



Oracle India Pvt. Ltd
India Development Center
Oracle Technology Park
3, Bannerghatta Road
Bangalore - 560 029, India
Phone +91 80 4107 6000
Fax +91 80 2552 6124

Regd Office :
F-01/02, First Floor,
Salcon Rasvillas Plot no. D-1,
District centre, Saket,
New Delhi – 110 017
Phone: 91-11- 46509000
Fax: 91-11-41608145

EMPLOYMENT AGREEMENT & EMPLOYMENT BENEFITS

This section sets out Oracle's terms of employment and some of Oracle's current benefits extended to employees. Regular full time employees are eligible for these benefits, subject to Company's policies, rules and guidelines. However these benefits are pro-rated for Part time and Temporary employees. Oracle reserves the right to review these benefits on a regular basis and make adjustments or withdrawals where appropriate. These benefits shall cease upon termination of your employment with Oracle, and may also cease if you take long-term personal leave of absence.

You will need to check with your local HR team for details.

I) TERMS OF EMPLOYMENT

REMUNERATION PAYMENT ADVICE

Salary will be paid into your salary account by the last day of each month. Should the payment date fall on a public holiday or a non-working day, payment will be made on the previous working day.

Your remuneration will be subject to annual review, or at such times as may be appropriate. Review dates are set by Corporate Headquarters. We strongly urge you to seek professional income tax advice on your personal tax commitments on cash compensation, stock options and any private investments. Please ensure that you are aware of the necessary implications as applicable to your individual situation. The Company will review your performance throughout your employment. A performance review will not necessarily result in a salary increase.

You will appreciate that information relating to your remuneration package is strictly confidential and hence request you to maintain this confidentiality.

WORK HOURS

You are bound by the rules relating to working hours, shift timing, rest interval, leave and related matters which are currently in force or may be introduced from time to time. You may from time to time also be required to work at different times, including at night.

TRAVEL AND TRANSFERS

During your employment with Oracle, you may be expected to travel to customer sites and other Oracle offices should there be a need. Oracle may also in its discretion transfer you to another job, department, branch, office or customer site (which is in existence either at the time of your appointment or is established, acquired or otherwise comes into existence in the future), whether situated in the same location or other locations in India or abroad. You may also be required to transfer to another company which is affiliated with or related to the Company or in which the Company has an interest.

Although the Company will endeavor to ensure that any transfer or relocation does not cause unnecessary disruption to your status, the Company does not guarantee the continuation of any facility or perquisite upon transfer. In all cases of transfers, you will be governed by Oracle's transfer policy.



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Reasonable relocation costs (as determined by Oracle) may be paid if applicable, subject to Oracle's Relocation Policy in effect at the time of such relocation.

In the event of transfer of your employment to any company in Oracle Corporation, your new employment will be subject to the terms of this Agreement until you sign another one with the new employing company.

VISA

For non-India citizens, you may not commence employment unless you have a legal entitlement to live and work in India. Your employment period will be subject to the approval of your work permit by the Immigration Department. Subsequent renewal or extension thereon is also subjected to Oracle Management and Immigration approvals.

OBLIGATIONS TO THE COMPANY

You are required to:

- (a) Follow all reasonable and lawful directions of your manager or of any authorized person in the course of employment;
- (b) Devote your working time and attention to the business of the Company and perform the duties assigned to you to the best of your abilities, in good faith and in compliance with the law;
- (c) thoroughly familiarise yourself with and comply with all the Company's policies, rules, procedures and guidelines in place from time to time, including Oracle's Code of Ethics and Business Conduct, a copy of which is included in the Offer Packet;
- (d) undertake all mandatory training within 30 days of commencement of employment with the Company and thereafter at regular intervals as may be required, including completion of Oracle's Ethics and Business Conduct course available on-line through the Oracle intranet and accessible to all employees at the following URL:
<http://my.oracle.com/content/web/CNT244762>
- (e) Review and abide by all policy communications and any guidelines which may be sent to you from time to time by way of electronic mail notification and/or the Oracle intranet.

CODE OF ETHICS AND BUSINESS CONDUCT

Your adherence to the Oracle Code of Ethics and Business Conduct is vital to Oracle and to your success at Oracle. When you accept this letter of offer, you are agreeing to thoroughly familiarize yourself with the Oracle Code of Ethics and Business Conduct and abide by it. You also agree to take Oracle's Ethics and Business Conduct course, available on-line through Oracle's intranet. The Oracle Code of Ethics and Business Conduct and Oracle Policies are available on the APAC HR website, accessible to all employees from myoracle Home Page.

You agree, after beginning employment, to access the APAC and India HR Website and thoroughly familiarize yourself with Oracle's policies as amended from time to time. These policies do not form part of your contract of employment. However, you are expected to abide by these policies. Additionally, from time to



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time, Oracle will communicate important information about its policies by way of electronic mail notification and/or the Oracle intranet. By clicking the Accept button of this agreement, you agree to thoroughly review these policy communications and to abide by them.

CONFIDENTIALITY AND PROPRIETARY INFORMATION

All information, documentation and resources, however provided, remain at all times the confidential property of the Company. You will not disclose the same to any third party or use them for personal benefit or gain without prior authorisation from the Company. It is a condition of your employment that you accept and abide by the terms of the Proprietary Information Agreement included in the offer packet. Any breach of security or confidentiality is regarded very seriously and could lead to termination of employment.

You shall not knowingly export directly or indirectly any U.S origin technical data to those countries for which a U.S and/or Indian export license is required under U.S and/or Indian Export Administration Regulations without obtaining from the U.S Department of Commerce and/or the Indian Government a license authorizing to export.

PERSONAL DATA TRANSFER

Oracle Corporation human resources electronic data are held and secured at a global level in the United States. Personal data may be accessed from Oracle Corporation locations worldwide, as required for business purposes, by personnel with appropriate access privileges. Personal data may be shared with external organization as required to permit their provision of services to the Oracle Corporation workforce. Your provision of the personal data confirms your consent to this process.

CESSATION OF EMPLOYMENT

Termination of employment by either party shall be one month's notice in writing or payment in lieu of notice. Such notice may not be offset by unused leave. Oracle may end this contract and terminate your employment immediately without notice or further compensation to you:

- If your actions at any time constitute a serious breach of Oracle's standards of behavior and/or employment conditions, including but not limited to, any breach of any of the provisions of this Employment Agreement, the Proprietary Information Agreement or the Code of Ethics and Business Conduct; you are guilty of any serious misconduct or willful neglect in the discharge of your employment duties; or you engage in any conduct of a criminal nature (including but not limited to assault, theft and fraud).
- If it is found at any time that any information provided by you is not true and correct, or that you have knowingly suppressed any information or if any other adverse or relevant information comes to light. This offer is made on the understanding that all information given by you in the application/employee data form/during the interview, or data provided by you prior to or at the time of joining the Company is true and accurate.
- If you do not pass the qualifying examination in the first attempt and if you have any arrears till the final examination. (APPLICABLE ONLY TO GRADUATE HIRES)

DEDUCTIONS

During your employment or upon termination of your employment for any reason, Oracle may deduct from your salary (including holiday pay) or outstanding expenses claims, any overpayments, outstanding debts or monies owed by you to the Company or the value of any unreturned Company property.



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JOB ASSIGNMENTS

You may during the course of your employment be given assignments based on the Company's reasonable business needs which the Company considers are suited to your background, qualifications and/or experience. In addition, based on the reasonable business needs of the company, you may be moved between the manager and individual contributor job roles as required. You shall not refuse to carry out any assignment or role solely on the ground that it has not been or does not form part of your usual duties. You will not be entitled to any additional compensation for carrying out such assignment or role if, in the opinion of the Company, the job or the duties are equivalent to your initial position or duties.

RETIREMENT

You will retire from service on completion of 60 years of age. Thereafter the company may offer you a new employment contract at its discretion.

JURISDICTION

In the event of any dispute regarding the terms and conditions of your employment, you agree that you will be subject to the jurisdiction of the relevant courts and the laws of Bangalore.

JOINING FORMALITIES

You are requested to follow the formalities set out in this Employment Agreement to complete your joining formalities.

II) FLEXIBLE BENEFITS PLAN (FBP)

The FBP is a component of your gross compensation package as specified in your offer letter that accompanies this document. The FBP intends to provide you with flexibility to plan your expenditure and income tax. You will be eligible to claim the benefits under FBP under its various heads subject to (a) aggregate of such heads not exceeding the maximum FBP amount mentioned in the offer letter and (b) the guidelines/ norms mentioned in the table below:



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S.No.	Benefits	Value (per annum)	Details
A.	House Rent Allowance	Minimum of 5% and up to a maximum of 50% of Basic salary	Tax exemption will be extended as per Tax laws
B.	Conveyance	Up to INR 19,200	
C	Meal Card	Up to INR 20,400 with denominations of Zero, INR 3,000 or INR 6,000 or INR 9,900 or INR 10,800 or INR 15,600 and INR 20,400.	The meal cards can be used in the Company's cafeteria for purchase of meals / snacks across various Oracle locations in India. Any unused amount in the meal card can be carried forward to the subsequent months, subject to any applicable validity period.
D	Medical Reimbursement	Up to INR 15,000	Will be reimbursed against actual bills, subject to prevailing Indian Income Tax regulations. Any unclaimed amount will be paid during March, subject to tax
E	Leave Travel Allowance	Up to 5% of Basic	Will be reimbursed against actual bills subject to prevailing Indian Income Tax regulations. Any unclaimed amount, will be paid as per company policy, subject to tax.
F	Employer contribution towards Superannuation Fund -	This is an optional scheme. If opted by the employee and subject to FBP balance being available the company contribution shall be at a fixed rate of 10% of Basic or INR 100,000 whichever is lower.	The option to contribute to Superannuation fund can be exercised only once during the employment at Oracle India and at the time of joining. If Superannuation is opted for, any statutory outflows, levies on account of Superannuation contributions would be to your account.
G	Employer contribution towards National Pension Scheme (NPS)	This is an optional scheme. If opted by the employee and subject to FBP balance being available employee can request company to contribute a minimum of INR 6000 per annum and not exceeding 10% Basic salary.	Contribution towards NPS will commence once the Permanent Retirement Account Number (PRAN) as per the scheme is submitted to the company. Till the PRAN details are submitted, any amount chosen towards NPS, will be paid as part of Special Allowance. If an employee opts for this benefit then every year employee would have the ability to vary the employer's contributions to NPS within the limit specified subject to a minimum contribution of INR 6000 per annum. A new hire without an earlier active NPS account will have the ability to opt for this benefit within the scope



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			of this FBP only in the month of April of the following year. . For more details regarding the NPS, please refer to the following link. http://pfrda.org.in/
H	Special Allowance	Remaining FBP amount	FBP amount as per offer less the total amount distributed to benefits (A to G). This will be paid subject to Tax.

Note:

1. It is to be understood that the above FBP components can't be claimed as a matter of right. Employee's leverage of the FBP is dependent upon the FBP amount mentioned in the offer letter.
2. You are required to declare on the day of your joining employment and once during every financial year in April, the FBP components that you would like to opt for and the amounts that you would like to allocate based on the total FBP amount applicable to you.

You are only eligible for these benefits, perquisites and entitlements after you have joined the Company and subject to the Company's policies, rules, procedures and/or guidelines that may be issued and/or amended from time to time. All benefits, perquisites and entitlements (including reimbursements) are subject to any relevant and applicable Income Tax provisions, including taxation on perquisite value.

These benefits, perquisites and entitlements shall cease upon the termination of your employment with the Company. They may also cease if you take unpaid leave. You should check with your local HR team for details.

III) OTHER BENEFITS

PROVIDENT FUND/ EMPLOYEE PENSION SCHEME

You will be required to subscribe to the Provident Fund/Employee Pension Scheme as may be applicable to you. The Company will contribute 12% of your Basic salary toward this fund/ scheme.

If you are holding any travel document other than an Indian Passport, you will be treated as an "International Worker," in accordance with the provisions of the Provident Fund Act. Please refer to <http://www.epfindia.com/iw.html> for further details.

GRATUITY

Gratuity will be payable in line with the statutory provisions, upon separation from the Company, subject to completion of minimum of five years of employment with the Company.

HOUSE RENT SECURITY DEPOSIT

Any employee entering a new personal lease for rental accommodation for his/her self is eligible to apply for an advance to pay for the security deposit as per company policy. In accordance with the Company's policy, this advance will be recovered from the employee's salary in installments.



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MEDICAL INSURANCE

All employees, their spouse and two dependent children will be enrolled under the Company's Group Medical Insurance scheme.

In addition, employees have an option to enroll dependent parents under the scheme on the day of their joining Oracle. If opted, the premium for parents, as applicable from time to time, will be recovered from the employee's salary.

Insurance cover will begin after the insurance company accepts and processes all information provided by the employee after joining. To facilitate early enrolment, employees are required to provide, immediately on joining, all information necessary for the group insurance policy.

The claims settlement will be as per the Insurance Policy and Co-pay guidelines of the Company. Co-pay is an arrangement wherein a percentage of total claim amounts will be settled by the Insurance Company and the remaining percentage is borne by the employees. The claims will have to be submitted by the employee directly to the insurance company and will be subject to the policies of the insurance company.

The Company reserves the right to modify the terms and conditions of the medical insurance scheme from time to time.

GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the Company has subscribed to group term life insurance. The insurance coverage is equivalent to two times Annual Gross Pay (AGP) or Rs. 5 Lac (whichever is higher), payable in the event of demise of an employee, subject to the terms and conditions of the insurance policy.

If the sum insured per aforesaid policy exceeds a particular limit then the extent of insurance benefit will be determined by the Insurers subject to certain reviews & evaluations by the Insurance Company. For further details on this you can refer to the Total Rewards section of the India HR portal.

Employees on attaining 60 years of age will be covered under this policy, subject to renewal of the employment contract, the employees producing the Good Health Certificate and also clearing the required medical tests prescribed by the Insurance Company.

GROUP PERSONAL ACCIDENT INSURANCE

You will be covered under the Oracle Group Personal Accident Policy, for any partial or total disablement arising out of an accident, subject to the terms and conditions of the said policy.

IV) VARIABLE PAY

a) Your variable compensation is dependent on your role in the Company. Change in role can also mean a change in variable pay. In such case you would be required to adopt the variable associated with your next role and the global standard for this role, which may be at a different level - either higher or lower than the role you are vacating.

b) If you move to a new role with a different variable compensation plan, your Base Pay (AGP) and Variable pay might be adjusted including reduction in Base Pay as applicable to the new role.



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V) JOINING FORMALITIES

1. You are requested to report at the following address depending on your place of posting, on the stipulated date of joining to complete your joining formalities:

WORK LOCATION CITY	INDUCTION LOCATION - ADDRESS
Bangalore	Oracle India Pvt Ltd, Oracle Technology Park, India Development Centre,, No. 3, Bannerghatta Road, Bangalore, Karnataka 560 029, India
Hyderabad	Oracle India Pvt Ltd. Plot: 18 & 21, Survey: 64(Part), Hitech City Layout, Madhapur, Ranga Reddy District, Hyderabad, Telangana - 500 081, India
Noida	Oracle India Pvt. Ltd, Building 3C, Plot 8, Sector 127, Express Highway, Noida, Uttar Pradesh IN 201301
Trivandrum	Oracle India Pvt Ltd, 10th Floor , Leela Infopark, Technopark Campus, Plot No.02, Kariavattom P.O, Trivandrum - 695581

2. At the time of your joining, you are required to bring the originals and submit 2 copies of each of the following testimonials:

A. Educational Qualification

- a) SSC / Class X
- b) Graduation – degree certificate and marks cards of all years / semesters
- c) Post Graduation – degree certificate and marks cards of all years / semesters

B. Work Experience

- a) Appointment letter of your current employer
- b) Experience & relieving certificates of your current and all your previous employers.
- c) Latest original pay slip and Form 16

3. In addition, you are required to submit the following:

- a) 6 passport size photographs in color
- b) copy of Work Permit (in the case of Expatriates)
- c) proof of identity (e.g.: Passport, Driver's license, PAN card, Ration card, Voter ID card)
- d) proof of address in respect of residence where you have stayed for the longest duration in the last 7 years (e.g.: any utility bill – electricity, telephone, credit card).



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4. The induction would be commencing at 9.30 am on your confirmed date of joining. However, you are requested to report at the venue latest by 9.15 am.

5. Prompt receipt of the above testimonials and documents, along with the personal data form and the other enclosure duly completed would help us to complete the joining formalities seamlessly. Your cooperation is solicited in complying with the above.

Acknowledgement:

I acknowledge that I have read and that I understand the terms of this agreement. I understand that by clicking the Accept button of this document, I agree to be bound by all the terms, conditions and obligations set forth above.