



THE CUSTOMER SUCCESS PLATFORM

PRIVATE AND CONFIDENTIAL

18/12/2023

Surabhi Shreya  
Budha, Premchand Pally  
Asansol, India  
713301

Dear Surabhi ,

#### OFFER OF EMPLOYMENT AND APPOINTMENT LETTER

We are pleased to offer you a position as an Intern with salesforce.com India Pvt. Ltd. ("Salesforce.com" or "Company"). This letter sets out the terms and conditions of your appointment and outlines the current major features of the Company's compensation and benefits plans and practices for your role as an Intern. This offer is based on your unequivocal acceptance of the same, any counter offer or conditional acceptance is subject to acceptance or rejection of such counter offer/proposal by the Company in writing.

#### COMMENCEMENT OF EMPLOYMENT

Your internship dates are 13/05/2024 to 05/07/2024 and you will report to Loknath Priyatham Teja Singamsetty. Your employment is contingent on the results of a background check which may include a personal history check and reference checks, and can include verification of education and work history. This offer is also conditional on receipt of a U.S. Department of Commerce Bureau of Industry & Security export license in the event the Company is required to obtain such licence for your employment. If the results of your background check reveal information that is inconsistent with our standards, or with the information you provide, or if we are unable to obtain an export license, this offer may be cancelled and/or your employment with the Company may be subject to immediate termination.

Your nature of functions, duties as well as responsibilities as an **Intern** have already been indicated to you. A non-exhaustive list highlighting the same shall be given to you, which is only indicative of the general requirements commensurate with your designation. You may be required to act for and perform duties other than those listed as may your supervisory/reporting senior may request in writing if need so arises.

#### COMPENSATION COMPONENTS

Your internship is compensated with a stipend amount of ₹150,000.00 per month.

You will receive your payments via wire transfer.

**Relocation:** In addition, you are eligible to receive relocation assistance pursuant to the Company's relocation plan. The details of your relocation package will be sent to you under separate cover in a relocation agreement.



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**Employee Benefits:** You would be entitled to employee benefits under the applicable Company's policy subject to applicable terms and conditions, which are country based and may vary from region to region. The absence of any specific policy for the country does not imply automatic application of policy for the region, unless so specified.

In this regard, it is specifically stated that as a part of Employee Benefits you would be entitled to core Mediclaim/Health insurance cover of INR 7,00,000/- for self only; the premium whereof shall be paid for by the Company with yourself being the beneficiary.

You would be entitled to 20 days of annual leave and 12 days of sick leave, on a pro-rata basis. You are also entitled for any public holidays & any other kind of leave in accordance with the applicable Company's rules, as may be amended from time to time.

You are also eligible for a wellness reimbursement of up to INR 5,000 /- on a monthly basis. This is subject to internal company policies & guidelines and you will have access to the detailed policy post joining

The Company reserves the right to discontinue or modify any compensation, incentive, benefit, perquisite plan, program or practice. Moreover, the very brief summaries contained herein are subject to the actual terms and conditions of such plans, programs and practices. In the absence of specific statements and commitment in regard to applicable policy, you would not have any right to claim eligibility of benefit under the same. Your acceptance shall constitute acceptance of the term that the aforesaid compensations, incentive, benefits, etc are not disbursed/given as a matter of right, and are rewards subject to discretion of the management of the Company.

#### TAXATION

Indian income taxes are withheld from the salary paid to you. You are responsible for filing your personal returns and complying with other requirements under the India tax laws.

#### HOURS OF WORK

You will be required to work up to 48 (forty eight) hours in a week, spread over a period of 5 (five) days, as notified to you by the Company from time to time. The Company may, subject to applicable laws, require you to work beyond these hours for performing your duties competently and to meet the Company's requirements.

#### PLACE OF WORK

Your office location will be India - Hyderabad. Based on the needs of your role, you may work from the office or from another location on a flexible basis. Your manager can further explain the flexibility available to you.

The Company reserves the right to change your way of working at any time in accordance with business needs. You must comply with any policies and procedures (including but not limited to any applicable team agreements, working from home checklists and associated assessments) that apply to your specific way of working.

#### TERMINATION



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The Company has the right to terminate your employment summarily without notice or payment in lieu of notice, if it has reasonable grounds to believe that you have engaged in misconduct or negligence, have committed any breach of the terms of this Contract, or have generally acted or failed to act in a manner that has caused the management of the Company to lose faith in you. Summary termination, after you have been provided with a reasonable opportunity to be heard, is at the option of and in the sole discretion of the Company.

#### OBLIGATIONS TO THIRD PARTIES

In your work for the Company, you will be prohibited from using or disclosing any confidential, proprietary or trade secret information of any former employer or other person to whom you have an obligation of confidentiality. Rather, you will be required to use only information that is generally known and used by persons with training and experience comparable to your own, is common knowledge in the industry or otherwise legally in the public domain, or is otherwise provided or developed by the Company. You agree that you will not bring onto Company premises or use in your work for the Company any unpublished documents or property belonging to any former employer or third party that you are not authorized to use and disclose. You further represent that when working for the Company, you will not violate the terms of any restrictive contract you might have signed with a former employer or other person. By accepting employment with the Company, you are representing that you will be able to perform your job duties within these parameters.

In the event any previous employer of yours alleges that your joining the Company is a breach of a non-compete or other restrictive-covenant agreement between you and that employer, you understand that the Company will not indemnify you or pay for your representation against any such claims. You further understand that if a court or arbitrator determines or mandates that you may not work for the Company for a period of time as a result of a restrictive covenant that you signed with a previous employer, you will not be entitled to any pay or equity vesting from the Company during that period and the Company may terminate your employment. You understand that you are responsible for obtaining your own legal advice on the enforceability and extent of any restrictive covenants you have signed with any former employer.

#### CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY

- By virtue of your employment, you may become aware of information relating to the business or affairs of the Company or a Related Company, including, but not limited to its client lists, trade secrets, client details, sales and marketing information, intellectual property and work, and financial information between the Company and/or a Related Company and/or its clients (Confidential Information).
- Without limiting your implied and any other express obligations to the Company with respect to Confidential Information and intellectual property, it is a condition of this offer and your continuing employment that you agree to and execute:
  - the Company's Employee Inventions and Proprietary Rights Assignment Agreement, a copy of which is attached as Schedule 3 to this Agreement, and incorporated as part of this Agreement; and,
  - any other agreements dealing with Confidential Information and similar subject matter as may be required by the Company or Related Company throughout your employment.



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#### OUTSIDE BUSINESS ACTIVITIES AND BOARD MEMBERSHIP

Because of the nature of the Company's business and the identities of our customers, partners and prospects, outside activities (including for example sitting on the board of another company) may present many areas of actual or potential conflict. If you wish to engage in any outside activities that take time away from your job at the Company, create a possible conflict with the Company or are related in any way to the Company's business, you must disclose these activities to the Company immediately and prior to your start date.

#### GENERAL PROVISIONS

As an employee in the full time employment of the Company, you will be obliged to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself or devote your time or attention to any employment, business or position of monetary interest, other than that of the Company.

You will also be governed by statutory laws enacted by Central or State Government or local authorities as may be applicable to you from time to time. It is your responsibility to inform yourself of all applicable terms and conditions, policies, rules, regulations, norms, etc. and any changes made by the Company from time to time. If you do not understand a requirement of your employment you should seek clarification from your manager or Employee Success.

The terms of this offer detailed above are strictly confidential and should be treated as privileged information between you and the Company. You are expected to maintain such information appropriately.

This Offer Letter, together with the enclosed Employee Inventions and Proprietary Rights Assignment Agreement (**EIPRAA**), supersede any prior oral or written communication on this subject.

The provisions of this Offer Letter shall be governed by, and construed in accordance with the laws of India and the jurisdiction for any dispute is where your position was last located.

#### ACCEPTANCE OF OUR OFFER

Please confirm your acceptance of our offer by electronically signing this Offer Letter, and EIPRAA within 7 days from the date of this letter. This offer is rescinded if not accepted and returned timely.

#### CONCLUSION

We hope you find this offer to be a satisfactory basis for joining the Company.

We look forward to receiving your acceptance and to working with you in the development of the Company.

We welcome you to Salesforce.com and wish you a long-lasting and rewarding association with us.



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For and on behalf of Salesforce.com India Pvt. Ltd.

A handwritten signature in black ink that reads "N. Scardino".

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Nathalie Scardino  
Interim Chief People Officer



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ANNEXURE A

ACCEPTANCE OF EMPLOYEE

I, Surabhi Shreya have read, understood and accept the above Offer of Employment and Appointment Letter relating to my services and appointment with salesforce.com India Pvt. Ltd.

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Place: Hyderabad

Date: