



## **Offer of Employment**

Dec 05th, 2022

Dear **Bhairavee Suryawanshi**,

Crystal Tech Lab is excited to bring you on board as a **Junior Associate**. It is intended for you to commence your employment on **6th-Dec-2022** (“Commencement Date”). Please read through this letter carefully and Indicate your acceptance of the offer by signing and returning a copy of this letter.

### **Probationary Period:**

Your employment is subject to the satisfactory completion of a probationary period of six (“6”) months.

The probationary period is designed to grant **CTL(Crystal Tech Lab)** the time to assess your technical abilities, learning abilities, cultural fit etc.

After successfully completing the probationary period you will get a confirmation letter.

### **Hours of Work:**

1. As a full-time employee you will be required to devote substantially the whole of your time and attention during CTL’s business hours to the performance of your duties under this agreement.
2. Normal CTL business hours are 10AM to 7PM. However depending on business needs we will all be flexible to make sure the goal is achieved.

## **Salary and Benefits**

1. Your annual salary will be **Rs. 216,000/-** .
2. This salary will be paid on a monthly basis in the following manner: deposit will be made into your nominated bank account.
3. The above mentioned salary is the total cost to CTL and includes all payments made and benefits provided by CTL directly or indirectly to or on your behalf, whether as salary or otherwise.

## **Leave**

1. At CTL you will be entitled to take personal leave as a need base for personal emergencies. However there has to be valid ground and the same should be approved beforehand by the CTL management.
2. You need to apply your personal leave minimum one month before in a formal mail to [hr@crystaltechlab.com](mailto:hr@crystaltechlab.com) and also need to inform our directors by phone or slack.
3. You are also entitled to take all Indian National Holidays as leave.

## **Conflict of Interest policy**

While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

## **Notice Period**

1. At CTL you will need to serve a minimum of 2 months of notice period from the day you resign.
2. During this notice period the company will find your replacement.
3. During this notice period you are not allowed to take leave.
4. You will need to transfer your knowledge to the new employee who will be replacing you.
5. Employees who will not serve a 2 months notice period will not be getting an experience certificate.

## **Termination Conditions**

The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum notice as required by law.

## **Confidential Informations and Trade Secrets**

1. During the course of Employment, you will have access to information (whether or not recorded in writing or on computer disk or tape) which the Employer treats as confidential or which has the necessary quality of confidentiality.
2. Further, you understand that the Employer from time to time has in its possession information which is claimed by others to be proprietary and which the Employer has agreed to keep confidential. You agree that all such information shall be Proprietary or Confidential Information for purposes of this Agreement.
3. You shall:
  - a. Keep secret and shall not, at any time either during the Employment or for the following period: after its termination, for whatever reason and whether directly or indirectly, use, disclose, divulge, communicate or

reveal to any person (natural or artificial) for your own or another's benefit, any Developments or confidential, proprietary or secret information which has come to your knowledge during the course of the Employment without the prior written consent of the Employer.

At CTL, we do not believe in micromanaging any associates and we tend to give full freedom to our associates so that they can perform to their best potential. We believe in collaboration and work hard to make our own happy and prosperous. We will do the same with you as well. We will try hard to make you successful both personally and financially or otherwise. We believe that if you succeed you will help CTL to be successful.

Sincerely,

HR Dept, Crystal Tech Lab

