

**HCL AMERICA, INC.**  
330 Potrero Avenue, Sunnyvale, California 94085 - 4113 U.S.A.  
Tel: +1 408 733 0480 Fax: +1 408 733 0482  
www.hcltech.com  
www.hcl.in

Date: **March 12, 2020**

**NagaVenkataSomeswaraRao Gonaboyina**

3450 NW 85th CT,  
Apt 121, Doral  
United States

Re.: Employment with HCL America Inc. ("**Offer Letter**")

Dear **NagaVenkataSomeswaraRao**,

Congratulations!

We appreciate the interest you have shown in a career at **HCL America, Inc.** ("**HCL America**" or the "**Company**") and are pleased to inform you that you have been selected for an offer of employment in our organization. On behalf of HCL America, we are pleased to offer you a position as SENIOR SOFTWARE ENGINEER, E1.

We would like you to join the Company on or before May 29, 2020, and your initial assignment will be at 3760 W. 108th Street, Miami, FL- 33018.

Your annual on target compensation will be **USD 87000**. Kindly refer to the enclosed Annexure A for a detailed explanation of your salary. Your first regularly scheduled performance review will be performed upon completion of 12 months with the company and will be aligned to the first day of subsequent quarter. This may result in an adjustment to your salary, based on prevailing Performance Review and Reward Guidelines.

Your employment with the Company will be subject to the terms and conditions laid out in Annexure B and C.

This position is an **exempt** position for the purposes of applicable wage-hour laws, which means that you **will not** be eligible for overtime pay.

I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

1

Acceptance Signature:

**USA**

DocuSigned by:

*Naga Venkata Gonaboyina*  
974BB55383644FB...

Acceptance Date: 3/16/2020

**HCL**

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In order to accept this offer, you must sign the Offer Letter (including all Annexures), and return the signed original documents to the concerned Human Resource representative at the address below within two (2) days of your receipt of this Offer: Jaspreet Kaur (51778718), at JASPREETK@HCL.COM

Please note that there is a Dispute Resolution Agreement ("DRA") enclosed with this letter. The DRA, which provides that you and the Company will submit any covered dispute to binding arbitration, will apply to you *unless* you timely exercise your right to opt-out of the DRA, as described in paragraph 8 of the DRA.

We look forward to an exciting future, and hope that you will assist us in achieving our shared goal of being the preeminent provider of IT Services.

We wish you the very best for your future endeavors at HCL America!!!

Yours sincerely,



Amrita Das

Vice President, Head-Global Rewards

Acceptance Signature of Employee:

Acceptance Date: 3/16/2020

DocuSigned by:

Naga Venkata Gonaboyina

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#### Annexure A

The various components that comprise the compensation applicable to your position are:

- **Base Salary:** You will be paid a gross base salary of **USD 82650** per annum by credit transfer payable in equal semi-monthly installments.
- **Engagement Performance bonus (EPB)** - Your annual targeted Engagement performance bonus will be **USD 4350**. EPB is a variable bonus and is payable quarterly in accordance with the EPB bonus plan for your function (sales / delivery/functional support) as applicable at that time. It will be paid in accordance with the company's bonus policy (sales / delivery / functional support).

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## ANNEXURE B

The term Agreement used hereafter in Annexure B and C means this employment agreement along with the Offer Letter entered into between an Employee and the Company at the time the Employee is hired ("Agreement").

**Hours of Work:** Your working hours are set forth as per Company's Policy. For details, please connect with your recruiter : Jaspreet Kaur (51778718), JASPREETK@HCL.COM

**Leave/Holiday Entitlements/Vacation.** Your eligibility for leaves is set forth in the Company's leave policy. For details, please connect with your recruiter Jaspreet Kaur (51778718), JASPREETK@HCL.COM

**Benefits Plan:** You will be provided the details of the benefits offered by the Company on your acceptance of this Agreement and successfully commencing work with the Company. The Company at its discretion will review all benefits provided to you. For the avoidance of doubt the Company reserves the right to change, modify or cancel any of the benefits without replacing the said benefits as it deems appropriate. Further, if the Company provides any insured benefits, the Company will reimburse you the monies only after receiving the said payment from the insurance company and/or any third party concerned under the schemes. For a detailed understanding please contact the concerned recruiter.

**Code of Conduct/Company Policies and Rules:** During your employment with the Company, you will be required to abide by the policies and work rules of the Company which are located in the Employee Handbook. Likewise, you will be required to abide by any code of conduct that may be adopted by HCL America from time to time.

**Time Reporting & Attendance Management:** The Employee understands and agrees that he/she will be required to comply with the Company's policies concerning time reporting and attendance management, as mentioned in the Company Policies. Failure to do so may result in discipline, up to and including, termination of employment.

**Transferability:** You understand and agree that your services may be transferred to any affiliate (either in existence or to be formed later) of the Company, Company clients at any location either within or outside the US. Upon transfer, you shall be governed by the compensation policy, rules and regulations of the transferee company. Your transfer will be executed on the agreement between you and the Company, in case of your refusal or inability to accept transfer on justifiable reason, the Company will try to provision your allocation in US basis the availability/ suitability of the current prevailing positions only

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**Background Verification:** Before the start of your employment, and from time to time thereafter, the Company may retain a third party to conduct a background check on you covering, among other things, your education, previous employment(s), achievements listed on your resume/CV, criminal history, etc. You hereby agree to execute such forms as may be required by the Company and/or the third party to facilitate such background checks. You also acknowledge and agree that your failure to execute such forms will be grounds for the termination of your employment. Likewise, your employment with HCL America is subject to your receiving a clean background verification report. HCL America reserves the right to revoke your offer and/or terminate your employment on the basis of an adverse report.

**Taxability:** HCL America will be entitled to withhold all applicable taxes from your wages as per the applicable laws. You will be responsible for filing your personal income tax returns, and paying any taxes you owe beyond the amounts which were withheld.

**Contingent Offer:** Your offer of employment with HCL America is contingent upon your being able to accept employment with our Company, and to work in the position that you are being offered, without violating any obligations that you may have to any prior employer. This offer is also contingent upon (i) your timely signing and returning this Agreement; (ii) your timely signing and returning the enclosed Dispute Resolution Agreement; (iii) a background check that is satisfactory to the Company, (iv) your being a citizen or permanent resident of the United States of America ("US") and/or holding a valid work visa/resident permit; (v) your timely signing and returning the enclosed Employee Undertakings Agreement (Annexure C); and (vi) our review and verification of your identity and employment authorization documents as required by the Immigration Reform and Control Act.

**E Verify:** With regard to item (v), under Contingent Offer clause, you should be aware that if you are being hired for a position in a state that requires HCL America to use E-Verify, HCL will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from your Form I-9 to confirm work authorization. If the employee is hired in any of the listed states, as mention in **Annexure D** then E-Verify program will apply. If you have any questions about whether you will be working in a state that requires HCL America to use E-Verify, please contact **[HR –Business Partner]**.

**Customer Relationships:** While working on an assignment at a customer site, you are required to abide by the Company's policies. In addition to this you are also required to abide by the customer's rules and regulations pertaining to conduct, holidays, working hours, lunch timings, etc. Nevertheless, you continue to be an employee of HCL America and in no event will you be deemed or construed to be an employee, representative or agent of the customer concerned. You also understand and agree that, by virtue of work performed on any work assignments for customers, you will not be entitled to participate or receive benefits from, any benefit or compensation plan or program sponsored, provided or administered by such customers.

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**Return of Company Property:** On termination of your employment with HCL America, you are immediately required to return all Company property entrusted to you during your employment, including but not limited to, your laptop, cell-phone and other documents ("**Company Property**") Further, HCL America reserves the right to inform any future employer of your violation of this provision.

**Termination of Employment/At-Will Employment:** You acknowledge and agree that you retain the option, as does HCL America, of ending your employment with HCL America at any time, with or without notice and with or without cause. As such, your employment with HCL America is at-will, and neither this Agreement nor any other oral or written representations may be considered a contract of employment for any specific period of time. However, we do request that you provide a notice of two weeks to the HCL America if you do choose to resign.

**Governing Law:** This Agreement shall be governed by and construed and interpreted in accordance with the laws of North Carolina without reference to principles of conflict of laws.

#### MISCELLANEOUS:

**Data Protection:** The Company holds and processes, both electronically and manually, your personal data which it collects in the course of your employment. The Company uses your personal data for the purpose of employee administration and management and its business compliance under applicable procedures, laws and regulations. You hereby agree to your personal data being collected and the same being transferred, stored and processed by the Company in the United States of America ("US") and any other countries where the Company and its affiliates have offices, all in accordance with the applicable laws.

You also consent to the Company making such relevant data available to its advisors and other agencies (such as pension providers, medical and other insurances providers, payroll administrators, various regulatory authorities, etc.) that provide products and/or services to the Company.

If you use your personal laptop or phone for office purposes, HCL America has the right to inspect, take a back-up of the data, and/or submit the laptop and/or phone for forensic analysis as needed from time to time in case of any litigation, statutory need or actual or perceived violation of HCL America's policies. The Employee may exercise his/her right of access to his/her own medical and personnel records.

**Entire Agreement:** This Agreement and its enclosures contain the entire understanding between you and HCL regarding the subject matter addressed in those documents and supersedes any or all prior representations and agreements regarding such matters. Once you've signed it, the terms of this Agreement may not be amended except in writing executed by both parties, and the prohibition against amendments except in writing may not be waived by either party.

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**No waiver:** No waiver of any nature, whether by conduct or otherwise, shall be deemed to be a further or continuing waiver of any condition or of any breach of this Agreement. Any subsequent change or changes in your duties, salary or compensation will not affect the validity or scope of this Agreement.

**Notices:** All notices pursuant to this Agreement shall be given in writing and shall be deemed given upon actual receipt or three days after mailing, whichever is earlier.

**Assignability:** This Agreement shall be binding upon the parties' heirs, successors and assigns. You understand and agree that the Company may assign this Agreement in whole or in part, including, but not limited to, your covenants in this Annexure, to any successor of the Company, any entity that has or obtains control of the Company, or any entity that is or becomes affiliated with the Company or its corporate parent. You also understand and agree that your obligations and covenants under this Agreement, being personal, may not be delegated or assigned.

**Continuing Obligations:** You understand and agree that your representations, warranties, covenants and agreements contained in this Agreement are intended to, and shall, survive any termination of this Agreement.

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## ANNEXURE C

This Annexure contains the Employee Undertakings Agreement which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of HCL America Inc.

As a condition of my employment and/or continued employment with HCL America Inc. ("**HCL America**" or the "**Company**"), and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. Confidential Information:

a. Company Information: I shall not use, communicate or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

b. Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person or entity.

c. Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation or entity. I also agree not to use such

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information except as necessary in carrying out my work for the Company consistent with the Company's agreement with such third party.

2. Inventions.

a. Inventions Retained and Licensed: I have attached hereto, as Exhibit No. 1, a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "**Prior Inventions**"), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

b. Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any all inventions, original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "**Inventions**"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the United States Copyright Act of 1976 (and all amendments thereto).

c. Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and remain the sole property of the Company at all times.

d. Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments

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and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any United States or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

e. Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. Conflicting Employment: I agree that, during the term of my employment with the Company, I will not engage in any other employment, occupation, consulting or other business activity directly related to the business in which the Company is now involved or becomes involved during the term of my employment, nor will I engage in any other activities that conflict with my obligations to the Company.
4. Returning Company Documents: I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.
5. Notification to New Employer: If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.

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6. Limited Non-Solicitation Clause: You are restricted from enticing any fellow associate / employee of the Company for a period of 3 months from the date of separation from the Company

You are restricted from joining the Company's customer, in whose project; you were assigned to work at the time of the separation for a period of 3 months from the date of separation without the written permission from the Company. The Company reserves the express and unilateral right to relieve you from this obligation.

In the event of Company initiating the separation by way of involuntary termination or redundancy, there shall be no restriction on you joining the Company's customer.

This clause is applicable to all employees, except, employees in the state of Washington and Maine. For Washington and Maine, governing state law will be applicable. For any further clarification, please connect with your recruiter Jaspreet Kaur (51778718), JASPREETK@HCL.COM .

7. General Provisions Regarding Covenants:

Attachment Read, Understood and Fair, I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

8. Protection of Systems & Environment: I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems,. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without

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limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

9. Remedies: By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms in paragraphs 1 through 4, 6 through 8, or 10 of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.
10. Representations: I represent that my performance of all the terms of this Agreement will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written agreement in conflict with any of the provisions of the undertakings in this Annexure.
11. Integration: I understand and agree that this Annexure is part of my integrated employment agreement with HCL America, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Dated: 3/16/2020

DocuSigned by:  
Naga Venkata Gonaboyina  
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Signature

Naga Venkata SomeswaraRao Gonaboyina

Name of Employee (typed or printed)

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**EXHIBIT No. 1**

**LIST OF PRIOR INVENTIONS AND ORIGINAL WORKS OF AUTHORSHIP**

Title	Date	Identifying Number or Brief Description
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\_\_\_\_\_ No inventions or improvements

\_\_\_\_\_ Additional Sheets attached

Signature of Employee: 

Print Name of Employee: Naga Venkata SomeswaraRao Gonaboyina

Date: 3/16/2020

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## DISPUTE RESOLUTION AGREEMENT

**This Dispute Resolution Agreement is a contract and covers important issues relating to your rights. It is your sole responsibility to read it and understand it. You are free to seek assistance from independent advisors of your choice outside the Company or to refrain from doing so if that is your choice.**

### 1. How This Agreement Applies

This Agreement is governed by the Federal Arbitration Act, 9 U.S.C. § 1 et seq. and evidences a transaction involving commerce. This Agreement applies to any dispute arising out of or related to your employment with HCL America, Inc. or one of its affiliates, successor, subsidiaries or parent companies ("Company") or termination of employment regardless of its date of accrual and survives after the employment relationship terminates. Nothing contained in this Agreement shall be construed to prevent or excuse you (individually or in concert with others) or the Company from utilizing the Company's existing internal procedures for resolution of complaints, and this Agreement is not intended to be a substitute for the utilization of such procedures.

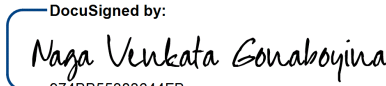

Except as it otherwise provides, this Agreement is intended to apply to the resolution of disputes that otherwise would be resolved in a court of law or before a forum other than arbitration. **This Agreement requires all such disputes to be resolved only by an arbitrator through final and binding arbitration and not by way of court or jury trial.** Such disputes include without limitation disputes arising out of or relating to interpretation or application of this Agreement, but not as to the enforceability, revocability or validity of the Agreement or any portion of the Agreement.

Except as it otherwise provides, this Agreement also applies, without limitation, to disputes arising out of or related to the employment relationship, or the termination of that relationship (including post-employment defamation or retaliation) trade secrets, unfair competition, compensation, breaks and rest periods, termination, discrimination or harassment and claims arising under the Uniform Trade Secrets Act, Civil Rights Act of 1964, Americans With Disabilities Act, Age Discrimination in Employment Act, Family Medical Leave Act, Fair Labor Standards Act, Employee Retirement Income Security Act (except for claims for employee benefits under any benefit plan sponsored by the Company and (a) covered by the Employee Retirement Income Security Act of 1974 or (b) funded by insurance), Affordable Care Act, Genetic Information Non-Discrimination Act, and state statutes, if any, addressing the same or similar subject matters, and all other federal or state legal claims arising out of or relating to your employment or the termination of employment.

### 2. Limitations On How This Agreement Applies

I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

14

Acceptance Signature:   
USA  974BB55383644FB...

Acceptance Date: 3/16/2020



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This Agreement does not apply to claims for workers compensation, state disability insurance and unemployment insurance benefits.

Regardless of any other terms of this Agreement, claims may be brought before and remedies awarded by an administrative agency if applicable law permits access to such an agency notwithstanding the existence of an agreement to arbitrate. Such administrative claims include without limitation claims or charges brought before the Equal Employment Opportunity Commission, the U.S. Department of Labor, the National Labor Relations Board, or the Office of Federal Contract Compliance Programs. Nothing in this Agreement shall be deemed to preclude or excuse a party from bringing an administrative claim before any agency in order to fulfill the party's obligation to exhaust administrative remedies before making a claim in arbitration.

Disputes that may not be subject to predispute arbitration agreement as provided by the Dodd-Frank Wall Street Reform and Consumer Protection Act (Public Law 111-203) are excluded from the coverage of this Agreement.

Nothing in this Agreement shall be deemed to alter the at-will nature of your employment, which can be terminated at any time by you or the Company, with or without cause or notice.

### 3. Selecting The Arbitrator

The Arbitrator shall be selected by mutual agreement of the Company and you. Unless you and the Company mutually agree otherwise, the Arbitrator shall be an attorney licensed to practice in the location where the arbitration proceeding will be conducted or a retired federal or state judicial officer who presided in the jurisdiction where the arbitration will be conducted. If for any reason the parties cannot agree to an Arbitrator, either party may apply to a court of competent jurisdiction with authority over the location where the arbitration will be conducted for appointment of a neutral Arbitrator. The court shall then appoint an arbitrator, who shall act under this Agreement with the same force and effect as if the parties had selected the arbitrator by mutual agreement. The location of the arbitration proceeding shall be no more than 45 miles from the place where you last worked for the Company, unless each party to the arbitration agrees in writing otherwise.

### 4. Starting The Arbitration

All claims in arbitration are subject to the same statutes of limitation that would apply in court. The party bringing the claim must demand arbitration in writing and deliver the written demand by hand or first class mail to the other party within the applicable statute of limitations period. The demand for arbitration shall include identification of the parties, a statement of the legal and factual basis of the claim(s), and a specification of the remedy sought. Any demand for arbitration made to the Company shall be provided to the Company's Legal Department: HCL America, Inc. 330 Potrero Avenue,

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15

Acceptance Signature:

DocuSigned by:  
*Naga Venkata Gonaboyina*  
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**HCL AMERICA, INC.**  
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Sunnyvale, CA 94085. The arbitrator shall resolve all disputes regarding the timeliness or propriety of the demand for arbitration. A party may apply to a court of competent jurisdiction for temporary or preliminary injunctive relief in connection with an arbitrable controversy, but only upon the ground that the award to which that party may be entitled may be rendered ineffectual without such provisional relief.

## 5. How Arbitration Proceedings Are Conducted

In arbitration, the parties will have the right to conduct adequate civil discovery, bring dispositive motions, and present witnesses and evidence as needed to present their cases and defenses, and any disputes in this regard shall be resolved by the Arbitrator. At a party's request or on the Arbitrator's own initiative, the Arbitrator may subpoena witnesses or documents for discovery purposes or for the arbitration hearing.

You and the Company agree to bring any dispute in arbitration on an individual basis only, and not on a class, collective, or private attorney general representative action basis. Accordingly,

(a) There will be no right or authority for any dispute to be brought, heard or arbitrated as a class action ("Class Action Waiver"). The Class Action Waiver shall not be severable from this Agreement in any case in which (1) the dispute is filed as a class action and (2) there is a final judicial determination that the Class Action Waiver is invalid, unenforceable, unconscionable, void or voidable. In such instances, the class action must be litigated in a civil court of competent jurisdiction.

(b) There will be no right or authority for any dispute to be brought, heard or arbitrated as a collective action ("Collective Action Waiver"). The Collective Action Waiver shall not be severable from this Agreement in any case in which (1) the dispute is filed as a collective action and (2) there is a final judicial determination that the Collective Action Waiver is invalid, unenforceable, unconscionable, void or voidable. In such instances, the collective action must be litigated in a civil court of competent jurisdiction.

(c) There will be no right or authority for any dispute to be brought, heard or arbitrated as a private attorney general representative action ("Private Attorney General Waiver"). The Private Attorney General Waiver does not apply to any claim you bring in arbitration as a private attorney general solely on your own behalf and not on behalf of or regarding others. The Private Attorney General Waiver shall be severable from this Agreement in any case in which there is a final judicial determination that the Private Attorney General Waiver is invalid, unenforceable, unconscionable, void or voidable. In such instances and where the claim is brought as a private attorney general, such private attorney general claim must be litigated in a civil court of competent jurisdiction.

Although you will not be retaliated against, disciplined or threatened with discipline as a result of exercising his or her rights under Section 7 of the National Labor Relations Act by the filing of or

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participation in a class, collective or representative action in any forum, the Company may lawfully seek enforcement of this Agreement and the Class Action Waiver, Collective Action Waiver and Private Attorney General Waiver under the Federal Arbitration Act and seek dismissal of such class, collective or representative actions or claims. Notwithstanding any other clause contained in this Agreement, any claim that all or part of the Class Action Waiver, Collective Action Waiver or Private Attorney General Waiver is invalid, unenforceable, unconscionable, void or voidable may be determined only by a court of competent jurisdiction and not by an arbitrator.

The Class Action Waiver, Collective Action Waiver and Private Attorney General Waiver shall be severable in any case in which the dispute is filed as an individual action and severance is necessary to ensure that the individual action proceeds in arbitration.

## 6. Paying For the Arbitration

Each party will pay the fees for his, her or its own attorneys, subject to any remedies to which that party may later be entitled under applicable law. However, in all cases where required by law, the Company will pay the Arbitrator's and arbitration fees. If under applicable law the Company is not required to pay all of the Arbitrator's and/or arbitration fees, such fee(s) will be apportioned between the parties in accordance with said applicable law, and any disputes in that regard will be resolved by the Arbitrator.

## 7. The Arbitration Hearing and Award

The parties will arbitrate their dispute before the Arbitrator, who shall confer with the parties regarding the conduct of the hearing and resolve any disputes the parties may have in that regard. Within 30 days of the close of the arbitration hearing, any party will have the right to prepare, serve on the other party and file with the Arbitrator a brief. The Arbitrator may award any party any remedy to which that party is entitled under applicable law, but such remedies shall be limited to those that would be available to a party in his or her individual capacity in a court of law for the claims presented to and decided by the Arbitrator, and no remedies that otherwise would be available to an individual in a court of law will be forfeited by virtue of this Agreement. The Arbitrator shall apply applicable controlling law and will issue a decision or award in writing, stating the essential findings of fact and conclusions of law. Except as may be permitted or required by law, as determined by the Arbitrator, neither a party nor an Arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of all parties. A court of competent jurisdiction shall have the authority to enter a judgment upon the award made pursuant to the arbitration.

## 8. An Employee's Right to Opt Out Of Arbitration

**Arbitration is not a mandatory condition of your employment at the Company, and therefore you may submit a statement notifying the Company that you wish to opt out and not be subject to this**

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17

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USA

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Naga Venkata Gonaboyina

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**Agreement.** If you want to opt out, you must notify the Company of your intention to opt out by submitting a signed and dated statement on a "Dispute Resolution Agreement Opt Out Form" that can be obtained from and returned to the Company's Human Resources Department by sending an email stating your intention to opt out. In order to be effective, your opt out notice must be provided within 30 days of your first day of active employment with the Company. If you timely opt out as provided in this paragraph you will not be subject to any adverse employment action as a consequence of that decision and may pursue available legal remedies without regard to this Agreement. If you do not opt out of this Agreement within 30 days of your first day of active employment with the Company, continuing your employment constitutes mutual acceptance of the terms of this Agreement by you and the Company. You have the right to consult with counsel of your choice concerning this Agreement.

## 9. Non-Retaliation

It is against Company policy for you to be subject to retaliation if you exercise your right to assert claims under this Agreement. If you believe that you have been retaliated against by anyone at the Company, you should immediately report this to the Human Resources Department.

## 10. Enforcement of This Agreement

This Agreement is the full and complete agreement relating to the formal resolution of disputes covered by this Agreement. Except as stated in paragraph 5, above, in the event any portion of this Agreement is deemed unenforceable, the remainder of this Agreement will be enforceable. If the Class Action Waiver, Collective Action Waiver or Private Attorney General Waiver is deemed to be unenforceable, the Company and you agree that this Agreement is otherwise silent as to any party's ability to bring a class, collective or representative action in arbitration.

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18

Acceptance Signature:

USA

DocuSigned by:

*Naga Venkata Gonaboyina*

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## ANNEXURE D

### E-Verify Program Applicable States

If the employee is hired in any of the below listed states, then E-Verify program will be applicable to them.

1. ALABAMA
2. ARIZONA
3. SOUTH CAROLINA
4. WEST VIRGINIA
5. GEORGIA
6. LOUISIANA
7. MISSISSIPPI
8. NORTH CAROLINA
9. TENNESSEE
10. UTAH

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## Annexure E

### DRA Opt-Out Form

NagaVenkataSomeswaraRao Gonaboyina  
3450 NW 85th CT,  
Apt 121,Doral, United States

[DATE]

Sub: Agreement to opt out of **Dispute Resolution Agreement**

I, **NagaVenkataSomeswaraRao Gonaboyina**, <<Employee Code: >>, wish to opt out of the Dispute Resolution Agreement, which is a part of my Employment agreement dated **March 11, 2020**.

DocuSigned by:

*Naga Venkata Gonaboyina*

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Naga Venkata SomeswaraRao Gonaboyina

Name & Signature of Employee

Date: 3/16/2020

I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

20

Acceptance Signature:

DocuSigned by:

*Naga Venkata Gonaboyina*

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### Employee Acknowledgment

- a. I accept employment with HCL America, Inc. ("HCL America") pursuant to the terms set forth in this Agreement.
- b. I understand I have the right to consult with an attorney independent from HCL America regarding the terms of this Agreement. I have been given the opportunity to do so, and i have done so to the degree i believe necessary.
- c. I will not assign my rights under this agreement and any attempted assignment will be null and void.
- d. No representation, commitment or inducement has been made to me except as specifically set forth in this Agreement, and I am not relying upon any terms other than as set forth in this Agreement.

I agree to the terms of the Agreement and freely make the statements set forth above.

I HAVE READ AND COMPLETELY UNDERSTAND ALL THE TERMS AND CONDITIONS SET FORTH IN THIS EMPLOYMENT AGREEMENT. I ACCEPT AND AGREE TO ALL THE ABOVE TERMS AND CONDITIONS WITH THE EXPRESS INTENT TO BE LEGALLY BOUND.

21

DocuSigned by:  
Acceptance Signature: *Naga Venkata Gonakoyina*  
974BB55383644FB...

USA

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## Your Customized Benefits Plan at HCL America Inc.

HCL makes a significant contribution toward the cost of your benefits program. Following is summarized information regarding your benefits, as well as paid time off, holiday schedule, and your payday information. HCL reserves the right to modify any of the benefits as it deems appropriate at any point of time. This benefit summary is not applicable for employee in Puerto Rico and Hawaii.

2020-Benefits Summary
<b>Eligibility:</b> Regular Employees who work a minimum of 30 hours/week are eligible for the following benefits.

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**Benefits Effective Date:** All benefits & contributions are effective from date of hire.

**Medical Insurance – 4 plans Gold, Bind, Premier HDHP and Value Saver  
HDHP (both HDHP plans are HSA Compatible)**

Medical Benefits	Value Saver HDHP		Premier HDHP	
	In-Network	Out-of-Network	In-Network	Out-of-Network
<b>Annual Deductible</b>				
Individual	\$3,000	\$6,000	\$1,675	\$2,700
Family	\$6,000	\$12,000	\$3,350	\$5,400
<b>Out of Pocket Maximum</b>				
Individual	\$6,500	\$13,000	\$2,500	\$5,000
Family	\$13,000	\$26,000	\$5,000	\$10,000
<b>Coinsurance</b>	30%	50%	10%	50%
<b>Physician Services</b>				
PCP	30%	50%	10%	50%
Specialist	30%	50%	10%	50%
<b>Emergency Room</b>	30%	30%	10%	10%
<b>Outpatient Lab/Radiology/Surgery</b>	30%	50%	10%	50%
<b>Hospital per Admission</b>	30%	50%	10%	50%
<b>Employer HSA Seed Fund</b>				
Individual	\$400		\$200	
Family	\$800		\$400	
<b>Pharmacy</b>				
Deductible	Subject to medical deductible		Subject to medical deductible	
Retail	\$10/30% (\$50min \$150max)/ 40% (\$75min \$200max)/ 50% (\$100min \$250max)	50%	\$10/30% (\$50min \$150max)/ 40% (\$75min \$200max)/ 50% (\$100min \$250max)	50%
Mail Order	\$20/30% (\$100min \$300max)/ 40% (\$150min \$400max)/ 50% (\$100min \$250max)	Not Covered	\$20/30% (\$100min \$300max)/ 40% (\$150min \$400max)/ 50% (\$100min \$250max)	Not Covered
(Generic, Preferred Brand, Non-Preferred Brand, Specialty)				
<b>Monthly Employee Contributions*</b>				
• EE	\$14		\$64	
• EE+SP or DP	\$38		\$158	
• EE+CH	\$31		\$139	

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Acceptance Signature: Naga Venkata Gonaboyina  
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• Family	\$55		\$230		

\*A working spouse surcharge of \$150 per month on applicable tier rate applies on the premiums. Further, a smoker surcharge of \$30 for EE only \$51 for EE+ Sp or EE+Ch and \$72 for EE+Fam also applies. HCL also offers a smoking cessation program called "Quit for Life" by Optum for their employee and dependents who have declared using tobacco product. On successful completion of the program within nine months of your benefit effective date or 1/1/2020 whichever

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falls later, the tobacco surcharge will be reimbursed back to the employees.

**Network – HCLA uses United Health Care as network provider for Medical and their Choice Plus network for UHC and Bind plan; Delta Dental for Dental, VSP for Vision. FSA, LPFSA and HSA are managed by Bank of America.**

**Bind** gives you the ability to add certain coverage(s) to your plan if and when you need it. You can add coverage for plannable procedures if/when you need to by purchasing additional insurance. The services listed below are considered add-in services to the 'core' Bind coverage. Since these add-ins are additional insurance, you need to purchase them before you get care, in fact, 3 days in advance. Your add-in coverage is then effective for 120 days. The 31 add in list includes Ankle Ligament Reconstruction, Back Surgery, Cervical Spine Disc Decompression, Back Surgery, Cervical Spine Fusion, Back Surgery, Lumbar Spine Disc Decompression, Back Surgery, Lumbar Spine Fusion, Bariatric Surgery, Bladder Sling Surgery, Breast Reduction, Bunionectomy and Hammertoe Surgery, Carotid Endarterectomy, Carpal Tunnel Procedure, Coronary Artery Bypass Surgery, Coronary Catheterization and Percutaneous Coronary Interventions, Ear Tubes, Ankle and Foot Bone Fusion, Ganglion Cyst Surgery, Hernia Repair, Hip Arthroscopy, Hip Replacement and Revision, Hysterectomy, Hysteroscopy and Endometrial Ablation, Knee Arthroscopy, Knee Replacement and Revision, Morton's Neuroma Surgery, Plantar Fasciitis Surgery, Reflux and Hiatal Hernia Surgery, Shoulder Arthroscopy, Shoulder Replacement, Sinus and Nasal Septum Surgery, Tonsillectomy and Adenoidectomy and Upper GI Endoscopy.

**Enrol within 45 days of your date of joining or else you will be defaulted to Value Saver HDHP plan employee only tier with no other benefits.**

For employees who will be joining HCLA in 2020, HCLA will do the seeding as below in their HSA Accounts:

Joining Quarter	Value Saver HDHP Seeding Money	Premier HDHP Seeding Money	Funding
Jan-Feb-Mar	\$400 for Single; \$800 Family	\$200 for Single; \$400 Family	50% in next month of joining and 50% in July
Apr-May-Jun	\$300 for Single; \$600 Family	\$150 for Single; \$300 Family	50% in next month of joining and 50% in July
Jul-Aug-Sept	\$200 for Single; \$400 Family	\$100 for Single; \$200 Family	50% in next month of joining and 50% in Oct
Oct-Nov-Dec	\$100 for Single; \$200 Family	\$50 for Single; \$100 Family	100% in next month of joining

Dental (Delta Dental)	Delta Dental Core Plan		Delta Dental Buy-Up Plan	
	Delta PPO	Delta Premier and Non-Network	Delta PPO	Delta Premier and Non-Network
Preventative: No Deductible	100%	100%*	100%	100%*
Annual Deductible	\$25 individual / \$75 family	\$75 individual / \$225 family	\$25 individual / \$75 family	\$75 individual / \$225 family
Basic	10%	30%*	10%	30%*
Major	40%	50%*	40%	50%*
Implants	N/A	N/A	40%	50%*
Annual Maximum	\$1,500 per person		\$2,500 per person	
Orthodontia: (Children upto Age 19)	50%	50%*	50%	50%*

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Adult Orthodontia	N/A	N/A	50%	50%*	
Orthodontia Lifetime maximum	\$1,000 (per insured)		\$2,000 (per insured)		
* Reimbursement is based on PPO contracted fees for all dentists. Premier and Out-of-Network dentists are paid up to a certain amount and the dentists are allowed to balance bill you					

**Monthly Employee Contribution**

Coverage Tier	Core Plan	Buy-Up Plan
Employee Only	\$8.60	\$15.96
Employee + Spouse	\$17.90	\$31.58
Employee + Child(ren)	\$20.00	\$35.30
Employee + Family	\$28.30	\$49.92

Vision	Core Plan In-Network Only	Premium Plan In-Network Only
Exam / Materials	\$10 / \$20	\$10 / \$20
Exam and Lenses	Once annually	Once annually
Frames and Contacts	Every 2 years	Every 1 Year
Vision Contributions Per month	Employee \$2.00	Employee \$11.12
	Emp + Spouse \$3.60	Emp + Spouse \$21.12
	Emp+ Child \$3.60	Emp+ Child \$21.12
	Family \$5.20	Family \$30.12

Other Benefits	
<b>401(k) Plan through Principal</b>	Company matches 100% of the 1 <sup>st</sup> 3% & 50% of the next 2% of your 401(k) elective deferral contributions up to a maximum matching contribution of 4%. You shall be eligible to enroll in the HCL A 401K plan upon your joining and contribute your deferral; the safe harbor match will start once you complete 1 year with HCL America.
<b>Health Savings</b>	* Pre-tax payment of Employee-Paid Premiums * HSA maximum contribution including seed money is individual - \$3,550 and Family

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<b>Account through Bank of America</b>	- \$7,100.
<b>Flexible Spending Account Plan through Bank of America</b>	<ul style="list-style-type: none"> <li>* Pre-tax payment of Employee-Paid Premiums</li> <li>* Health Care Reimbursement Account Maximum Annual Contribution: \$2,700</li> <li>* Applicable for those on PPO plans</li> </ul>
<b>Limited Purpose Flexible Spending Account through Bank of America</b>	<ul style="list-style-type: none"> <li>* Pre-tax payment of Employee-Paid Premiums</li> <li>* LPFSA Maximum Annual Contribution: \$2,700</li> <li>* Applicable for those on HDHP plans</li> </ul>
<b>Dependent Care Flexible Spending Account through Bank of America</b>	<ul style="list-style-type: none"> <li>* Pre-tax payment of Employee-Paid Premiums</li> <li>* Dependent Care Account Maximum Annual Contribution: \$5,000 (married filing jointly) or 2500 (married separate filing)</li> </ul>
<b>Basic Life Insurance/AD&amp;D (100% Employer Paid) through MetLife</b>	1x Salary up to \$1 Million coverage (Age restriction on benefit coverage/eligibility may apply). Premium is fully paid for by HCL America.
<b>Disability (Short Term and Long Term) (100% Employer Paid) through Reliance Standard</b>	Short Term Disability covers 70% of your base salary up to a maximum weekly benefit of \$3,000 for the first 25 weeks of disability; on the 180 <sup>th</sup> day, Long Term Disability becomes effective. Long Term Disability covers 60% of your monthly base salary to a maximum monthly benefit of \$9,000. Premium is fully paid for by HCL America. Age restriction on benefit coverage/eligibility may apply.
<b>Workers Compensation through CAN</b>	HCLA has a Workers Compensation Policy through CNA
<b>Voluntary Products</b>	
<b>Supplemental Life insurance (100% Employee Paid) through MetLife</b>	<b>For Employee-</b> Employee's base salary Increments of \$10,000 up to lesser of seven times annual salary or \$1,000,000. <b>Spouse</b> - Increments of \$10,000 up to lesser of employee election or \$150,000. <b>Child</b> - Up to \$10,000 per child. Age restriction on benefit coverage/eligibility may apply.
<b>Buy Up Long Term Disability through Reliance Standard</b>	Increases the income replacement equal to 70% of your pay up to \$15,000 per month. You pay for coverage via after-tax payroll deductions. The portion of the benefits paid with after-tax dollars will be received tax-free at the time of claim.

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<b>Group Accident Insurance through MetLife</b>	Off the job coverage; \$500 Hospital admission \$50 per day hospital confinement benefit (up to 365 days per covered accident); Dislocations and fractures ; Burns and skin grafts ; Emergency dental work ;Coverage is portable ; Family coverage options. Age restriction on benefit coverage/eligibility may apply.
<b>Group Hospital Indemnity Insurance through MetLife</b>	HSA compliant; Hospital admission: \$1,000 / admission ; Daily hospital confinement of \$100 per day (15 days per calendar year); Portability at group rates ; Emergency Room Treatment: \$150; Ambulance: \$100; Air Ambulance: \$500; Family coverage. Age restriction on benefit coverage/eligibility may apply.
<b>Critical Illness Insurance through MetLife</b>	Pays a lump-sum benefit at the diagnosis of a covered illness such as Heart Attack, Major Organ Failure, Benign Brain Tumor, Blindness, Kidney Failure, Coronary Artery Bypass, and more (pre-existing condition of 12 months after coverage effective date will apply) You can use the money any way you see fit. You choose the level of coverage \$10,000, \$20,000 or \$30,000 for yourself and \$10,000 or \$15,000 for your spouse Age restriction on benefit coverage/eligibility may apply.
<b>Voluntary Legal Service MetLaw by MetLife (Hyatt Legal)</b>	Unlimited access to over 15,000 attorneys in all 50 states and many U.S. territories — averaging 25 years of legal expertise — are available for office visits, phone consultations, and by email. Full coverage for some of the most frequently needed personal legal matters: Money Matters, Home & Real Estate, Estate Planning, Family & Personal, Civil Lawsuits, Elder-care Issues, Vehicle & Driving, and E-Services. Per paycheck deduction will be \$8.25 (\$ 16.50 per month)
<b>Employee Assistance Plan (EAP) (100% Employer Paid)</b>	Employees and their dependents have confidential 24/7 access to master level consultant for any and all questions regarding their personal work-life related issues: stress, anxiety, marital, family, money, legal etc
<b>Commuter Benefits through Optum</b>	Commuter Benefits plan is an employee benefit provided by HCL America for all its active employees. Enrolling in this benefit will allow you to use your pre-tax dollars to pay for qualified work related transits & parking expenses. Payments can be made through payroll deductions every month. ELIGIBLE EXPENSES: MASS TRANSIT - Bus, Subway, Streetcar, Ferry, Commercial vanpool PARK - Parking at/near work, at/near transportation service site, Park and ride expenses
<b>Cobra for Dependent on employee demise</b>	On unfortunate death of an employee, HCL will pay for the first six month of the Cobra coverage for Cobra eligible dependents of the employee if they elect Cobra.
<b>Additional Benefits</b>	<ol style="list-style-type: none"> <li><b>2nd MD</b> - HCL offers to their employees and dependents who are on the medical plan access to second opinions on medical advice through leading medical specialists through 2nd.MD. Within a matter of days, 2nd.MD connects you with nationally recognized specialists for medical advice and second opinions over phone or video.</li> <li><b>Fitness Club</b> – HCL's relationship with LA Fitness &amp; City Sports Club give you an advantage of multi state membership, state of the art equipment &amp; club, discounted monthly fees and waiving off the \$99/- initiation fees.</li> <li><b>Credit Union</b> – HCL's relationship with "First Tech Federal Credit Union" allows our employee's access to a full array of financial products, from mortgages and equity loans,</li> </ol>

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	<p>to Student Loan Refinancing and high-interest checking, all with some of the best rates and service available in the market</p> <ol style="list-style-type: none"> <li>4. <b>ID Theft Recovery</b> – If employee or anyone in their family fall victim to identity theft, InfoArmor Identity Protection Experts will provide restoration service.</li> <li>5. <b>WalletArmor</b> - It provides 24/7 Online Credential Monitoring on the Internet's Underground economy and will know quickly if there is fraudulent activity.</li> <li>6. <b>Travel Assistance</b> - In an emergency when traveling more than 100 miles from home or internationally, you have around the clock access to On Call International's 24-hour, toll-free travel assistance services with On Call International &amp; AXA Assistance USA, Inc</li> <li>7. <b>Online Will Preparation</b> - Online service to create will, living will, power of attorney, or HIPAA authorization with Smart Legalforms Inc and ARAG</li> <li>8. <b>Digital Legacy</b> - Employees can use a digital application to store important documents securely such as deeds, wills, and personal photos and videos with MetLife Infinity</li> <li>9. <b>Grief Counselling</b> - The availability of professional counselors and services with Life Works US Inc to help coping with a loss or a major life change</li> <li>10. <b>Funeral Discounts &amp; Planning Services</b> - By documenting your funeral preferences, as well as other key information for your survivors, you can provide support posthumously with Dignity Memorial</li> <li>11. <b>Beneplace</b> - a discount portal that offers exclusive deals and seasonal promotions on items and goods you use every day</li> </ol>
<b>Miscellaneous Information</b>	
<b>Holidays</b>	10 paid Holidays in a calendar year, either as per client or HCLA Holiday calendar. Prorated based of date of joining.
<b>Paid Time Off: E0-E3</b>	Full time salaried employees accrue 3.33 hours of paid time off per completed pay period starting from date of hire equal to 10 days per calendar year (additional leave options available through a leave bank if requested as per the policy). Carry forward up to 200 hours.
<b>Paid Time Off: E4+</b>	Full time employees in band E4 and above are entitled to unlimited Need Based Vacation Leave as per the discussion and approval of their reporting manager.
<b>Pay Days</b>	For salaried employees - Semi-monthly: salary from 1 <sup>st</sup> -15 <sup>th</sup> of the month is paid on the 15 <sup>th</sup> and from 16 <sup>th</sup> till end of month is paid on 30 <sup>th</sup> /31 <sup>st</sup> of each month (24 pay periods per year)
<b>Direct Deposit</b>	Salary is directly deposited in bank starting 1 <sup>st</sup> payrun. Paystub info online through ADP.

[#blurb:HCLAPuertoRicobenefit#]

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