



Deloitte Ireland LLP
Deloitte & Touche House
29 Earlsfort Terrace
Dublin 2
D02 AY28
Ireland

Tel: +353 (1) 417 2200
Fax: +353 (1) 417 2300
www.deloitte.com/ie

22nd November 2021

Richa Gaddam
312 Carrington Park
The Hawthorns
Northwood
Sentry
Dublin

OFFER LETTER

Dear Richa,

It is my pleasure to offer you a permanent contract of employment with Deloitte Ireland LLP (the “firm”) as an Analyst in the Consulting business unit, which will commence on 10th January 2022 at 9.30am, subject to and upon the following terms and conditions:

The offer is subject to:

- Two satisfactory references
- Verification of qualifications
- A satisfactory review of the completed Workplace Accommodations Request form
- A satisfactory criminal and financial check
- Necessary permission to travel to and work in Ireland.

Please provide:

- Two referees on the attached Referee Contact form
- Written evidence of your highest university / college qualification attained, and, if applicable, confirmation of your membership in good standing of any professional body of which you are a member.
- A completed Workplace Accommodations Request form. It may be necessary for you to attend a medical assessment with our Occupational Health specialists in order to complete the on-boarding process.

The position is subject to our standard terms and conditions of employment, as outlined in the firm’s employee handbook. The principal terms and conditions of your employment are set out below. If there is any conflict between the standard terms and conditions as set out in the employee handbook and the provisions of this agreement, the latter shall prevail.



Deloitte Ireland LLP is a limited liability partnership registered in Northern Ireland with registered number NC1499 and its registered office at 27-45 Great Victoria Street, Lincoln Building, Belfast, BT2 7SL, Northern Ireland. Deloitte Ireland LLP is the Ireland affiliate of Deloitte NSE LLP, a member firm of Deloitte Touche Tohmatsu Limited, a UK private company limited by guarantee (“DTTL”). DTTL and each of its member firms are legally separate and independent entities. DTTL and Deloitte NSE LLP do not provide services to clients. Please see www.deloitte.com/about to learn more about our global network of member firms.

©2021 Deloitte Ireland LLP. All rights reserved.

A list of Deloitte Ireland LLP partners may be inspected at our office or on our website.



TERMS AND CONDITIONS OF EMPLOYMENT

1. PROBATION

Your employment will be on a probationary basis for the first 6 months from your commencement date. However, this period may be extended, at the sole discretion of the firm, for a further period of not more than an additional 6 months.

2. LOCATION

The position is based in the Consulting business unit of the Dublin office.

However, such is the nature of your role that you will be expected to work at various locations outside the office, either in the Dublin area, throughout Ireland (or even abroad) and to work for other departments or offices of the firm, as the need arises.

Where a virtual working arrangement is in place you must continue to work within the Republic of Ireland.

3. VISA AND PERMISSION TO WORK

If you are a non-EEA national, this offer is conditional on you being granted and/or retaining permission to enter, remain and work in Ireland. Where applicable, you will be required to secure an appropriate visa and a valid Irish Residence Permit card for the duration of your contract with the firm.

It is a further condition that you maintain a valid permission to work and to remain in Ireland, and that you immediately notify People and Purpose if, at any time during your contract, you cease to hold such valid permission or if your circumstances change such that your permission to remain and work in Ireland is affected. To avoid any gaps in working permission please be advised that you should arrange the extension/ renewal/ application of your working permission at least 3 months prior to its expiry.

Your offer of employment and continued employment is subject to your maintaining any qualification, licence or clearance necessary to perform your duties and responsibilities and complying with all rules, regulations and guidelines laid down by any relevant authority and/or regulatory body.

You warrant that by entering into this agreement with the firm, you will not be in breach of any prior agreement, contract or arrangement with any other person which prevents you from lawfully fulfilling your employment obligations to the firm, including but not limited to any restrictive covenant or confidentiality obligation arising out of employment with any former employer.

Should you leave the firm for any reason before your first 12 months of employment ends the full amount of costs incurred in relation to obtaining your Irish working permission will be payable by you to the firm. These costs include the fees for DBEI and INIS along with any professional fees from GES incurred relating to your application.

4. TOTAL REWARD

Your total reward will be €34,950 per annum and pro-rata for any lesser period. Total reward is comprised of salary of €34,450 and flexible benefits allowance of €500.



Your salary will be paid in 12 monthly instalments in arrears by credit transfer to a recognised SEPA bank account nominated by you and is subject to statutory and agreed deductions.

Salaries are normally reviewed annually, normally with effect from 1 September. The first review of your salary will take place on 1 September 2022.

You will be eligible to participate in the firm's discretionary performance related annual bonus programme. The annual bonus programme provides for a once off payment, pro-rata for reduced hours contracts, based on performance. Bonuses will not be paid to those who are under notice of termination by either the firm or the individual and will only be paid to those who are employed by the firm on the bonus payment date.

Bonus payments are not pensionable, are paid on a discretionary basis, and do not form part of your contractual remuneration. The firm may alter the terms of any bonus programme at any time without prior notice.

5. DEDUCTIONS FROM SALARY/WITHHOLDING SALARY OR FINAL SALARY

You authorise the firm to deduct or withhold from your pay/final salary (or any other monies payable to you by the firm) any amounts which you may owe us or other Deloitte firm from time to time (including but not limited to salary overpayments, holiday pay, sick pay or notice pay, educational costs in the form of college fees, book allowances, scholarship allowance, examination and course fees related to your professional qualification, other expenses or training costs and the cost of any equipment, provided to you by the firm which is not returned when requested).

6. HOURS

You will work a five-day week, Monday to Friday. Your normal hours of work are from 9.00 am to 5.15 pm each day, with one hour for lunch (i.e. 7.25 hours per day, excluding the lunch break). You may be required to work such additional hours as necessary for the proper performance of your duties.

The firm operates a flexible working day with the approval of your line manager.

The firm reserves the right to change working hours either generally or for any category of employees.

7. OVERTIME

You may be required to work reasonable amounts of overtime from time to time, for which there will be no additional remuneration.

8. LAY OFF AND SHORT-TIME

The firm reserves the right to lay you off from work or reduce your working hours, where through circumstances beyond its control it is unable to maintain you in employment or maintain you in full-time employment. You will receive as much notice as reasonably possible prior to such lay off or short time. You will not be paid during the lay off period. You will be paid only in respect of hours actually worked during periods of short time.

9. LEAVE

The annual leave allowance is 21 working days i.e. 1.75 days per month worked. Leave requests must be agreed in advance by your line manager and are subject to business needs.



The holiday year commences on 1 January and annual leave is granted on a pro-rata basis for any partial year of service. Annual leave must be taken in the current leave year with the exception of a maximum of up to 5 days (pro-rated for reduced hours contracts) which may be carried into the next leave year. Any carried over leave must be taken by 30 June of the following year. It is expected that you will take a continuous two-week break from work in each leave year.

The firm reserves the right to specify the timing of annual leave on firm 'shut down' days or where the required amount of statutory annual leave has not been requested by you in the calendar year. Where annual leave is assigned by the firm, one month's notice will be provided.

When a termination of this contract occurs and the paid annual leave already taken exceeds the annual leave entitlement on the date of termination, the firm will deduct the excess annual leave pay from your final salary.

You are entitled to benefit from nine public holidays. Public holiday entitlements will be granted in accordance with the provisions of the Organisation of Working Time Act 1997, as amended.

10. EXPENSES

You will be reimbursed for all direct out-of-pocket expenses properly and necessarily incurred by you in the course of your role, subject always to providing supporting details and evidence of payment of such expenses in accordance with the firm's expense policy.

11. PROFESSIONAL SUBSCRIPTION

You may be required to maintain membership of approved professional bodies necessary for your role. In this regard, the firm will bear the cost of your annual subscription to one such professional body of which you are a member.

12. DOUBLE EMPLOYMENT

You are expected to give your full-time attention and skills to the affairs and interests of the firm and may not, without the prior written consent of the firm, work for any other person, firm or company whilst employed by the firm.

You may not have any financial interest in or derive any financial or other benefit from contracts or transactions entered into by the firm with any third party without first disclosing such interest or benefit to a partner, and obtaining written approval.

13. SICKNESS

If you are absent due to sickness or injury you must notify your line manager no later than one hour before the start of your normal work time on the first day of absence.

Medical certificates must be submitted for illnesses of 3 days or longer and on a weekly basis thereafter. You must claim social welfare illness benefit for absences of 4 days (including Saturdays) or more. At the firm's discretion, your salary may be adjusted so that the salary payable, plus the social welfare benefit, will equate to your normal net monthly pay for the first 8 weeks of absence due to illness in any calendar year. Thereafter, no salary will be paid.

At any time during your employment, the firm may require you to undergo a medical examination by an occupational medical practitioner selected and paid for by the firm.

14. HEALTH AND SAFETY

The firm attaches the highest regard to the safety, health and welfare of its people. Our policy in this regard is set



out in the firm's Safety Statement, which includes your specific duties under the Safety Health and Welfare at Work Act 2005 and related legislation. You are expected to familiarise yourself with and observe the provisions set out in the Safety Statement, including their specific obligations concerning their own safety, health and welfare and that of your colleagues.

15. INTELLECTUAL PROPERTY

When commencing employment with the firm:

1. (a) You agree that you shall not during, or at any time in connection with, your employment with the firm, use for any purpose(s) whatsoever, any intellectual property rights (including but not limited to rights to inventions, copyright and related rights, patents, trademarks, design rights, rights to use domain names, rights in get-up, goodwill, moral rights, rights in computer software, database rights whether registered or not) ("IP") as are or may be vested in any previous employer of yours, any former client of yours, or a client of a former employer of yours, nor cause any breach, infringement of nor interference therewith at any time during your employment with the firm.

(b) Included in (a) above, you agree not to bring, nor permit to be brought, onto any firm premises at any time nor use, any materials (such as manuals, documents, data, contract listings, client listings, client customer listings, business plans, or confidential documents, whether in written or electronic format) belonging to any previous employer of yours, any former client of yours, client of a former employer or belonging to any third party which would breach the provisions of these clauses.

During your employment with the firm:

2. You appreciate that in the course of your employment with the firm, you may produce or obtain trade secrets and other confidential information relating to the firm's business and you agree that you shall respect the confidences entrusted to you by not disclosing or using such trade secrets and other confidential information anywhere or in any circumstances outside the firm without the firm's written permission.
3. You understand that if in the course of your duties you originate or help to originate any IP, that IP and all documents and materials embodying, recording and/or relating to them shall automatically belong to the firm to the fullest extent permitted by law. You undertake to give to the firm as soon as possible full details of any such IP and you agree to give the firm any necessary assistance, to ensure that such rights vest in the firm. To the extent that any IP does not automatically vest in the firm then, to the fullest extent permitted by law, you (i) hereby assign to the firm all such IP and any related rights and powers, and (ii) agree to hold on trust for the benefit of the firm all such IP until such time as it is assigned to the firm. You appreciate that you may have to give such assistance during and/or after leaving the firm's employment and agree that you shall do so at the firm's expense.

You waive all present and future moral rights and all equivalent or similar rights that may arise under the applicable legislation and in any other jurisdictions relating to any copyright works which forms part of the IP, and you agree not to support, maintain or permit any claim for infringement of any such moral rights or any equivalent or similar rights.

When ceasing employment with the firm:

4. Upon and following termination of your employment with the firm in any circumstances, you shall deliver back and return to the firm all books, documents, papers, materials whether in written or electronic form, and any other property or assets relating to the business or affairs of the firm which may then be in your



possession or under your control. You also undertake not at any time to use nor allow the firm's IP to be used either for your own benefit or for the benefit of any third party, including any future employer, future client of yours, or client (s) of any future employer at any time.

16. DATA PROTECTION

In accordance with (i) the EU General Data Protection Regulation 2016/679 (as amended or replaced from time to time together with all other applicable legislation relating to privacy or data protection and including any statute or statutory provision which amends, extends, consolidates or replaces the same); and (ii) the HR Privacy Notice appended to this contract and available on our intranet; the firm may, to the extent that it is reasonably necessary, and permitted by law hold, process and disclose personal data, including special categories of personal data, relating to you for the purposes of business, personnel and benefits administration, and for compliance with any laws and regulations applicable to the firm. By signing this contract, you acknowledge the firm's processing, both manually and by electronic means, your personal data.

The firm relies on you as an employee to comply with all applicable workplace policies and procedures governing the use of firm facilities and systems, as well as the use and disclosure of data.

17. DELOITTE IRELAND LLP POLICIES (INCLUDING INDEPENDENCE, ANTI-CORRUPTION, AND ETHICS) AND SIGNING OF DECLARATIONS

Deloitte Ireland LLP, a firm of Chartered Accountants, is the Ireland affiliate of Deloitte NSE LLP, which is a member firm of Deloitte Touche Tohmatsu Limited, the Deloitte international network of member firms. You and where applicable your spouse, spousal equivalent and dependents, will be required to comply with the firm's policies and procedures including but not limited to the firm's independence policies, anti-corruption policies, and ethical standards.

The firm's policies and employee handbook will change from time to time and all changes will apply to you and where applicable your spouse, spousal equivalent and dependents automatically on and with effect from, the date on which the firm makes such modification. Where the firm's policies mandate it, you will be required to record certain personal information in the firm's independence systems and to provide information for independence inspections. This information may relate to you and where applicable your spouse, spousal equivalent and dependents. On joining the firm, you will be required to sign a declaration of secrecy and independence and a computer usage agreement, all of which shall form part of your contract of employment.

18. RESTRICTIONS ON TERMINATION OF EMPLOYMENT

1. You hereby agree that you will not, for a period of 6 months immediately following the termination of your employment with the firm, either on your own account or in conjunction with or on behalf of any other person, firm, company, business entity or other organisation whatsoever, directly or indirectly:

(i) approach or solicit or assist in soliciting in competition with the firm the custom or business of any client, or prospective client of the firm or any geography forming part of Deloitte NSE LLP, with whom you have had personal contact or dealings on behalf of the firm or for whom you were directly or indirectly responsible at any time during the 12 month period immediately preceding the date on which your employment with the firm terminated;

(ii) accept or facilitate the acceptance of, or deal with, in competition with the firm, the custom or business of any client, or prospective client of the firm or any geography forming part of Deloitte NSE LLP, with whom you have had personal contact or dealings on behalf of the firm or for whom you were directly or indirectly



responsible at any time during the 12 month period immediately preceding the date on which your employment with the firm terminated; or

(iii) induce, solicit, entice or procure any person who is an employee of or a consultant to the firm to leave the service of the firm where that person is, or was, an employee of or a consultant to the firm on the date on which your employment with the firm terminated.

2. You agree that, in the event of your receiving an offer of employment or an offer of engagement as a consultant (or otherwise) from or on behalf of any person, firm, company, business entity or other organisation, either during the continuance of this agreement or during the continuance in force of any of the restrictions set out above, you will forthwith provide to such person, firm, company, business entity or other organisation making such an offer, a full and accurate copy of paragraphs 15 (Intellectual Property) and 18 (Restrictions on Terminations of Employment) of this agreement.
3. The various provisions and sub-provisions of this agreement are severable so that if any provision or sub-provision, or identifiable part thereof, is held to be invalid or unenforceable by any court of competent jurisdiction, then such invalidity or unenforceability shall not affect the validity or enforceability of the remaining provisions or sub-provisions or identifiable parts thereof in this agreement.

19. NOTICE OF TERMINATION

One full calendar month notice shall be given by either party to the other if this employment is to be terminated. If your contract is terminated during your probationary period, the notice requirement will be one week. The firm reserves the right to pay you in lieu of any period of notice which you may be entitled to receive from, or be obliged to give to, the firm.

20. PENSION PLAN

You are eligible for membership of the firm's occupational pension plan which is a Defined Contribution Plan (the "Plan"). Membership of the Plan is compulsory at age 30, however if you are under 30 you have the opportunity to join on a voluntary basis. Members of the Plan contribute in accordance with its terms and conditions and members must contribute a minimum of 3% of salary as a deduction from salary. The firm reserves the right to amend or terminate the Plan at any time.

21. RETIREMENT

Normal retirement age for employees is 65. The employment relationship will terminate on the date you reach normal retirement age.

22. SUMMARY DISMISSAL

The firm reserves the right to summarily dismiss employees for gross misconduct or for wilful or gross neglect in the discharge of their duties.

23. GRIEVANCE, DISCIPLINE AND DIGNITY AT WORK

The firm's Grievance, Disciplinary and Dignity at Work policies are set out in the employee handbook and Deloitte Resources intranet pages.

24. ALTERATIONS TO CONDITIONS OF EMPLOYMENT

The firm reserves the right to alter the conditions of employment from time to time either due to legal requirement or as the firm considers appropriate. Any such variations will be confirmed in writing by the firm.



25. ACCEPTANCE

I trust that the above terms and conditions will meet with your approval and if so, would you please sign the acceptance at the end of one copy of this agreement and return it to me on or before 29th November 2021.

Yours sincerely,
for and on behalf of the firm

A handwritten signature in black ink, appearing to read "Sinead Gogan", written on a light blue background.

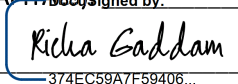
SINEAD GOGAN
CHIEF HUMAN RESOURCES OFFICER – PEOPLE & PURPOSE

ACCEPTANCE

To: DELOITTE IRELAND LLP

I have read and understood and I hereby accept the firm's offer and agree to the terms and conditions set out above.

NAME (BLOCK CAPITALS) _____ Signed by: _____

SIGNED:  _____
Richa Gaddam

DATE: 24/11/2021 | 8:57 GMT

Certificate Of Completion

Envelope Id: 02E10E5081544A51AA82F959EBA3266D

Status: Completed

Subject: Please DocuSign: Richa Gaddam - Analyst - Consulting.pdf

Business Unit:

People and Purpose

Source Envelope:

Document Pages: 8

Signatures: 1

Envelope Originator:

Certificate Pages: 2

Initials: 0

Katarzyna Kielin

AutoNav: Enabled

29 Earlsfort Terrace

Envelopeld Stamping: Enabled

Dublin 2

Time Zone: (UTC) Monrovia, Reykjavik

Dublin, Dublin D02 AY28

IP Address: 83.29.116.232

Record Tracking

Status: Original

Holder: Katarzyna Kielin

Location: DocuSign

11/22/2021 2:05:48 PM

Signer Events

Richa Gaddam

Signature

DocuSigned by:



374EC59A7F59406...

Timestamp

Sent: 11/22/2021 2:08:36 PM

Viewed: 11/22/2021 2:16:45 PM

Signed: 11/24/2021 8:57:22 PM

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style

Using IP Address: 163.114.131.129

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Ewa Bartas

COPIED

Sent: 11/22/2021 2:08:36 PM

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Olga Pawlowska

COPIED

Sent: 11/22/2021 2:08:36 PM

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp**

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/22/2021 2:08:36 PM
Certified Delivered	Security Checked	11/22/2021 2:16:45 PM
Signing Complete	Security Checked	11/24/2021 8:57:22 PM
Completed	Security Checked	11/24/2021 8:57:22 PM
Payment Events	Status	Timestamps