



Internship Offer

Dear Manasa Praveen ,

We are pleased to offer you an opportunity as an **Intern**, in Novo Nordisk Quality at Novo Nordisk Service Centre (India) Private Limited (hereinafter referred to as (" the Company")) on the following terms and conditions:

1. Duration of the Internship

The duration of the Internship will commence on 22nd Jan 2024 and is expected to end on 14th Jun 2024 (hereinafter referred to as "Internship"). However, your internship is "at-will", which means that either you or the Company may terminate your internship at any time, with or without cause and with or without notice. In such an event, the pro-rata of the stipend for that specific month of your termination / exit will be paid to you by the Company, provided you handover all property, assets of the Company as per it's policy.

2. Location of the Internship

The location of your internship will be at the office of the Company located in Bengaluru. The Company at its discretion, may request you to work from home or from any other location.

3. Performance of duties

During your Internship, the Company expects you to discharge duties or undergo training in any department/team in which you are placed with high standards of initiative and efficiency. The Company reserves the right to issue such instructions relating to your Internship as the Company may deem fit and necessary for the effective performance of your duties.

You shall not take up any other work for remuneration or otherwise, whether full or part time, or work in an advisory capacity, or be interested directly or indirectly in any other trade or business during the Internship without obtaining permission, in writing, from the Company.

4. Adherence to Company policies, rules and regulations

During the period of your Internship you shall be bound by the applicable policies, rules and regulations of the Company including but not limited to Health and Safety, Information Technology, Security etc and any amendments thereof as may be brought in from time to time. All applicable policies, rules and regulations of the Company shall be available on request and/ or published on the intranet and it shall be your responsibility to familiarize yourself with them and amendments, if any.

5. Confidentiality

During your Internship, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of Internship, you acknowledge that you will keep all of the information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company after the last date of your Internship. You acknowledge and understand that the Company would suffer irreparable loss if you were to use such confidential information, knowledge and documentation in competition with the Company.

In addition, you agree that, upon conclusion of your Internship, you will immediately return to the Company all of its property, equipment, and documents, reports, correspondence, including electronically stored information or reproduction of any aforementioned items as developed by you pursuant to your Internship with the Company or otherwise belonging to the Company, its successors or assigns. In the event of you committing a default of this clause, you shall be liable to indemnify the Company for any losses.

6. Intellectual Property Rights

Any publications, materials, designs, methodologies or codes developed or produced by the Intern during the Internship with the Company must be disclosed to the Company immediately and shall remain the property of the Company, unless otherwise agreed in writing. The Intern acknowledges and agrees that the Company will be deemed to be the sole authority of the same and the sole owner of the intellectual property derived there from (and in all renewals and extensions thereto). The Intern agrees to execute appropriate documents in order to give effect to the above.

7. Stipend

Services rendered during this Internship will be remunerated in the form of stipend as mentioned in Appendix A. Besides the stipend, you may also be eligible to any statutory deductions as further detailed in Appendix A.

8. Working hours and holidays

Working hours would be that of the normal working hours of the Company where you are posted and the shift to which you are allotted as followed by employees of the Company. Weekly off days together with all national and festival holidays as observed by the Company would be normally applicable to you.

9. Background verification

Your Internship is subject to the receipt of satisfactory report regarding verification of your antecedents and particulars/information furnished by you in your application.

By accepting this offer of Internship, you agree that throughout your Internship, you shall observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment.

10. Miscellaneous

- a) For the purposes of clarity and for the avoidance of any doubt, your Internship shall not place any obligation upon the Company to make to you an offer of employment, whether permanent or temporary, under any circumstances. Offer of employment by the Company, if any, shall be purely discretionary and shall be dependent on the following factors. Company's decision regarding the suitability of your candidature shall be final.
 - i. Your performance during the Internship and
 - ii. Successfully clearing the final examinations of the primary course enrolled in and achievement of percentage / percentile scores satisfactory to the Company's standards.
- b) You acknowledge that this Internship in no way constitutes any form of employment with the Company until the Company executes a fresh employment agreement with you. No benefits eligible to employees shall be available to you.
- c) If one or more of the provisions in this offer of Internship is declared void by law, then the remaining provisions will continue in full force and effect.
- d) This Internship offer along with all schedules sets forth the entire agreement between the Company and you relating to the subject of your Internship and shall prevail over any oral discussions or prior agreements entered into between the Company and you. No modification of or amendment to this document nor any waiver of any rights will be effective unless in writing signed by both parties.
- e) The applicable provisions of this offer of Internship shall survive the termination of your Internship with the Company.
- f) This offer of Internship will be governed by the laws of India. In the event of any dispute, you hereby expressly consent to the jurisdiction of the courts located in Bengaluru.

I hope that your association with the Company will be successful and rewarding.

Yours faithfully

For Novo Nordisk Service Centre (India) Pvt. Ltd.

DocuSigned by:

C458EFB2F64E4A1...

Authorized Signatory
Novo Nordisk Service Centre (India) Private Ltd.

I agree to accept the terms and conditions of the offer of Internship. I undertake to abide by the conditions set above and keep the details of engagement with the Company as confidential.

[Signature] 

[Date] 21/12/2023

APPENDIX A

Monthly Stipend (INR)	INR 30,000
Statutory Deductions (as applicable)	Professional Tax
Name	Manasa Praveen
Date of Joining	22-Jan-2024
Department	NNQ GBS
Designation	Intern