



ORION Software Services

- 9 You are expected not to divulge any information regarding confidential data, reports, technology, expertise, R&D activities or any business plans to anyone, as this would impair the competitive position of our company. To this effect, you will be expected to sign an agreement of non-disclosure with the company immediately. If it is established that the above said information is passed on in any manner to anyone (unauthorized person on the premises or outside the premises) during the association, the company would be free to terminate your services without assigning any reason and without any compensation thereof and also would be free to recover damages from you, if any.
10. You are required not to engage yourself in any other gainful or commercial employment, business or activity part-time or full-time, directly, indirectly, or simultaneously, as long as you are with us, or engage yourself directly or indirectly, in any other profitable business connected with the dealings or activities of the company in any way. Any action to the contrary would render your services liable for termination, notwithstanding any other conditions in this letter.

The company provide 24/7 Internet access as part of the work norms and requirements. However, for any misuse / abuse and wrongful use of such facilities such as - visiting Pornographic sites, Gaming Sites, Chat Groups, Dating Services and all such sites, the company takes a strong view and you can be liable to actions as per prevailing criminal laws of India. This will also lead to a termination of your association and actions as legally required.

11. Reporting structure:

- 1st point of contact: Any designated individual as specified by OSS/LCI. Presently it will be the undersigned in India and our USA based Technical/Management Team via emails / phone.
 - Within OSS: On a month-end basis , every 30th day, via a formally typed report describing work done during the period. This will be forwarded to USA, as is.
 - Leave Applications: during the initial 3 months, you are not entitled to any official leave or such benefits.
 - In the event of any leave sought by you, you need to advise this office or client representative about the same as this bears direct impact on the project work. Emergency leaves will be reviewed by Management teams before sanction.
12. Due to the nature of the client work, you need to exhibit flexibility in the hours of work, hence any measurement of your performance is directly linked with quality of work more than number of hours worked. Our normal working hours would be 0930 hrs - 1300 hrs, 1400 hrs - 1800 hrs, Monday to Friday, and 9.00-1.30 on Saturdays. However, being a Software Development Company, flexible timings are followed as required and driven by targets or objectives of work delivery.

