

## GENERAL STATEMENT OF TERMS & CONDITIONS OF EMPLOYMENT



Welcome to Intel! We are pleased you have accepted Intel's offer of employment and look forward to you joining us as.

In addition to the terms in your Offer Letter, this document sets out the general terms and conditions of your employment with Intel. Together, these two documents form the full terms of your employment with Intel. Please read through them carefully as you will need to sign this as confirmation of your agreement. Where mentioned, "Intel" means Intel Corporation and each of its subsidiaries and affiliates.

### Employment Conditions & Employee Warranties

1. **Pre-Employment Checks:** You must provide appropriate information for us to assess your suitability, using the forms supplied. Your employment is subject to the satisfactory completion of these checks. The pre-employment checks will be based on the local law and policy of your site, grade and role. These may include all or any of the following:

- Identity: Evidence of your identity, residence and right to work in the country of your place of work.
- Education: Proof of educational history and/or qualifications required for the role.
- Employment: Proof of employment history via references from your previous employers.
- Health declaration and/or health assessment.
- Criminal convictions check

We may delay the start of your employment or immediately withdraw/terminate your offer if any of these checks are incomplete or are unsatisfactory. If you do commence employment before all checks have been completed, and they subsequently prove unsatisfactory, then we may terminate your employment.

2. **Eligibility to Work:** You have the right to work in the country of your place of work and must provide evidence of this. If you do not have a permanent right to work in the country of your place of work and are working under a work permit or visa, you are required to keep HR up to date on any changes to your personal details (including name, address and contact details). You must co-operate with periodic checks to verify your continuing right to work. If the check determines you are not eligible to work, then we may immediately terminate your employment without notice.

3. **Freedom to Work:** By entering into this employment with Intel or performing any of your obligations under it, you must not be in breach of any court order or any term of any contract or other obligation on you. If you are in breach we may immediately terminate your employment.

### Employment Guidelines & Employee Duties

4. **Employment Guidelines and other policies:** You must familiarize yourself with and comply with the Intel Code of Conduct, Employment Guidelines, Travel Policies, Security Policies, IT rules, Anti-Corruption, Anti-Trust and any other rules, policies and guidelines set out on Intel's intranet (i.e. Circuit) or as notified to you and updated from time to time. Failure to comply with these guidelines, policies and rules will result in disciplinary action.

5. **Employee Duties:** You will do the role set out in your Offer Letter and other roles as Intel considers appropriate. You shall maintain professional and responsible standards of conduct/behavior, attendance and performance. You must:

- (a) devote the whole of your time, attention and abilities to the business of Intel unless prevented by illness;
- (b) diligently perform such duties as may from time to time be assigned to you;
- (c) comply with all reasonable and lawful directions given to you by Intel and your manager;
- (d) act in good faith and in the best interests of Intel, its customers and staff always, including reporting your own wrongdoing and any wrongdoing of any other employee immediately on becoming aware of it;
- (e) promote, protect, develop and extend the business of Intel; and
- (f) take all reasonable steps in respect of the health and safety of yourself, colleagues and third parties.

A failure to maintain professional and responsible standards of conduct/behavior, attendance and performance may result in disciplinary action taken against you under the appropriate employment guideline.

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### Compensation and Benefits

6. **Salary Review:** Your salary will be reviewed annually and may be increased from time to time without affecting the other terms of your employment. There is no obligation to award an increase and there will be no review of the salary after notice has been given by either party to terminate your employment.
7. **Deductions:** We may deduct from your salary or other payments due to you, any money owed to us by you.
8. **Statutory Holidays, Annual Leave, Other types of Leave and Benefits:** You will enjoy such statutory holidays, annual paid leave, other types of leave (paid and unpaid) and discretionary benefits as per your site's Labor Law and based on Intel's prevailing employee policy and practices at your site.

### Absences

9. **Duty to Notify:** If you are absent from work due to ill health or any other reason, you must notify your manager of the reason for your absence as soon as possible but no later than your normal start time on the first day of absence. You must also follow the local absence procedure.
10. **Medical Certificate:** In all cases of ill health absences, subject to your local's sites policy/practice, you may be required to produce a doctor's certificate stating the reason for absence. Further certificates must be obtained if the absence continues for longer than the period of the original certificate.
11. **Medical Examination:** You consent to a medical examination (at our expense) by a doctor nominated by us should we so require. You agree that any report produced in connection with any such examination may be disclosed to us and we may discuss the contents of the report with the relevant doctor.

### Protection of Intel Business & Information

12. **Confidentiality of Intel Information:** During and after your Intel employment, You shall not use or disclose to any person either during or at any time after your employment with us any confidential information about the business or affairs of Intel, its employees, customer, suppliers, vendors or any of other business contacts, or about any other matters which may come to your knowledge during your employment. Confidential information means any information or matter which is not in the public domain (except because of your breach of this agreement) and which relates to the affairs of Intel, its employees, customer, suppliers, vendors or any of other business contacts. This does not prevent you from disclosing information that has been authorized by us, is required to do your job with us or by the law.
13. **Ownership of Proprietary Developments:** All trade secrets, copyrights, mask works, trademarks, inventions (including service inventions), discoveries, designs, formulae, processes, methods, manufacturing techniques, improvements, ideas, copyrightable works, and other intellectual property which is created, invented or discovered alone or with others during your Intel employment, (collectively "Proprietary Developments") are Intel's sole property. You agree that Intel has sole legal and equitable title to all Proprietary Developments. Unless provided for by the local law, you have no right to compensation for such Proprietary Developments. You agree to promptly disclose Proprietary Developments to Intel and you assign to Intel all rights in the Proprietary Developments. You will during and after your employment with Intel provide all assistance that Intel requests to secure or enforce its rights throughout the world with respect to Proprietary Developments. Further, you appoint Intel or its designee as your attorney to sign such documents in your name. You waive any rights that you may have in any Proprietary Developments and, to the extent that such waiver is ineffective until a Proprietary Development is created, invented or discovered, you agree to waive such rights immediately upon the creation, invention or discovery of such Proprietary Development.
14. **Licensed and Non-Licensed Pre-existing Employee Intellectual Property:** You agree that (1) you will not use any Prior Third Party Information or Preexisting Employee Intellectual Property in the course of your employment at Intel and (2) you will not directly or indirectly (a) disclose any Prior Third Party Information or Preexisting Employee Intellectual Property to Intel or its employees, agents or contractors in the course of any of their work for Intel, or (b) otherwise allow the incorporation of Prior Third Party Information or Preexisting Employee Intellectual Property in any Intel product, service or materials.

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"Prior Third-Party Information" means any proprietary or confidential information or technology of any former employer or third party or that which you have an economic interest but do not own or control. "Pre-existing Employee Intellectual Property" means technology and all intellectual property rights that you created prior to your employment with Intel and that you, in whole or in part, own, control, or otherwise have the right to license.

If you use, disclose or permit the incorporation of any Preexisting Employee Intellectual Property, you hereby automatically and immediately grant Intel a non-exclusive, non-transferable (except within Intel), everlasting, permanent, royalty-free, world-wide license to all of the Preexisting Employee Intellectual Property used or incorporated, with the right to sublicense, to make, have made, use, sell, offer to sell, import, reproduce, have reproduced, prepare derivative works of, publically distribute, perform or otherwise dispose of, any Intel or sublicensees' product, service or document.

15. **Dual Employment:** You shall not work for anyone else while you are employed by us unless you have our written authorization.
16. **Non-Solicitation:** As a result of the nature of the information and the connections you will create during your employment, you agreed that for twelve (12) months after your employment ends you will not:
  - a) solicit, induce or attempt to induce or solicit any employee who you worked with or knew of during your time with Intel to leave his/her employment with Intel;
  - b) in any way interfere with the relationships between Intel and any such employees of Intel;
  - c) employ or otherwise engage as an employee, consultant, contractor or otherwise or be involved in the recruitment process of any such employee of Intel;
  - d) influence or attempt to influence any customer, client, supplier, vendor, licensee or other person or entity that has done business with Intel within the twenty-four (24) months prior to the end of your employment to cease doing business with Intel or in any way interfere with the relationship between any such third party and Intel; or
  - e) solicit or try to entice away from Intel the business or custom of any customer, client, supplier, vendor, licensee with a view to providing goods or services to that party in competition with Intel.

This applies to any employees that were employed with Intel at the time of your departure and with whom you had business contact or about whom you had access knowledge of during your previous two years of employment with Intel.

### Termination

17. **Payment in Lieu of Notice:** We may terminate your employment without notice and make a payment of basic salary in lieu of the notice period set out in your Offer Letter.
18. **Summary Dismissal:** We shall be entitled to dismiss you at any time without notice (or payment in lieu of notice) if you commit a serious breach of your obligations as an employee or a serious violation of Intel rules or guidelines.
19. **Obligations on Termination:** On termination you shall:
  - a) Immediately return to us all documents, books, materials, records, correspondence, papers and information (on whatever media and wherever located) relating to our business or affairs or relating to our business contacts, any keys, credit card and any other property of ours, which is in your possession or under your control; and
  - b) Permanently delete any information relating to our business stored on any magnetic or optical disk or memory and all matter derived from such sources which is in your possession or under your control outside our premises.

### General

20. **Changes to your terms of employment:** We reserve the right to make reasonable changes to these general terms and conditions of employment, as well as changes to our employment guidelines and other rules. You will be notified of any change as soon as possible.
21. **Transfer:** We reserve the right at any time to alter, change, reassign or transfer you to other job positions (including from a management to non-management role, non-shift to shift or vice versa or movement to a different location) and/or assign additional responsibilities. This includes the right to assign (temporarily or permanently) and and/or transfer you into any

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company owned by Intel Corporation, its subsidiaries and/or other Intel separate legal entities in any location.

22. **Computer Communications Are Not Private:** The use of Intel's computer systems is not private or confidential to you. We reserve the right to review any communications to or from my work computer, pager, phone or other electronic device and all computer information, including any password-protected employee communications, in accordance with applicable law.
23. **Data Protection:** We will collect, process and transfer (across the Intel entities globally and to our external third party vendors) information relating to you in accordance with the Intel privacy principles, policy and the data protection authorization form (which you are required to sign) for the purpose of managing your employment and delivering you compensation and benefits. You shall comply with Intel privacy principles and policy when handling personal data in the course of employment including personal data relating to any employee, worker, contractor, customer, client, supplier or agent of ours. You will also comply with our IT policy, Social media policy, and Bring your own device to work (BYOD) policy.

Welcome to Intel and we look forward to you growing with us.

Intel

### Acceptance

I have carefully read and accept all of the provisions of this General Terms & Conditions of Employment.

SIGNED: 

DATED: 26 - 01 - 2022

NAME: Surya Ramadhan