitation, letters of patent and design registration.

**b) Confidentiality:**

During the period of your employment with the Company, you will be dealing with certain confidential information including but not limited to sensitive reports, agreements, financial and accounting figures, business strategy, market data, marketing information, competitive information, trade secrets, product information which are confidential in nature and any other information or materials (regardless of form or manner of disclosure) that a reasonable person, familiar with the business and the industry in which it operates, should realize are of a confidential or proprietary nature ("Confidential Information").

The Company considers, and you acknowledge that the Confidential Information is the proprietary and confidential property of the Company. Accordingly, you hereby agree as under:

a. You acknowledge that all Confidential Information concerning the business of the Company, its subsidiary companies and any other person with whom the Company or any of its subsidiary companies may deal with, or any of their clients or agents acquired, received or made by you during the course of your employment shall be the property of the Company and you agree and undertake that you will not, during or after the termination of your employment, divulge or disclose or make known or otherwise make use of (and shall use your best endeavors to prevent the publication or disclosure of) the Confidential Information to any Person, within or outside the Company, except and only to the extent permitted in the course of your employment with the Company.

You further agree not to remove any Confidential Information in any form whatsoever from the premises of the Company nor copy or transmit the same including in any type of digital/electronic format, nor will grant permission to, assist, permit entry to, or in any manner co-operate with any person for the purpose of accessing, obtaining, copying, transmitting or removing all or any of the Confidential Information. You will also observe all the confidentiality measures which are in existence as per the Company Policy.

b. Your obligations under this contract by the nature and content, are intended to survive the completion, rescission, termination or expiration of this contract shall survive the termination of your employment with the Company regardless of the manner of or reasons for such termination, and regardless of whether such termination constitutes a breach of this contract or of any other agreement you may have with the Company.



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c. All communication, document, notes etc., in any form whatsoever, of any Confidential Information shall be returned unconditionally by you to someone duly authorized in that behalf on termination / cessation of your employment or at the request of senior management or the Board of Directors of the Company at any time during his employment.

d. GSK shall be entitled to seek injunctive or other equitable relief to prevent or curtail any such breach, threatened or actual, without posting a bond or security and may terminate your services without prejudice to such other rights as may be available under this Agreement or under applicable law.

e. You will comply with and be subject to all the Company's SOPs, guidelines, rules and regulations for the time being in force and as varied from time to time.

f. Company's "Code of Conduct" and a copy of GSK's Anti-Bribery and Corruption Policy (POL-GSK-007) is enclosed containing provisions that you will abide by and adhere to while in the employment of the Company.

#### **Separation / Resignation**

a) The Company may, at any time and without assigning any reason, terminate this appointment by giving not less than 3 months notice or salary in lieu thereof.

b) You may at any time resign from the services of the company upon giving not less than 3 months notice in writing. On submitting your resignation with the required notice period as provided for herein, the Company will, however, be within its right to accept the same from any date at its sole discretion in which event you will be paid salary for the unexpired portion of the notice period, if any.

c) If at any time you are certified by the Company's medical officer to be unfit for the duties for which you have been engaged, it will be open to the Company to terminate your services with 3 months notice, or 3 months salary in lieu of notice. In such case you will not be entitled to any further payments from the Company except the amounts that may be due to you under the Company's rules in force for your grade.

d) If at any time you by your conduct render yourself incompetent to perform your duties (such incompetence to be determined by the Company) or if you be dishonest, disobedient, intemperate, irregular in attendance at work or otherwise misconduct yourself, or commit any breach of these terms or the stipulations herein contained on your part, the Company may terminate the employment forthwith without any notice and may deduct from any salary then due to you such sums as in the opinion of the Company may be equivalent to any loss the Company may have sustained in consequence of your acts.

e) Disciplinary action up to and including termination of employment, in accordance with local labour laws or company disciplinary policy/rules in place, will be taken if you are found guilty of any act of sexual harassment as contemplated in The Sexual Harassment of Women at Workplace Act, 2013.

f) The personal and background information submitted by you at the time of joining shall be verified by an external agency and your employment with the Company is subject to clearing of such background verification. At any time during your hiring process or upon



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your joining the Company, on verification - if any of the information provided by you to us is found to be false, incorrect or given by way of fraudulent misrepresentation or in violation of the laws applicable, from time to time, the offer can be revoked or you can be liable to be dismissed from the services of the Company respectively. In addition the Company reserve all its right to initiate / take legal action available to it under the law or claim damages.

**Retirement:**

Your date of birth with the company is recorded as 13 February 1986 and the same will be final & binding on both parties. You will retire from the service of the Company at the end of the last month in which you complete sixty years. You will not, under any circumstances, ask for any change, favorable to you, in your date of birth, recorded by the Company at the time of your appointment on the basis of the statements and documents submitted by you.

**Jurisdiction:**

This Contract of Employment will be construed in accordance with the laws of India and will be deemed to have been made in Bengaluru and any dispute arising from this Contract will be adjudicated upon or decided in the first instance by the appropriate Court in Bengaluru to the exclusion of all other places in India or abroad

**Prohibited Post-Employment Activities:**

You acknowledge and agree that, effective as of the Separation Date:

- (a) You removed any reference to the Company as Your current employer from any source You control, either directly or indirectly, including, but not limited to, any Social Media , and
- (b) You are not permitted to represent Yourself as currently being employed by the Company to any person or entity, including, but not limited to, on any Social Media.

For purposes of this Section, "Social Media" means any form of electronic communication (such as Web sites for social networking and micro blogging) through which users create online communities to share information, ideas, personal messages and other content, such as videos.

**Additional Rules and Regulations:**

In addition to the terms and conditions of employment hereinabove mentioned, you will also observe and comply with and will be bound by any rules, regulations and procedures which the Company may from time to time separately frame for observance and compliance by its officers and which are communicated by the Company to you in writing.

The Company will have the right to add, to alter, modify or abrogate from time to time any term of the Contract of Employment, including remuneration and perquisites, which will be communicated to you either by individual letter or by circular.

In the event of a business transfer, reorganization or restructuring of the Company's business within the GSK group, the Company may transition your employment to another affiliate, associate or group company, as may be required.

Should your grade of employment change in the future, your new terms & conditions of employment will be governed by the policies applicable for the revised grade.



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By accepting all the terms and conditions herein, as also in confirmation of your Agreement to adhere to the provisions of the GSK Code of Conduct and GSK Anti-Bribery and Corruption Policy (POL-GSK-007), within ten days (10) from the receipt thereof. Please note that once accepted you are bound by all the above terms and conditions of the Contract.

We take this opportunity to welcome you to our Company and look forward to a mutually rewarding association.

Yours faithfully,

For GSK India Global Services Private Limited

A handwritten signature in blue ink, appearing to read "Nilesch", with a horizontal line underneath.

Nilesch Kumar  
GCC HR Lead



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## ANNEXURE 1

### Flexible Allowance

We have implemented Flexible Allowance structure effective April 1, 2019. The details are provided below.

- Simplified structure with just 2 components – Basic + Flexible Allowance
- Annual Guaranteed Cash (AGC) = Basic + Flexible Allowance
- AGC = Bonusable Salary
- Merit increase applied on AGC

### Benefits

- Allows tax efficient choices
- Flexible and caters to varying needs
- Allocation of allowances online on the payroll tool
- Twice a year – April and October

Basic: Fixed

Flexible Allowance options – ranges given below for guidance

- HRA: 0 to 50% of Basic
- Education Allowance: 0 to INR 2,400 per annum (INR 1,200 per child)
- LTA: 0 to 2 months of basic salary (per annum)
- Driver Reimbursement (only in case of company car scheme): Reimbursement - capped at INR 360,000 per annum.
- Supplementary Allowance: Balance amount

Annual Guaranteed Cash: Sum of the above = bonusable salary

Car allowance: Fixed as per grade (as per Car policy excluding driver allowance)

Superannuation: 15% of basic salary.

Access to this will be provided after your first payroll is run.

LTA can be claimed any time during the year upon submission of proof of travel and expenses. Unclaimed amount will be taxed and paid in March salary. If no amount is allocated against this head, then no claim can be made.

Driver Reimbursement - You can avail tax benefit by submitting receipts. Unclaimed amount will be taxed and paid in March salary (applicable only if you have opted for the Company Car benefit).

For employees, who have not opted for Company car benefit, the driver allowance will be merged with your Flexible allowance which can be re-allocated to other heads given above.

For employees who are currently a part of the Superannuation Fund, you can restrict your contribution to INR 150,000 per annum (the current tax-free limit as per Income Tax rules is capped at INR 150,000) and contribute the balance amount to NPS. The minimum





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contribution to NPS has to be INR 500 per month and can go up to 10% of basic salary (maximum tax-exemption available under current Income Tax rules).

All payments indicated in the Total Rewards Statement are subject to applicable statutory laws and the provisions of Income Tax Act.



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## ANNEXURE 2

### **GSK Anti-Bribery and Corruption Requirements to be abided by the Employee**

1. The GSK Anti-Bribery and Corruption Policy (POL-GSK-007) requires compliance with the highest ethical standards and all anti-corruption laws applicable in the countries in which GSK (whether through a third party or otherwise) conducts business. POL-GSK-007 requires all GSK employees and any third party acting for or on behalf of GSK to ensure that all dealings with third parties, both in the private and government sectors, are carried out in compliance with all relevant laws and regulations and with the standards of integrity required for all GSK business. GSK values integrity and transparency and has zero tolerance for corrupt activities of any kind, whether committed by GSK employees, officers, or third-parties acting for or on behalf of the GSK.

You shall comply with the following:

1. You shall comply fully at all times with all applicable laws and regulations, including but not limited to applicable anti-corruption laws.
2. You agree that you have not, and covenant and that you will not, during the course of your employment with GSK, directly or indirectly, promise, authorize, ratify or offer to make or make any “payments” of “anything of value” (as defined in the glossary section) to any individual (or at the request of any individual) including a “Government Official” (as defined in the glossary section) for the improper purpose of influencing or inducing or as a reward for any act, omission or decision to secure an improper advantage or to improperly assist him/ her or GSK in obtaining or retaining business.
3. You agree that you have not, and covenants and that you will not, during the course of your employment with GSK, directly or indirectly, promise, authorize, ratify or offer to make or make any “Facilitation Payments” (as defined in the glossary section) to any individual (or at the request of any individual) including a Government official.
4. You shall not contact, or otherwise meet with any Government Official otherwise as required as part of your job responsibilities during the course of your employment with GSK.
5. You represent that you have not been convicted of or pleaded guilty to a criminal offence, involving fraud or corruption. You shall inform GSK in writing, if, during the course of this Agreement, you are convicted of or plead guilty to a criminal offence involving fraud or corruption or become the subject of any government investigation for such offenses, or are listed by any government agency as debarred, suspended, proposed for suspension or debarment, or otherwise ineligible for government program.
6. You represent and warrant that except as disclosed in writing: (1) you do not have any interest which directly or indirectly conflicts with your proper and ethical performance during the course of your employment with GSK; (2) you shall inform GSK in writing at the earliest possible opportunity of any conflict of interest that arises during the performance of this Agreement; and (3) you shall maintain arm’s length relations with all third parties (including government officials) with which you deal for or on behalf of GSK or in course of employment with GSK.



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7. You shall ensure that all transactions done during the course of your employment with GSK are properly and accurately recorded in all material respects on GSK's books and records and each document upon which entries such books and records are based is complete and accurate in all material respects. You must maintain a system of internal accounting controls reasonably designed to ensure that you maintain no off-the-books accounts.]

8. You agree that, in the event that GSK believes that there has been a possible violation of the terms of this Agreement, GSK may make full disclosure of information relating to a possible violation of the terms of these Anti Bribery and Corruption Requirements at any time and for any reason to any competent government bodies and its agencies, and to whomsoever GSK determines in good faith has a legitimate need to know.

## GLOSSARY

The terms defined herein should be construed broadly to give effect to the letter and spirit of POL-GSK-007.

"anything of value": this term includes cash or cash equivalents, gifts, services, employment offers, loans, travel expenses, entertainment, political contributions, charitable donations, subsidies, per diem payments, sponsorships, honoraria or provision of any other asset, even if nominal in value.

"Facilitation Payments": otherwise known as "greasing payments" shall mean a payment to an individual to secure or expedite the performance of a routine government action by government officials.

"Government Official" shall mean: (i) Any officer or employee of a government or any department, service provider or instrument of a government; (ii) Any person acting in an official capacity for or on behalf of a government or any department, service provider, or instrument of a government; (iii) Any officer or employee of a company or business owned in whole or part by a government; (iv) Any officer or employee of a public international organization such as the World Bank or United Nations; (v) Any officer or employee of a political party or any person acting in an official capacity on behalf of a political party; and/or (vi) Any candidate for political office.

"payments": this term refers to and includes any direct or indirect offers to pay, promises to pay, authorizations of or payments of anything of value."



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## ANNEXURE 3

### Code of Conduct

#### 1. PURPOSE

It is vital to the financial success of GSK that we conduct our business with honesty and integrity and in compliance with all applicable legal and regulatory requirements. This Code of Conduct sets out the fundamental standards to be followed by employees in their everyday actions on behalf of the Company. Further guidance on the Company's standards in specific areas will be provided through related corporate policies and guidelines.

#### 2. SCOPE

This policy applies to all GSK employees world-wide, within all sectors, regions, areas and functions.

#### 3. POLICY

Each GSK employee must:

- 3.1 Conduct the Company's business with honesty and integrity and in a professional manner that protects the Company's good public image and reputation.
- 3.2 Build relationships with customers, vendors and fellow employees based on trust and treat every individual with respect and dignity in the conduct of Company business.
- 3.3 Become familiar with and comply with legal requirements and Company policy and procedures.
- 3.4 Avoid any activities that could involve or lead to involvement in any unlawful practice or any harm to the Company's reputation or image.
- 3.5 Avoid actual or potential conflicts of interests with the Company, or the appearance thereof, in all transactions.
- 3.6 Provide accurate and reliable information in records submitted, safeguard the Company's confidential information, and respect the confidential information of other parties with whom the Company does business or competes.
- 3.7 Promptly report to the Company any violations of law or ethical principles or Company policies that come to the employee's attention, and cooperate fully in any audit, enquiry, review or investigation by the Company.
- 3.8 Provide the Company's External Auditor with access at all times to the Company's records and accounts (in whatever form they are held) and provide additional information as requested by the External Auditor. If such requested information is legally privileged the employee must contact the Legal Department before responding to the request.

#### 4. RESPONSIBILITY

4.1 All employees must uphold these standards in the conduct of Company business and the Company must handle, in a manner consistent with these standards and related policies, all actual and apparent conflicts of interest between personal and professional relationships and all other matters governed by this Code and such related policies. If a decision about a particular action is not covered specifically by this Code or related corporate policies, employees are required to seek guidance from their supervisor or appropriate internal resources, such as the Legal Department, Human Resources or Compliance Officers.



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4.2 Senior management should be a role-model for these standards by visibly demonstrating support and by regularly encouraging adherence by managers. Managers should ensure all their employees receive guidance, training and communication on ethical behavior and legal compliance relevant to their duties for the Company.

4.3 Failure by any employee to comply with this or any GSK policy will subject employees, including supervisors who ignore prohibited conduct, or have knowledge of the conduct and fail to correct it, to disciplinary action up to and including separation from employment with the Company.

4.4 When in doubt as to the correct action to take, ask the following question. "Would I feel comfortable in explaining this action to my family or close friends or seeing my action reported on the front page of the local newspaper?" The Company is best served when each employee's answer to this question is an unqualified, "Yes."



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## ANNEXURE 4

### GSK Employee Personally Identifiable Information Protection Notice (PII)

#### 1. Introduction

GSK plc and its affiliated entities ("GSK") operate in many different countries. We are committed to protecting the privacy of our employees. This Notice explains how we collect, use and disclose the Personally Identifiable Information (as defined below) relating to our employees.

#### 2. Information We Collect About You and Why

In the course of your employment with a local GSK company (the "Company"), the Company will collect information about you and your dependents relating to your working relationship with the Company. We refer to such information as "Personally Identifiable Information" or "PII." Please see pages 3 and 4 of this Notice for a description of PII collected and the purposes for which we use that PII.

#### 3. Transfer and Joint Use of Personally Identifiable Information

Due to the global nature of our operations, and as we grow globally, GSK needs to be able to move employees' PII across our organization. Accordingly, the Company may disclose and transfer certain PII to personnel and other departments throughout GSK to fulfill the purposes described in this Notice. This may include transferring the PII to locations outside the country in which you work (including the US and outside the European Economic Area ("EEA")). For a list of the Company affiliates that may jointly process and use PII, please contact Human Resources. GSK plc is the entity responsible for the management of jointly used PII.

Access to, processing and use of PII within GSK will be limited to those individuals who have a need to know the information and may include your manager, as well as personnel in Human Resources, Legal, Technology Services, Security, Accounting and Internal Audit. All personnel within GSK will generally have access to business contact information such as name, position, workplace telephone numbers, work address and work email address.

From time to time, GSK may need to make PII available to other parties, such as legal and regulatory authorities; accountants, auditors, lawyers and other outside professional advisors; and to companies that provide products and services to GSK (such as payroll, pension scheme, insurance or medical benefits providers; human resources services, performance management, IT systems suppliers and support; and other third parties engaged to assist GSK in carrying out business activities), located wherever GSK operates. Some of these services will be provided from countries outside of the jurisdiction where you work. GSK takes steps to ensure that these service providers protect the confidentiality and security of PII, and to ensure that PII is processed only for the provision of the services to GSK and in compliance with applicable law.

#### 4. Security

The Company will take the appropriate legal, organizational, and technical measures to protect PII consistent with applicable privacy and data security laws. When the Company retains a third-party service provider, that provider will be carefully selected and required to use appropriate measures to protect the confidentiality and security of the PII.



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## 5. Data Integrity and Retention

The Company takes reasonable steps to ensure that PII we process is reliable for its intended use, accurate, and complete as necessary to carry out the purposes described in this Notice. The Company will retain PII for the period necessary to fulfill the purposes outlined in this Policy, unless a longer retention period is required or permitted by law.

## 6. Access and Correction Requests, Questions and Complaints

If you have any questions or concerns about how we process PII please contact Human Resources. In certain countries you may have the right to access or modify PII or object to the use of PII, in limited circumstances, as specified by the applicable national law. Please contact Human Resources with any such requests. Please note that certain PII may be exempt from such access, correction, or objection rights pursuant to local data protection laws.

## 7. Employee's Obligations

You have the duty to keep PII up to date and to inform us of any significant changes to PII about you. You agree to inform your dependents whose PII you provide to the Company about the content of this Notice.

You agree to follow the Company's policies and procedures in handling any personal data to which you have access in the course of your relationship with the Company. In particular, you will not access and will not use any personal data for any purpose other than in connection with and to the extent necessary for your work with the Company. You understand that these obligations continue to exist after termination of your relationship with the Company. Violations of these obligations may result in disciplinary actions, up to and including termination of employment in some countries.

## Consent

I have read and agree to comply with the GSK Employee PII Protection Notice. I understand that the Company may collect, use, process, transfer, and disclose PII about me as described in the Notice. I also understand that under applicable law, some PII can be collected, used, transferred or disclosed without my consent and that the Company reserves the right to undertake that activity when appropriate, and that the PII might be transferred to other entities both within and outside of the country in which I am based.

I consent to the collection, use, processing, transfer and disclosure of my PII as described in this Notice.

## Personally Identifiable Information Collected

The following categories of PII may be used for the purposes described below. The examples given in the list of each category are not an exhaustive list of all types of PII included in each category for the purposes of this Notice.

- Personal Details: Name, maiden name and surname, home, e-mail and telephone details, home address, birth date, national identification number, gender, marital status, dependents, emergency contact information, photograph;
- Documentation Required Under Immigration Laws: Citizenship, passport data, details of residency or work permit;
- Business travel and expenses: form of address, preferred language of communication, license plate number (if applicable, for company or private car), Swift number, IBAN, corporate credit card



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- Personal financial information (if applicable): for participation in GSK programs such as child care and relocation.
- Information Workplace: PII processed in relation to email accounts and collaboration tools, including instant text messaging, desktop sharing, virtual meetings, meeting agendas and actions management, document repositories and portals, including GSK social networking websites, used for publishing information in relation to particular GSK business units.
- Payroll Data: Banking details, working time records (including vacation and other absence records, leave status, hours worked and contractual or department standard hours), tax codes, and termination date;
- Position: Description of current position, title, salary plan, pay grade or level, unit/department, location, supervisor(s) and subordinate(s), employee identification number, employment status and type, terms of employment, employment contract, works council ID (if applicable), work contact details, work history with GSK, (re-)hire and termination date(s), length of service, retirement eligibility, promotions and disciplinary records;
- Talent Management Information: Details contained in letters of application and resume/CV, previous employment background, education history, professional qualifications, language and other relevant skills, details on performance management ratings, development plan and willingness to relocate;
- Compensation and benefits: Base salary, bonus, benefits, pay enhancements for dependents, overtime and shift work, salary step within assigned grade, details on stock options, stock grants and other awards, currency, pay frequency, effective date of current compensation, salary reviews and performance appraisals;
- Management Records: Details of any shares of common stock or directorships; and
- Sensitive Personally Identifiable Information as required and permitted by Applicable Law: for example, diversity-related Sensitive Personally Identifiable Information (such as racial or ethnic origin) in order to comply with legal obligations and internal policies relating to diversity and anti-discrimination; health information as necessary to manage sickness absence and provide employee health and safety programmes, including employee assistance plans and flu pandemic response; and information necessary to perform appropriate background checks.

**The purposes for which we collect, use and transfer Personally Identifiable Information include:**

- **Managing Workforce:** Managing work activities and personnel generally, including evaluations, promotions and succession planning; administering and paying salary and salary reviews, wages and other awards such as stock options, stock grants and bonuses, health care, pensions and savings plans, providing total reward statements; managing and administering training and development; leave, health, employee assistance, and safety programmes; promotions, transfers and secondments; honoring other contractual benefits and loans; performing workforce analysis and planning, and background checks; managing recruitment for internal positions; coaching; employee relations and disciplinary matters; employee service centre activity (inquiries, policy interpretation, transactions); terminations and outplacement services; and making business travel arrangements.
- **Communications and Emergencies:** Facilitating communication with employees; providing references; ensuring business continuity, including pandemic planning and flu vaccine or anti-viral distribution, protecting the health and safety of employees and others; safeguarding IT infrastructure, office equipment and other property; and facilitating communication in an emergency.
- **Business Operations:** Operating and managing the IT and communications systems; managing product and service development; improving products and services; managing company assets; allocating company assets and human resources; strategic planning; project management; business continuity; compilation of audit trails and other reporting tools; maintaining





GSK India Global Services Private Limited  
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Outer Ring Road, Mahadevapura

records relating to manufacturing and other business activities; budgeting, financial management and reporting; communications; and managing mergers, acquisitions and re-organizations or disposals, including providing information to future purchasers of the Company or of the business in which you work.

- **Compliance:** Complying with legal and other requirements, such as income tax and national insurance deductions; record-keeping and reporting obligations; conducting audits; compliance with government inspections and other requests from government or other public authorities; responding to legal process such as subpoenas; pursuing legal rights and remedies; defending litigation and managing any internal complaints or claims; and complying with internal policies and procedures.
- **Employee Resource Usage and Corporate Investigations:** Monitoring activities as permitted by local law (including the monitoring telephone, email, Internet, site access and other company resources); and conducting internal investigations.

**Signature:**

Electronically signed by: chandar shekar dubey  
Reason: I am signing for the reasons as stated  
in the document.  
Date: Feb 7, 2025 13:39 GMT+5.5

**Email:** shekhar.mnit@gmail.com