



13th, March, 2024

Offer ID:SHCS/TAP/H/84290-1139-24

Dear Kudumala Divya,

Sub: Offer Letter for the position of “Associate Software Developer”

Further to the discussions you had with us from time to time and upon completing the joining formalities as per company's policy, we have pleasure in appointing you as “Associate Software Developer” w.e.f. 14th March, 2024 on the following terms and conditions.

This offer will be valid only once you complete TAP (Talent Acceleration Program) Certification from SONIX , within 6 Months Period. The fee for this programme will be paid by yourself only. It's not reimbursed by SONIX.

1. Placement:

- a) Your initial place of posting shall be at Hyderabad.
- b) However, your services can be transferred to any other position or department or branch or client location anywhere in India of the Company.

2. Probation:

You will be on probation for a period of Six Months from the date of joining.

- a) Your performance will be reviewed on successful completion of the probation period.
- b) Your Confirmation will be done subject to your performance review during the probationary period and a separate letter will be issued to you with/ without any change in the compensation structure as per the company policy.
- c) If the performance is not found satisfactory during your probationary period, your probationary period may be extended/ your services may be terminated at the discretion of the management without assigning any cause or notice.
- d) In case you voluntarily leave the organization during your probationary period you should serve a notice period of 3 Month. However, the final decision in this regard will be at the discretion of the Management keeping in view of the work exigencies.



3. Compensation Package:

- a) You will be paid between Rs.3,60,000/- (Rupees Three lakh sixty thousand Only) to Rs.4,80,000/- (Rupees Four lakh eighty thousand Only) per annum as your compensation package on CTC basis and the breakup of the same has been mentioned in “Annexure- A”.
- b) You will get basic salary as per “Annexure-A” in the prohibition period.
- c) For your salary components, we have mentioned the “Annexure-A” for Rs.4,80,000/- (Rupees Four lakh eighty thousand Only).

4. Statutory Benefits:

You are eligible for employer's contribution @ 12% of basic pay towards Provident Fund and other social security schemes applicable to your category as per the company policy.

5. Verification and Checking:

Your appointment is subject to verification of all details furnished by you at the time of joining. The company reserves the right to verify at any time prior to joining, during service and after leaving the services of the company with the concerned parties, regarding conduct, character and employment particulars etc.

In case the particulars furnished in the application are found to be false or unsatisfactory, your service would be liable for termination immediately without any notice or reason.

In case the information furnished by you in your application regarding your age, experience, qualification, etc., are found to be inadequate or not true, you will be liable for termination or such other action as the management deems fit.

6. Full Time Employment:

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity in any other trade or business during your employment with the Company without obtaining specific permission in writing from the Management of the Company.

You shall not engage yourself in any outside work over and above your legitimate work in the company on duty days or on holidays.

7. Responsibilities & Duties:

- a) Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters.
- b) You will be governed by the rules and regulations of the company in force from time to time.

In all matters including those not specifically covered in this letter, you will be governed by such rules in force that are relevant to personnel of your category in the company's employment



- c) You will also be subject to rules and regulations that may be framed from time to time. You Will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly.
- d) You must effectively perform to ensure results during and after the period of your employment with the company, you will not engage in any endeavor or activity, which conflicts with the interests and business of the company for a minimum period of 1 year after leaving Sonix . In case of any deviation of the same, the company will proceed against you in an appropriate legal manner.

8. Training:

Depending upon the requirement of the Company / client as well as the training needs identified for you; you will be nominated to training programs from time to time and you are adhered to attend such programs without any deviation of the training schedules.

In case you are voluntarily leaving the company within a period of one year from attending such Training programs, the total cost incurred towards participating in the same would be recovered from you during your full & final settlement.

9. Performance Management:

Your performance appraisal will be done every year as per the Performance Management System of The Company. Depending upon your performance, variable pay, pay increase and promotions will be announced as per the Company policy in vogue from time to time.

10. Confidentiality & Non-disclosure agreement:

- a) While in the service of the Company, you will maintain total confidentiality of all processes and know- how, security arrangements, administrative and/ or organizational matters of confidential/ secret nature, all company related information, documents, files, etc., to which you may have access directly or indirectly and the company designed Non disclosure agreement should be signed by you as mentioned in “Annexure-C”.
- b) While in the service of the company, or even thereafter, you will not divulge any information or knowledge gained or acquired during the employment which will prove detrimental to the interests of the company.



11. Intellectual Property:

While in the service of the company, if you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will remain the sole right/ property of the Company. In case of any deviation of the same you will be liable for termination or such other action as management deems fit.

12. Other Service Conditions:

a) Hours and nature of Work:

You will observe the office timings and the weekly holidays applicable to you as followed in your place of posting. You will be required to work in any department or in any shift/ shifts depending on the requirement of the company.

b) Transfer/ Deputation:

Your services are liable to be transferred /deputed by the company at its discretion to any of its department /offices/ branches or any associate companies (client) within India/Abroad.

c) Code of Conduct:

You will be governed by the company rules and regulations as per the “Annexure-B”.

d) Communication:

Any change in your residential address, contact phone number(s) and nominees should be intimated to us in writing within 15 days of such change.

- i. During your employment the Company reserves the right to terminate your services by giving 2 months notice to the employees who are in the following cadres Executive, Sr. Executive, Asst. Manager, Dy. Manager, Executive Assistant, Help desk Executive and Three months' notice to the employees who are in the cadres of Manager and above. You can terminate your services with the Company by giving two month's notice to the employees who are in the following cadres Executive, Sr. Executive, Asst. Manager, Dy. Manager, Executive Assistant, Help desk Executive and Three months notice to the employees who are in the cadres of Manager and above.
- ii. Upon termination of employment by either side you ought to hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings or records belonging to the Company or relating to its business and shall not retain or make copies of these items.
- iii. Upon termination of employment, you ought to return all company property, which may be in your possession.

a) Conflict of Interest:

You should avoid any present/ potential conflict of your personal interests with the Company interests while dealing with suppliers, customers, other organizations or individuals.

b) Superannuation:

On attaining the age of 60 years you will be retired from the services as per the date of birth submitted by you during your joining with the organization.

c) Jurisdiction:

Appointment Letter & its Annexure shall be governed by the Indian Laws and subject to the jurisdiction of the competent courts in Hyderabad in relation to any dispute that may arise in relation to this appointment letter.

d) Medical Fitness:

Your appointment is subject to your being and remaining medically fit.

We cordially invite you to participate in the enriching experience of building the organization to greater heights of achievement. Sonix offers enormous opportunities for growth, which would depend entirely upon your performance and contribution.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the above terms and conditions.

With best wishes,

For Sonix .



Authorized Signatory

Acknowledgment:

I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

Date :.....

Place:

Name of the Employee:

Signature:

Annexure-A

Compensation & Benefit Structure		
Name : Kudumala Divya		
Fixed components	Monthly (Rs.)	Annual (Rs.)
Basic	15,000.00	180,000.00
House Rent Allowance	6,000.00	72,000.00
Special Allowance	10,290.00	123,480.00
Children Educational Allowance	0.00	0.00
Gross Salary -A	31,290.00	375,480.00
Meal Coupons*	0	0
Retiral Benefits		
Gratuity (4.8 % of Basic)	0.00	0.00
P F (Employer Contribution)	1,800.00	21,600.00
Medical Insurance	235.00	2,820.00
ESI Employer (4.75% of Gross Salary)	0.00	0.00
Retiral Benefits -B	2,035.00	24420
Statutory Deductions		
P F (Employee Contribution 12% of Basic)	1,800.00	21,600.00
ESI (Employee Contribution 1.75% of Gross Salary)	0.00	0.00
Professional Tax	200.00	2,400.00
Total Statutory Deductions - C	2,000.00	24,000.00
Net Salary (A- C)	29,290.00	351,480.00
Total Cost (A+B) (D)	33,325.00	399,900.00
Performance Bonus** p.a. (E)		80,100.00
Total Cost to Company p.a. (D+E)		4,80,000.00
All Allowances are Subject to Tax as per Income Tax rules		



Annexure-B

Code of Conduct:

The work rules and code of conduct are very important, and the Company regards them seriously. All Employees are urged to become familiar with these rules and code of conduct and are expected to follow the rules and code of conduct faithfully in doing their own jobs and conducting the Company's business. Any Employee who deviates from these rules and conduct will be subject to corrective action, up to and including termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

medically illegal drugs; Possession, distribution, sale, transfer, or use of alcohol or medically illegal drugs in the workplace; Fighting or threatening violence in the workplace; Boisterous or disruptive activity in the workplace; Negligence or improper conduct leading to damage of Company-owned or customer-owned property; Insubordination or other disrespectful conduct; Violation of safety or health rules; Smoking in the workplace is permitted in designated areas; Sexual or other unlawful or unwelcome harassment; Excessive absenteeism or any absence without notice; Unauthorized use of telephones, or other Company-owned equipment; Using Company equipment for purposes other than business (i.e. playing games on computers or personal Internet usage); Unauthorized disclosure of business "secrets" or confidential information; Violation of HR policies; Offering and accepting bribes, kickbacks and other illegal payments.

The company will have a specific policy on IT which compliments this Code of Conduct.

Non-Disclosure/ Confidentiality:

The protection of confidential business information and trade secrets is vital to the interests and success of the Company. Such confidential information includes, but is not limited to, the following examples: Compensation data, financial information, marketing strategies, Pending projects and proposals. All processes and know how, HR/Payroll records, and Conversations between any persons associated with the Company, security arrangements, administrative and/ or organizational matters of confidential/ secret nature, all company related information, documents, files, etc., to which you may have access directly or indirectly.

All Employees are required to sign a non-disclosure agreement as a mandatory condition of employment, as per the "Annexure -C". Any Employee who improperly use or disclose trade secrets Or confidential business information will be subjected to disciplinary action, including termination of employment and legal action, even if he/she does not actually benefit from the disclosed information.



Attendance/ Punctuality:

All Employees are expected to be regular and punctual in attendance as per the office timings or as per their shift timings. This means being in the office, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other Employees and on the Company.

If an Employee is unable to report for work for any reason, he/she shall notify his/her Superior before time. The Superior is then responsible to inform the HR Department.

The Employee is responsible for speaking directly with his/her Superior about his/her absence. It is not acceptable to leave a message on a Superior's voice mail or through another Employee except in extreme emergencies.

If there comes a time when an Employee sees that he/she will need to work some hours other than those that make up his/her usual work week, notify his/her Superior at least one(1) working day in advance. This is to ensure that Employee gets permission to enter office premises and also to attract assistance from other Employees.

Absence without Notice:

When an Employee is unable to work owing to illness or an accident, the Employee shall notify his/her Superior. This will allow the Company to arrange for temporary coverage of the Employee's duties, and to help other Employees to continue work in his/her absence. If the Employee does not report for work and the Company is not notified of his/her status, it will be assumed after two consecutive days of absence that the Employee has breached the contract of employment. If an Employee becomes ill while at work or must leave the office for some other reason before the end of the workday, he/she shall inform his/her Superior of the situation who will then inform the HR Department.

Dress Code:

While the Company does not wish to limit the Employee's expressions of taste and individuality, the Employee must be aware that what the Employee wears to work is a reflection of the Employee's own professionalism and that of the Company. Employee is to be dressed appropriately for the type of business and the Employee's position in particular. In addition, certain requirements must be observed. The Employee's clothing should not be hazardous to his/her own safety. Extremely casual dressing is generally not considered appropriate for work. Please use good judgment and good taste, remembering rightly or wrongly, people do judge the Employee as the organization, based in part on the Employee's appearance.

Office Cleanliness:

The Company attaches considerable importance to the cleanliness of the office as it is impossible to obtain neat and methodical work if the office itself is untidy.

**Power/ Water Saving:**

It is the responsibility of each employee to save Power and Water. All machineries, lights and electrical installations will be switched off when not in use. Prior to leaving their workplace, each individual should ensure that all switches are put off. Though adequate water will be provided to the employees, it is expected that employees do not waste the water and whenever any leakage of water is found the same will be reported to the Admin Department immediately.

Cost Control Measures: It is the responsibility of each employee to adhere to the cost control measures as specified by the company from time to time.

Internet Use:

Employees are allowed use of the Internet and e-mail when necessary to serve our customers and conduct the Company's business. Employees may use the Internet when appropriate to access information needed to conduct business of the Company.

Usage of Illegal Software:

Employees are not allowed to use the Company's computer system to download or install illegal or unauthorized programs, software or data. In case it is found that any illegal software has been downloaded in any system, the person operating the particular computer will be held responsible for the lapse and necessary disciplinary action will be initiated against him/her.

Harassment, including Sexual Harassment:

The Company is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. If an Employee believes that he/she has been the victim of harassment, or knows of another Employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal. Any Superior who becomes aware of possible harassment should promptly advise Management or the HR Department Representative who will handle the matter in a timely and confidential manner.

Breach of Code of Conduct, Policies, Rules and Practices:

An Employee who is alleged to have breached any of the code of conduct, rules or policies as stipulated in this document (or its amendments and revisions) shall be informed in writing and shall be entitled to 'due process' to refute the allegations and/or submit a defense. The Management shall establish a Board of Inquiry may recommend to Management to impose specific disciplinary action. The Management shall decide and appropriate disciplinary action to be imposed unto the Employee. Disciplinary actions may range from verbal reprimand to immediate dismissal depending on the severity of the breach committed. In case any financial losses arise due to an employee's negligence or fraudulent or misleading act, the employee could be sued in the court of law for the damages/ losses.



Dual Employment:

You are required by the Company rules not to undertake any employment or enter into any other type of association, even on a part-time basis whether for any consideration or not. Contravention of this will lead to termination of your services from the Company without any notice, with no liability on the part of the Company for payment of any compensation in lieu of such notice. Further, this contravention will be deemed as voluntary termination / resignation by you of your services without the required notice having been given. However, if you want to associate yourself with a charitable non-profitable organisation during non-business hours or days, you will have to disclose the details with your direct manager & Human Resources Department, allowing your participation at the disclosed charitable non-profitable organisation.

Annexure-C

Non disclosure Agreement to be signed by the employee

I hereby declare that I will not divulge the company confidential information or the knowledge gained or acquired during my employment which will prove detrimental to the interests of the company to any of my family members, my ex colleagues, my friends, and the competitors or to any of future employers in case of leaving this organization for which I have access directly/ indirectly relating to the following:

- § Accounting & Financial information.
- § Compensation & benefits data for all levels.
- § Company Tendered quotations.
- § Government / any other private organization related agreements.
- § Vendor agreements.
- § Company long term/short term agreements with all types of clients.
- § Price / billing to the customers for the services rendered.
- § Commission/ brokerage payments.
- § Marketing/ Brand building/ planning strategies.
- § Pending projects and proposals.
- § All processes and know how.
- § HR/Payroll records.
- § Conversations between any persons associated with the Company.
- § Security arrangements: Access control systems etc...
- § Information technology related company used software and Intranet.

- § Information Technology Security related systems.
- § Administrative or organizational matters of confidential/ secret nature.
- § All company related information, data of customers, documents, files, etc.

I hereby accept and abide by the company proceedings or legal action, or any other disciplinary action against me including termination of employment in case of improper use or disclosure of trade secrets or confidential business information will be subjected to even if I do not actually benefit from the disclosed information or any deviation/ breach of my Non disclosure agreement during / after my employment with the company.

Name of the Employee:.....

Signature of the Employee:.....