



Dear RITESH YAWALE,

Greetings!

As we move ahead on our journey to become IKS-One, we want to express our gratitude to you for your hard work, dedication, and commitment to IKS Health. This integration marks an incredible milestone for our company and opens up a world of new opportunities for us.

We are pleased to announce that most of our key policies are harmonized and are implemented effective June 1, 2024 and are now available on Orbit for your reference. Please take the time to review the detailed policy updates, which are mentioned in this letter.

Once again, thank you for your continued dedication and commitment to our shared success. Together, we have been able to navigate the transition with confidence and enthusiasm, paving the way for a brighter tomorrow.

**Regards,
HR Team**

Organization Architecture & Role Alignment

We are a community of 14000 One-IKS colleagues and as we grow bigger, it is imperative to streamline our organization structures, role titles, designations, design talent architecture and career pathways to support career development opportunities for employees. Your updated role related details have been carved out based on your current roles & responsibilities in the business unit. Your updated role details are mentioned below:

Grade: 12
Designation: Engineer

Promotion Policy

Promoting from within is a testament to our commitment to investing in our people. We strive to identify and nurture talent internally, providing opportunities for career progression and advancement

All full-time confirmed employees of IKS Health who have completed the requisite residency period in the role, meet the performance thresholds and are good citizens of IKS health i.e. no disciplinary OR PDP plans are eligible for Promotions. Grade wise residency period & promotion cycle frequency is mentioned below:

Grade	Residency Period
Grade 13 to 11	12 Months
Grade 10 to 9	18 Months
Grade 8 & above	24 Months

Promotion Cycle

Team	Frequency
Operations (Grade 7 to 13)	Quarterly
Non-Operations (Grade 7 to 13)	Half-yearly
All employees (Grade 6 & above)	Annual

Leave & Leave Types

It is important that you take time off from work and recuperate to ensure a healthy work-life balance. We understand and appreciate that the need and reason to take time-off might vary from time-to-time and leave policy is designed to cater to them. Mentioned below are the details of annual paid leaves that you are entitled to:

Leave Type	Days
Privileged Leaves (PL)	15
Casual Leaves	10
Service Leaves	5 (for tenure more than 5 years)
Maximum PL carryforward	45
Leave Encashment	At the time of exit (For Hyderabad location – Max. 8 leaves at the end of the year, remaining balance at the time of exit)

Additionally,

- Female employees are entitled to a maximum of 26 weeks of paid leave as per Maternity Benefit Act, 1961. A female employee shall be entitled to the maternity leave if she has completed at least 80 working days or more in the twelve months, immediately preceding your expected delivery date.
- Adoptive and Commissioning mothers, who have worked at IKS Health for at least 160 days in the last twelve (12) months and have the requisite government notified paperwork, are entitled to a Maternity Leave of twelve (12) weeks which shall begin after the custody of the child is obtained.
- Male employees are entitled to 5 days of Paternity Leave
- In case of any demise in your family (spouse, children, parents, siblings, grandparents) you may avail 5 days of Bereavement Leave

Notice Period

In our effort to bring in consistency & clarity across BUs, we have revised the notice period as mentioned below. The revised notice period will ensure a smooth transition for the new joiner & existing employee with minimal business interruption.

Grade Bucket	Notice Period During Probation (Product including Desing & Development, DHS & Tech Engineering teams)	Notice period During Probation (Rest of the organization)	Notice period Post Probation
8 & Above	-	-	90 Days
9 & Below	60 Days	15 Days	60 Days

Amendments

The management of the Company reserves the right to amend, modify, extend, revise, make exceptions and/or discontinue any of the policies as it may deem fit. These modifications will be updated and reflected on the HRIS system from time to time.

Confidentiality Clause

This document is for your reference only and further circulation of this or any other policy document outside of IKS is strictly prohibited. Failure to comply with these confidentiality requirements may result in disciplinary action as per the consequence management policy.

We wish you all the best.

Thanking you,
HR Team

For Inventurus Knowledge Solutions Ltd.

(*This is an electronically generated document and hence not signed)

Employee Id:	54760
Signature:	RITESH YAWALE
Date:	Friday, June 7, 2024
Place:	Mumbai - Unit 204