

YOU'RE ONE OF A KIND. YOU'RE AN #EPAMER!



Congratulations and Welcome to EPAM!

We are excited to have you onboard in what we are sure will be an exciting journey! We wish that you achieve all that you aspire for in your career here at EPAM.

At EPAM, our people are the source of our success, and we are committed to providing numerous opportunities for smart, self - motivated, pro - active and collaborative individuals to learn and grow. We invest in EPAMer around the world, helping to find and develop the brightest minds and to build dynamic, lasting careers.

EPAM Systems, Inc. (NYSE: EPAM) has leveraged its software engineering expertise to become a leading global product development, digital platform engineering, and top digital and product design agency since its inception in 1993. Through its 'Engineering DNA' and innovative strategy, consulting and design capabilities, EPAM works in collaboration with its customers to deliver next - gen solutions that turn complex business challenges into real business outcomes. EPAM's global teams serve customers in over 25 countries across North America, Europe, Asia and Australia. EPAM is a recognized market leader in multiple categories among top global independent research agencies and was one of only four technology companies to appear on Forbes 25 Fastest Growing Public Tech Companies list every year of publication since 2013.

As we wait for you to come onboard and experience this dynamic culture, we recommend that you make time to go through www.welcome.epam.in to understand life and culture at EPAM India.

Please do remember to send in your offer acceptance acknowledgement on the new hire portal, the link for which has been emailed to you. This portal also includes information on the list of activities planned for you in the first few days of your joining, to ensure that your assimilation in the EPAM system is smooth and hassle - free. In case you have more questions or are facing some issues, please raise them on the portal and our team will revert with a response at the earliest opportunity.

Congratulations once again for becoming an EPAMer. You surely are one of a kind!

Regards,

Srinivas Reddy

EPAM India GDO Head

EPAM Systems India Private Limited

CORPORATE OFFICE (HYDERABAD): Salarpuria Sattva Knowledge City, 10th, 11th & 12th Floors, Unit 2&3, Plot No. 2, Phase 1, Survey No. 83/1, Raidurg Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad, Telangana - 500081. INDIA. Ph.: +91 40 4797 9900. GSTIN: 36AAACW2012R1Z6

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www.epam.com

December 12, 2024

To,

Rohit Sanjay Wani
401, Rushiraj Horizon B-Wing, Shantiniketan Chawk, Near Prasad Mangal Karyalay, Prasad Circle, Gangapur Road, Nashik-422013

Dear Rohit Sanjay Wani,

Sub: Offer of appointment as Intern cum FTE

Congratulations!!!

Subsequent to the discussion we had recently with you, we are pleased to offer you an appointment with EPAM Systems India Private Limited (the **Company**) as per the terms and conditions mentioned below:

1. DATE OF JOINING

Your internship will commence from **Friday, January 10, 2025**

2. DESIGNATION: Junior Software Engineer (Intern)

3. PLACEMENT OF WORK

- (i) Your place of training will be at **Hyderabad**.
- (ii) You may be required to work in any Position, Department or Shift as you may be assigned from time to time.
- (iii) During your employment, you may be transferred to any of the establishments of the Company or its associated Companies in which case you will be governed by the rules and regulations applicable to that establishment.

4. WORKING HOURS

Company follows 9-hour workday and 05 working days a week, with Saturday and Sunday as weekly off for General shift associates. The core working hours are from 9 AM to 6 PM. These working hours and working days would vary depending on project requirements and at company discretion with reasonable notice in accordance with applicable laws. If you are designated to work in shifts, you shall be eligible for shift allowance as per company policy.

5. SECRECY

- (i) Your employment is a full-time assignment, and you shall devote your whole time and attention to the interest of the Company and shall not engage yourself in any other business/occupation, whatsoever.
- (ii) You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position or responsibility occupied by you.

(iii) You shall not, at any time, during your employment or thereafter, disclose to any person, firm or Company any information concerning the affairs of the Company or disclose, without the written permission of the Company, any information which is or may be of a confidential nature.

(iv) You are required to sign the non-disclosure agreement in the prescribed format which shall form a part of these terms and conditions.

6. KEY POLICIES, PROCEDURES AND PRACTICES

During your employment with EPAM (and where applicable after your employment has terminated) you must comply with all of the Company's policies and procedures and any legal and/or statutory and/or regulatory obligations, including (but not limited to) EPAM policies and procedures on, and any other obligations relating to, anti-bribery and corruption. Failure to do so may result in disciplinary action being taken against you.

You should familiarize yourself with all policies and procedures that apply to your grade and business area as set out on intranet Info.epam.com.

7. TERMINATION OF SERVICE

(i) This offer is our formal contract and must be read and accepted in conjunction with the Employment Agreement, Proprietary Agreement and Disclosure of interest. In addition to these terms and conditions stated in the above documents, there are other Company policies and procedures which you agree to observe and follow during your internship and, if applicable, subsequent employment with EPAM. These Company policies and procedures may be varied from time to time

(ii) If at any time, in the opinion of the Company, which shall be final, you are deemed insolvent or are found to be guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or of any conduct unbecoming of the status and the post you hold in the Company's interests or of violation of one or more terms of this letter, your services may be terminated immediately.

(iii) You have been offered this position on good faith that all the information and documents provided by you at the time of engagement for this employment are true and correct. Your continued engagement is contingent upon satisfactory background verification. EPAM reserves the right to terminate your engagement without notice if the information and documents provided by you are found incorrect. EPAM warrants the right to recover the costs incurred to perform the check and withhold your salary thereby.

(iv) Absences from Work: Approval should be obtained in advance from your line manager for absence during working hours. If unexpected circumstances mean that this is not possible, you should inform your line manager as soon as possible. Absence without approval and / or explanation will be dealt with under the disciplinary procedure which could result in disciplinary action being taken against you by the Company and which may result in the termination of your employment.

8. NOTICE PERIOD

During the Internship program, your services can be terminated by giving **15 days'** notice in writing or Notice period payment in lieu of notice if any allegation bounded legally in primary inquiry that you have committed any crime such as rape, fraud, theft, murder and sexual harassment as per EPAM policy and local legislation Epam also expect you to provide above facts voluntarily. In case of shorter notice, the liability will be restricted to payment for the proportionate period which falls short of the notice period. If during the notice period you are absent without permission, your services can be terminated without any notice. Any reduction/ waiver of the notice period shall be at the sole discretion of the Company. The Company may adjust the balance of annual leave, while granting such a reduction/ waiver.

9. RULES & REGULATIONS

During your employment, you will be governed by the rules, regulations of service and orders of the Company that may be in force and which may be amended, altered or extended from time to time. Your acceptance of this offer carries with it your agreement to observe all such rules, regulations and orders.

This offer will automatically lapse if not accepted within one (1) week from the date of this letter.

10. NON-COMPETE CLAUSE

For a period of 12 months after the termination of your employment, you must not be employed or engaged (in any capacity) by a customer of EPAM on whose account you worked during your employment with EPAM in the last 12 month before termination of your employment

11. PERSONAL INFORMATION

During the process of your employment with Epam you may provide or confirm the confidential data or any information that is related to you personally, including without limitation to your email, contact details, taxation, family records, medical records (PI). You confirm that Epam may collect use, transfer, store or process such PI as per EPAM policies, for Epam benefits, Background verifications, financial and accounting aspects and for risk management purposes.

12. RETIREMENT

You shall automatically retire from the services of the Company on attaining the age of 60 years and shall have no claim to be continued in the services of the Company thereafter.

13. TAX IMPLICATION

You are responsible for declarations and implications for all your personal income tax and filing returns on yearly basis.

14. PAYROLL DATE

Salary will be payable on a monthly basis, subject to applicable taxes, duties, cesses, and other statutory deductions, and is currently paid on or around the last working day of the month for associates joined before payroll cut off i.e. 15th of every month.

15. TOTAL REWARDS

EPAM offers a Total Rewards plan with a comprehensive compensation package per market standards, including an excellent benefits program comprising health, finance and wealth, work/life balance, and learning and career benefits.

i. COMPENSATION

EPAM is an equal opportunity employer. We believe in Fair and equitable compensation for every associate. We always value excellence and high performance.

During your Internship period, you shall be eligible for a Salary of **INR 300000 (Rupees Three Lakhs Only) per annuas per details provided in Annexure-I**

Once you are converted to FTE post the completion of your graduation and training period, you shall be eligible for a CTC of **INR 800,000 (Rupees Eight Lakhs only) per annum based on performance and skill assessment as per details provided in Annexure-II.**

The company may, at any time, review and/or restructure the compensation package based on Epam Policy or any local legislation changes.

ii. LEAVE

You will be entitled to 15 Days leave in a calendar year on a monthly accrual basis.

iii. HOLIDAYS

You shall be eligible for 10 holidays in a calendar year per the published calendar. Associates working out of client locations shall follow the client holiday calendar.

iv. HEALTH AND WELL-BEING

EPAM promotes employee health and wellbeing and help create positive working environments where individuals and organisations can thrive. We believe good health and wellbeing are core enabler which drives employee engagement and organisational performance.

Health Insurance:

You shall be covered under the following Insurance benefits from the date of joining as Interns and the cost of premium will be borne by the Company during your training period:

Policy	Details
Group Medical Health Insurance	<p>Flex benefits plan – choice to choose what works for you and your family based on the provided flex points.</p> <p>Medical - Employees will be covered in the core plan for a cover of INR 500,000</p> <ul style="list-style-type: none"> Choose Sum insured: INR 500,000 to 20,00,000 Choose Family options: E only, EPZ, ESCZ, ESCP/PIL, ESCP+PIL+Z Choose Additional modules – Silver, Gold, OPD plans <p>Critical Illness - Financial protection against unexpected long-term illness</p> <ul style="list-style-type: none"> Options – INR 500,000 or INR 10,00,000 or INR 15,00,000 <p>Wellness Pack - 3 options – Gym, Self-defense, Personal device, De-stress, Lifestyle</p> <p>Plan options: E-Employee, P-Parents, Z-Sibling, S-Spouse/Partner, PIL- Parent In Laws, C-Children</p>
Group Personal Accidental Insurance	Employee Cover – 3 X CTC; min sum Insured. benefit – INR 50,00,000 - whichever is higher.
Term Life Insurance	Employee cover; Cover – 3 X CTC; min. benefit – INR 50,00,000 – whichever is higher.
Future Service Gratuity	Future Service Gratuity will be covered for any unforce situation (Death), FSG will be paid to Nominees considering Date of Death to retirement age i.e., 65 yrs. Formula linked, based on Basic Salary

Employees can continue to purchase benefits after they have exhausted the allocated flex points and fund the balance through salary contribution. The points are valid for one plan year - 40,000 flex points: 1 flex point = 1 IN

v. STATUTORY BENEFITS

All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, the Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

Gratuity - Upon cessation of employment and, if applicable, subsequent employment after completion of continuous service of at least four (4) years and 182 days with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act 1972. The amount towards gratuity accrual forms a part of the above-mentioned compensation.

Provident Fund - You will be covered under Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation. Your contribution towards PF will be made from the monthly stipend.

ESIC (Employees' State Insurance Corporation) - In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

vi. FLEXIBLE BENEFITS (For Tax exemption purpose):

You can utilize your other allowances mentioned in below for Flexible benefits as a component to your salary structure that you can select from the list below to avail of tax benefits per the Income Tax Act provisions and as provided for in the payroll structure/policy of the company. Conditions and limitations may apply.

Allowance Type	Limit
Lunch Allowance	Maximum of INR 2200/- per month
Telephone & Internet	Maximum of INR 2000/- per month
Children Education	Maximum of INR 100/- for education and INR 300/- for boarding expenses per child and for a maximum of two children
Leave Travel Assistance	Leave Travel Allowance is allowed twice in a block of four years as stipulated in the Income Tax Act
Business Attire	Maximum of INR 1000/- per month
Professional Development	Maximum of INR 1000/- per month
National Pension Scheme	Maximum 10% of Basic per month

vii. REWARDS AND RECOGNITION PROGRAMS

EPAM acknowledges employee contributions, commitment and efforts towards endeavors and achievements. The Company promotes performance and optimistic behaviors through various monetary and non-monetary Rewards and Recognition programs.

viii. CAREER DEVELOPMENT

We are huge advocates for your career development. We will encourage you to move to higher/new roles and reach your potential by frequently helping you to enhance skills or acquire new skills.

16. EPAM Campus Lab Internship:

EPAM Campus Lab Internship is designed to enhance the technical and behavioral skills relevant to the industry or job role. The 5 months internship program will focus on technical skills development, soft skills, project work, industry insights and mentorship to make you future ready for the client interviews and job role. Your performance during the training period will be assessed through Skill Assessment after completion of training. Please note if you fail to clear the skill assessment, Company can terminate your employment by giving immediate notice.

17. INTERNSHIP TO FULL TIME EMPLOYEE (FTE):

EPAM's Total Rewards program support your dedication and hard work towards your learning journey. It is designed to pay all our employees fairly for their individual performance and contributions, and organization success. If you meet the criteria below and subject to business needs, the Company will consider you for a full-time employee position at the end of your internship.

- (i) Your performance during the training period will be assessed through Skill Assessment at the end of the training period and your Salary will be revised as mentioned in Annexure II.
- (ii) Your successful completion of graduation from your respective College/University, and
- (iii) Your ongoing, active engagement with the Company (Not Resigned/On-notice) on the review date.
- (iv) If you fail to perform during internship, Company can terminate you by giving 15 days' notice.
- (v) Please refer to Annexure -II for FTE Terms and conditions.
- (vi) You will be notified one month prior to your DOJ for FTE role

ANNEXURE I - INTERN**Name of the Intern:** Rohit Sanjay Wani**Designation:** Junior Software Engineer (Intern)

Components	Per Annum	Per Month
Basic	85,680	7,140
HRA	34,272	2,856
Bonus (Statutory)	21,000	1,750
Other Allowances	1,33,329	11,111
Gross	2,74,281	22,857
PF - Employer's Contribution	21,600	1,800
Gratuity	4,119	343
Food Allowance	30000	2500
Total CTC	3,00,000	27,500

Note: Above compensation will be applicable during your internship period

ANNEXURE II - FULL TIME EMPLOYMENT OFFER

Components	Per Annum	Per Month
Basic	2,28,480	19,040
HRA	91,392	7,616
Bonus (Statutory)	21,000	1,750
Other Allowances	4,20,726	33,060
Gross	7,61,598	63,466
PF - Employer's Contribution	27,418	2,285
Gratuity	10,985	915
Fixed Compensation	8,00,000	66,666
CTC	8,00,000	66,666

* You can opt for Flexible Benefits as mentioned in Clause 16(vi).

You are requested to submit a copy of all the below mentioned documents. All the documents are mandatory to submit on the day of your joining:

- i) Certificates in proof of your educational qualifications (X, XII, Graduation, master's for the years/semesters completed)
- ii) Address and ID proof (Passport, Aadhaar & PAN)
- iii) Four passport size Photographs (the background should be white)
- iv) Resume

You are requested to report for duty formally on or before **Friday, January 10, 2025**, at 10:30 AM

Thanking you,

Yours faithfully

For EPAM Systems India Private Limited

Srinivas Reddy
Managing Director

OFFER LETTER ACCEPTANCE:

No signature is required from upon acceptance of this offer. By clicking the acceptance button, you have agreed to be bound by the terms & conditions upon which the offer of employment has been made. An acknowledgment of receipt of the acceptance will be sent to you. This contract is legally binding based on the laws of India.