



Mouse Soft Lanka Private Ltd.

P: +61 03 9888 2555

E: hr@medicalwizard.com.au

A: Suite 25, 202-220, Ferntree Gully Road, Notting Hill, VIC 3168, Australia

Ms T.M.P.S.Thennakoon
No 291/1A, Araliya Uyana,
Muththettugala,
Kurunegala

22 July 2024

Dear Piyumika,

POST OF INTERN - SOFTWARE ENGINEER

We are excited to extend an offer of Internship at Mouse Soft Lanka (Pvt) Ltd. with registration number PV 89950 (Hereinafter referred as the "Company") as an Intern - Software Engineer with effect from 24 July 2024 (Hereinafter referred as the "date of appointment"), ending on 23 January 2024.

1.0 Internship

1.1 This will be a 06-month paid internship.

1.2 You will receive advice, training and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do.

1.3 During your internship, you shall comply with all of the company policies, procedures, rules and regulations both written and oral.

1.4 It is understood and agreed that at the conclusion of the Internship, the Company shall be under no obligation to offer to the Intern any position on an employer/employee or any other basis.

2.0 Remuneration

2.1 You will be paid an allowance of LKR 50,000 (Sri Lankan Rupees Fifty thousand only) plus an extra internet allowance of LKR 4,000 (Sri Lankan Rupees Four Thousand only) from the date of appointment.

2.2 You will receive a monthly e-statement detailing monthly gross pay and deductions via email.



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3.0 Holidays and working hours

3.1 Your work hours will be communicated to you at the commencement of your internship, subject to the applicable laws governing working hours.

3.2 You will be entitled to 3 days of casual leaves.

4.0 Reporting

You will be reporting to the Head of Client Success, Indunil Liyanage.

5.0 Termination

5.1 The Company may terminate your services at any time without notice on grounds of misconduct, neglect of duty, breach of contract, breach of trust, breach of discipline, insubordination, carelessness, or any conduct on your part which in the opinion of the management of the Company is harmful to the Company, warranting summary dismissal. In such event, you will not be entitled to any compensation or payment other than the salary due to you until the date of such termination. The Company reserves the right to suspend your services pending any disciplinary inquiry that is to be conducted.

5.2 Upon termination of your employment, you shall immediately return to the Company, any and all documents, manuals, confidential information, (without making any copies thereof and/or extracts there from), any hardware items, and other property belonging to the Company that may be entrusted to and/or placed in your possession by virtue of and/or during the course of your employment with the Company.

6.0 Express Undertaking

6.1 Your employment with the Company is on your express undertaking that you shall not either before or after termination of your employment, disclose to any person whomsoever, any information relating to the business of the Company, its holding company, subsidiaries, co subsidiaries, associate companies or any other company in which the aforesaid companies have invested funds.

6.2 Your employment with the Company is on your express undertaking that you shall not disclose to any person with any information related to your salary, fixed or variable allowances or other benefits.



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6.3 You are expressly prevented from independently providing services to the Company's clients and/or any person who is in direct competition with the Company, whether individually or part of any other organization whether such organisation is currently in existence or not. This includes the express prohibition of any solicitation of the Company's clients, suppliers or contacts. Such prohibition shall extend for twenty-four (24) months subsequent to any termination of employment with the Company. Any breach of these conditions while you are still employed with the Company, the Company may, in its sole discretion, terminate your employment immediately without any notice and pursue legal action against you. Any breach of these conditions after you leave the Company, the Company reserves the right to litigate and seek damages against you to the fullest extent permitted by law. Any outside activities that are paid must be approved in advance and in writing by the Employee's manager and Human Resources.

7.0 General

7.1 You will always be required always to conduct yourself with decorum in keeping with your status. .

7.2 You shall be governed and bound by the rules and regulations of the Company, including any guidelines and administrative instructions in relation to discipline, conduct and regulatory orders that may be prescribed by the Company from time to time.

7.3 During the period of your internship with the Company, you will not without the prior written approval of the management directly or indirectly enter into any work or employment contract or have any similar business dealings (whether for remuneration or on an honorary basis) with any other company or any client(s) of the Company.

7.4 The work product generated by you while performing the services in terms of this letter of internship, including all electronic data, computer programs, systems, scripts, papers, worksheets, logs, records, reports, documents, training materials and other materials developed or prepared by you, shall be the sole and exclusive property of the Company. Without limiting the generality of the foregoing, the Company will own all intellectual property rights in any work, invention, discovery, improvement or design, which you make or conceive while employed by the Company and in connection with the business of the Company or a related body corporate; or by using the resources, facilities or confidential information of the Company or its affiliates/associates/group companies. For the purposes of this clause, intellectual property rights include, but are not limited to, rights in relation to or arising from patents, design registrations, trademarks and copyright. You undertake to execute necessary documents and do all such acts, at the request of the Company that may be required to give effect to this provision.

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You shall return to the Company such material upon the termination of your internship or at the request of the Company at any time during the term of your internship.

7.5 You will be responsible for the safe custody of all documents, manuals and kits and other property belonging to the Company that may be entrusted to and/or placed in your possession by virtue of and/or during the course of your internship with the Company.

8.0 Privacy

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. As you will be working exclusively for clients in Australia, you are required to be bound by Australian privacy data safety requirements. You will be provided with training on these requirements and you will have to demonstrate your knowledge of the Australian privacy data safety requirements prior to the commencement of your work.

9.0 Confidentiality of Information

During your internship you may become aware of information relating to the business of the Company and its associated entities, including but not limited to software source code, client lists, trade secrets, client information, pricing structures and patient information. You shall not, either during or after your employment, without the prior written consent of the Company, directly or indirectly divulge to any person or party, or use the confidential information for your own or another's benefit. The provisions outlined in clauses 8 and 9 shall remain valid and enforceable even after the termination of this contract, in perpetuity.

10.0 Continuance of Internship

It is understood that this internship is being offered to you based on the particulars submitted by you to the Company at the time of the recruitment process. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed, this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith, without notice. This will be without prejudice to the right of the management to take disciplinary action against you for the same.



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11.0 Acceptance

If you accept the terms and conditions set out in this letter of Internship, please sign this letter in the space provided for your signature indicating your acceptance, and return the same to us. Please also provide the Company, along with such a signed duplicate, a certified copy of your National Identity Card/Passport for the records of the Company.

Yours faithfully,

Duminda

Duminda Weerakoon

Director

Mouse Soft Lanka (Pvt) Ltd.

I, _____ bearing NIC
No: _____ irrevocably agree to the foregoing conditions of
appointment and hereby accept internship upon and subject to the terms and conditions set out
in the said letter of appointment and Company policies and manuals

Signature:  _____

Date: _____