

Dear Nibin,
Welcome to Beygo International Pvt. Ltd.

Further to our letter of offer dated 05/07/2024 we are pleased to inform you that you are hereby appointed as "Associate Developer " (Grade: Jr. Associate) with Beygo International Pvt. Ltd. to be based at Heavenly Plaza, Vazhakkala, Kakkanad, Ernakulam as per the terms and conditions discussed and agreed upon as under.

This appointment is effective from 5th July 2024, the date of your joining our organization.

01. Place of Posting/Transfer:

Your posting will be at Ernakulam(remote). Your services are liable to be transferred to any other department, location, and/or group company existing now or to be set-up later. There shall be no adverse effect on any terms and conditions of your employment due to this transfer.

02. Probation:

You will initially be on probation for a period of Three (3) months, which may be extended or reduced at the sole discretion of the Management.

Confirmation letter will be provided on successful completion of the Probationary period.

03. Medical Fitness and Verification of Particulars:

a) Your appointment is subject to you being declared medically fit and you're continuing to remain medically fit. The Management has the right to get you medically examined by any Certified Medical Practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

b) You shall not use or have a history of use, possess, or be under the influence of alcohol, illegal drugs, or the type of drugs which would endanger your work performance or otherwise render you to be unreliable while in the workplace or inside the premises of the company or during your tenure with the company. Violation of this rule shall subject you to immediate disciplinary action up to and including termination. In the event that you must use a prescription drug that causes side effects (e.g. drowsiness, impaired reflexes, or reaction time) on account of health reasons, you shall furnish your supervisor with a written physician's statement authorizing such medication; the decision to allow you to work under the circumstances will be the discretion of your superior.

c) In case particulars mentioned in your applications are found false, not authentic, or without documentary proof, your services will be terminated at any time without any notice or any compensation in lieu thereof.

04. Duties and Responsibilities:

a) You will observe working hours and holidays as applicable to your location and place of work.

b) The company will expect you to work with diligence, integrity, and a high standard of initiative, efficiency, and austerity. You will conform to such duties, directions, and instructions assigned or communicated.

c) Exit by Resignation:

- During the probation period, the employee may terminate the employment by giving a written resignation. He/she will be then liable to serve Thirty (30) days' notice. In case the employee does not serve the full notice period or part thereof, the employee shall have to pay gross salary in lieu of the notice period, subject to approval of the Management in this regard.

- Upon Confirmation, the employee may terminate the employment by giving a written resignation. He/she will be then liable to serve Sixty (60) days' notice. In case the employee does not serve the full notice period or part thereof, the employee shall have to pay gross salary in lieu of the notice period, subject to approval of the Management in this regard.

- In the event of your resignation, the company management reserves the sole discretion to accept the resignation and relieve the employee immediately or prior to the completion of the stipulated notice period, without any pay in lieu of the notice period or balance notice period.

- Additionally,

- Resigning employees are expected to attend office full-time, till the last working day, completing required duties and handover. Resigning employees can only use Sick Leave (SL) during their notice period, subject to approvals from the respective People Leader. Any other leave/s will be treated as Leave without Pay (LWP).

- If a resigning employee is under Service Agreement or Special Monetary Consideration (SMC) Program, the clauses of the same will be applicable at exit.

- If a resigning employee has availed Certification Incentive Program in the 12 months preceding the date of exit, the clauses of the same will be applicable at exit. (Reference: Certification Incentive Program)

d) Exit by Termination:

The company expects from its employees to work with diligence, integrity, and a high standard of initiative, efficiency, and economy. The employee shall perform such duties, follow directions, and instructions assigned or communicated to the employee by the superiors.

In case an employee is found to be not performing to the expectation of his/her superiors, the Company may choose to terminate the services of the employee on account of disciplinary action (Reference: Disciplinary Action Policy) in response to:

- Unsatisfactory Performance
- Unacceptable Conduct
- Serious Misconduct

In case of Termination of employment on account of Unsatisfactory Performance, if the employee is asked to serve notice, he/she will be paid a gross salary for the notice period applicable as per employee status (under probation or confirmed).





