

ANNEXURE - III
INFORMATION SHEET

Name : Suvendu Polley

Candidate ID : 1000764514

1. Role and Competency Based Organization

Infosys Limited ("Infosys" or "Company") has a role and competency based structure. A "role" is defined as a set of responsibilities and accountabilities assigned to or expected to be carried out by a person or group.

All HR processes such as selection, training requirements, career planning, growth and compensation and benefits are based on this structure.

At Infosys, for senior management, there are titles such as Associate Vice President, Vice President, Senior Vice President and Executive Vice President. For employees holding such titles, all policies related to compensation and benefits are based on the title and role of the individual.

2. Probation Period and Confirmation as a Permanent Employee

You will be on probation for a period of six months from your date of joining the Company and may be confirmed as a permanent employee upon successful completion of your probation. Please note that as per Company policy, you would be confirmed on the 1st day of the month succeeding the month of completion of probation of six months from the date of joining the Company or after the period of probation, whichever is later. Employees joining on the first working day of the month will get confirmed on 1st of the month in which they complete their probation period.

In addition to your performance during the probationary period, your confirmation as a permanent employee is subject to your submitting the documents required by the Company. Two copies of the following (To be provided on the date of your joining the Company. Please refer to the clause on `Background Checks` for further details) will constitute the required documents:

1. Class 10 (or equivalent) Marks Sheet/s
2. Class 12 (or equivalent) Marks Sheet/s
3. Graduation Marks Sheet/s
4. Final Graduation Degree Certificate
5. Post-Graduation Marks Sheet/s (if applicable)
6. Diploma Certificate (if applicable)
7. Relieving letter/experience letter (in case you are already employed) from all previous employers (as applicable)
8. Passport
9. National Skills Registry
10. PAN Card (Under Income Tax laws, disclosure of your Permanent Account Number (PAN) to Infosys Limited is mandatory. Please disclose your PAN to Infosys on or before 30 days from the day of joining and note that disclosure of PAN is a pre-condition for your confirmation into the system).

Please note that the above mentioned documents should be approved by the Employee Relations team and uploaded into the e-docket application 15 days prior to the due date of confirmation. Your confirmation with the Company may be withheld if you fail to submit the aforementioned documents. Your confirmation or extension of probation, as the case may be will be governed by the Company's Confirmation Policy.

3. Leave

You will be eligible for 15 working days of Earned Leave annually during your probation. This shall be credited on a quarterly basis as per the table below:

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Days	4	4	4	3	15

Please note that in above table quarter 1 denotes the quarter you have joined and should not be read by financial year quarter definition.

Illustration:

If an employee joins the Company in quarter two of the financial year 2023-24, the quarter two of the financial year 2023-24 will be considered as the first quarter for the purpose of leave credit. Please note that leave days shall be credited on a pro-rata basis in the first quarter of your employment.

Post confirmation, you will be eligible for 20 working days of leave annually. The same will be credited from the quarter following your confirmation, in the below pattern:

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Days	5	5	5	5	20

Further details will be provided to you at the time of joining.

4. Business Related Expenses

You will be required to claim all business related expenses and settle all dues within 30 days of incurring the expenditure. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized. Also, any unsettled dues post the aforementioned period would be deducted from the salary.

5. Ex gratia/Bonus

You will be eligible for an Ex gratia/Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet of this letter. The mode of payment for Financial Year 2023-24 will be as follows:

95% of the Bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis.

The balance amount will be paid out in the end of the financial year. The mode of payment for each Financial Year will be determined at the beginning of the same.

Illustration:

Bonus amount mentioned in the Compensation Details sheet (at 100%) for a certain employee is INR 1,000 per month. 95% of this amount, i.e. INR 950, would be paid out to the employee per month. The balance amount of INR 50 per month shall be consolidated and paid out at the end of the financial year.

6. Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans.

7. National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. Any contribution made by an employer to the employee's Tier I NPS account will be exempt from taxes for the employee. This would be over and above the INR 1.5 lakh exemption limit defined under section 80C of the IT Act. The exemption from taxes is available for a maximum contribution of 10% of Basic Salary of the employee in a Financial Year.

Details

Your contribution to NPS will be carved out of your Basket of Allowances (BOA) as a separate component and will be equal to the amount you intend to allocate under NPS. This amount will be directly remitted to the Point of Presence Bank associated with Infosys. BOA less NPS will continue to be paid through monthly payroll.

A maximum of 20% of your Basic Salary can be allocated towards NPS. A minimum contribution of INR 6,000 is required annually and INR 500 per contribution.

You can open a Tier 1 account with ICICI Bank if you wish to contribute to NPS. If you already have an existing Tier 1 account with any other bank, you will need to transfer the same to ICICI Bank as that is the Point of Presence Bank for Infosys employees.

You can read the Policy, FAQs and the process document available on our Intranet for all the details once you join. The ICICI branches on our campuses will also help you with your queries.

8. Information Security

The role and responsibilities related to Information Security for all employees are outlined in the Information Security Policy of Infosys, which every employee is expected to abide by. All Information Security standards and guidelines will also be applicable to you. In addition, for roles that are privy to more sensitive information, specific Information Security responsibilities will be communicated at the time of joining.

9. National Skills Registry

Infosys has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service and quality, and in order to do this, we have maintained a strong focus on compliance. The National Skills Registry" of NASSCOM, ensures more effective information security standards. In case you have not registered yourself with [National Skills Registry], you would be required to do so prior to your joining Infosys Limited irrespective of the nature of your role with us. The cost of your registration with National Skills Registry will have to be borne by you. For more information on national skills registry for registration, please visit [www.nationalskillsregistry.com]. This kit contains the document on steps/procedures for NSR registration."

10. Linkage of UAN and AADHAR Card Number

As per the directions of the Employees Provident Fund Organization ("EPFO") it is mandatory KYC requirement for all employees to link their Aadhaar card number with their provident fund Universal Account Number ("UAN"). Hence, to comply with the obligations under the Employees Provident Funds and Miscellaneous Provisions Act 1952 ("EPF Act") and also for availing the benefits under the EPF Act, you are required to disclose either your Aadhaar card number or the Aadhaar enrollment number as applicable, at the time of joining. Please note that Infosys Limited would not be liable for your inability to avail the benefits provided under the EPF Act due to the non-linkage of your Aadhaar card number to your UAN.

11. Meal Voucher

Meal Voucher Scheme in India allows employees to set apart some amount from their gross salary to be spent on meals while at work, and avail tax benefits on such expenses. Under this policy, full time employees can select from the below monthly option:

Option 1 - INR 3,300

Option 2 - INR 2,200

Option 3 - INR 1,100

Meal vouchers are made available as a meal wallet on the Infosys ID card, in partnership with ICICI. These meal vouchers can be utilized within the Infosys campus, at food joints only. Upon completion of joining formalities, you will receive the required information that will enable you to enroll for the benefit

Note: This document only gives indicative details of the different plans and procedures applicable to employees. The implementation of the plans mentioned here is governed by policies of Infosys and applicable legal agencies, and may change from time to time without prior notice. Latest details and specifics of each plan are available with the Human Resources department.