

**Linumiz**

75, Marvel Parambariyam,
Saravanampatti, Coimbatore,
Tamil Nadu 641035
Phone: 04224362405
Mobile: +916382598529
www.linumiz.com

Registered Office:

Pullagoundampatti, Tiruchengode,
Namakkal, Tamilnadu, India -
637202

Hariharan Babu

Date: 1st June, 2022

4/4, Iyar layout,

Singanallur, Coimbatore - 641005

Phone No: 8072487383

Subject – Appointment letter

Dear **Hariharan Babu**,

It's our pleasure to welcome you to Linumiz.

Appointment as **Embedded Software Engineer Trne.**

We refer to your recent interview for the position and are pleased to advise that we are offering you the position with Linumiz effective from 09-Mar-2022 under the following terms and conditions:

For Linumiz

Subash

Subash Periyasamy

Human Resource Administrator - Linumiz

Encl: Annexure A (Salary Structure), Annexure- B (Terms of employment – confidentiality agreement & intellectual property assignment, Code of conduct and ethics)

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ANNEXURE – A

Description	Monthly	Annual
Basic Pay	4000.00	48000.00
House Rental Allowance	800.00	9600.00
Special Allowance	2350.00	28200.00
Conveyance Allowance	1600.00	19200.00
Medical Allowance	1250.00	15000.00
Annual Gross	10000.00	120000.00
Variable Pay	1666.67	20000.00
Meal benefit*	9000.00	108000.00
Service bonus**	1000	12000
Health Insurance Premium	0.00	4985.00
Company's Contribution to PF	0	0
TOTAL GROSS	21666.67	264985.00

Insurance Benefits:

Floating Medical Insurance: Linumiz provides floating medical insurance coverage for expenses related to hospitalization for you with some other additional benefits.

Default Coverage Limit: INR.3,00,000/- per annum

Variable Pay: Variable pay will be given during the festive season Diwali & Pongal. It will be given as a whole month's salary. The above calculation may vary depending on your increment basis.

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Agreement bonus: 10% of the monthly salary will be added every month to the employee account and will be paid after the employment contract completion. Refer, the employment agreement.

***Meal benefit:** Employees working from the office will get a free meal 3 times a day for the whole month which cost INR. 9000 per month. It's an optional benefit whenever they need it, they can utilize this benefit. This benefit will not be provided as cash or food card only can be availed as food. This benefit will not be applicable to employees who are working from home.

****Service bonus:** In addition to the salary, every month 10% of their Net pay will be calculated and given to the employees only when they complete the service period of 3 years.

Provident Fund:

Effective September 1s, 2014 Provident Fund (PF) scheme has been amended to increase the threshold of the wages for being eligible to benefits under the Provident fund Scheme to INR 15,000/-. If your basic salary is above INR 15,000 PF contribution shall be at INR 1800 per month and if your basic salary is less than INR 15,000/- then PF shall be arrived at 12% of your gross salary (Excluding HRA). Employer and Employee part of the contribution forms part of your salary structure and is payable as per Employees Provident Fund Act, 1952.

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ANNEXURE – B

Terms of Employment:**1. Probation Period:**

You will be on probation for 6 Months. Your confirmation will be communicated to you in writing. Linumiz reserves the right to terminate your employment in case your performance, behavior and / or conduct during the probation period is found unsatisfactory.

2. Working Hours:

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

3. Mobility:

Linumiz reserves the right to transfer/utilize your services at any of its offices, worksites, or associated or affiliated companies in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.

4. Increments and Promotions:

Your performance and contribution to the company will be an important consideration for salary increments and promotions.

5. Alternative Employment:

As a full-time employee of Linumiz, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of Linumiz.

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6. Confidentiality, Data and Intellectual Property Protection:

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of Linumiz and its clients.

7. Overseas Agreement / International Assignment Agreement:

You will be required to sign the applicable Overseas Deputation / International Assignment Agreement(s). In case of every international assignment that exceeds 30 days, you will be required to serve Linumiz as per the Notice period mentioned below. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to Linumiz and its associates.

8. Notice Period:

Upon your confirmation, this contract of employment is terminable by you by giving 30 days' notice in writing to Linumiz. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 30 days given by you under this clause. However, upon your serving the notice under this clause, Linumiz may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by Linumiz by giving you 30 days' notice or payment in lieu thereof.

Your failure to comply with this clause will entail monetary payment of damages to Linumiz as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment.

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9. Retirement:

You will retire from the services of the Company on reaching your 58th birthday as per the proof of age submitted by you at the time of joining.

10. Restraints:**Access to Information**

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing the Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Use of Company Resources

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

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(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual users activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

(iii) You shall access only those web sites, which are relevant to your work at hand.

(iv) You shall not use any company resource for hacking or other unethical / illegal activities.

(v) You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

11. Data Privacy:

Your personal data collected and developed during recruitment process will be processed in accordance with the privacy laws. The personal data referred, therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

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It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in Linumiz.

12. Terms and Conditions:

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

13. Rules and Regulations of the Company:

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of Linumiz as applicable to you and the changes therein from time to time.

14. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer. Any failure to fulfill any term and / or condition would entitle Linumiz in withdrawing this offer letter at its sole discretion.

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This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them.

Name in full:

Signature:

Address:

Date:

Place: