

Annexure

Please note the following instructions which are applicable to you as a trainee in LTIMindtree ("the company"):

1. You have read the terms & conditions of the appointment letter and have accepted the same.
2. You will follow the instructions given to you during the class room training and abide by the same. Usage of mobile phones during the class room training is strictly prohibited. You will maintain decorum /discipline in the class room /Office premises.
3. Opportunities could be in the field of IT services / Infrastructure Management Services/ERP/Testing/Quality etc. Please note that some of these services provide 24*7 Infrastructure support. You may be allocated to any of the disciplines based on business requirements. You will be required to accept the decision of the Company and the Company in no way will be in a position to entertain any preferences on this account.
4. For any additional facilities provided during the period of class room training, Company can make a deduction to this effect.
5. You will be responsible to record your attendance by swiping in and out at all locations where you will be based out of.
6. You will carry the Company Provided Identity card and will adhere to the norms of swiping only for self and will not under any circumstances indulge in proxy swiping. If caught, it will be considered as a gross misconduct and the Company will take appropriate action against you including forthwith termination of your training.
7. You have updated your emergency contact details in the trainee application form during the joining formalities and will agree to keep the Location Trainee HR informed for any change of such contact details.
8. You are required to successfully meet the qualifying marks for all tests during the class room training.
9. Please refer to clause 9 of appointment letter where no leave of any kind is permissible during class room training. In the event of any emergency during class room training/for any Loss of pay leaves, you are required to inform the location Trainee HR.
10. During the course of your training, you may be trained on any technologies; you may be required to work on any of the technologies in any Business unit/Department/development centre of the Company and /or in any of the Larsen & Toubro Group of Companies.
11. **Dress Code**
Dress code policy as observed by your base location.

LTIMindtree Limited

Corporate Office: L&T Technology Tower 1, Gate No. 5, Saki Vihar Road, Powai, Mumbai - 400072, Maharashtra, INDIA
Tel: +91 22 67766776 | F: + 22 4313 0997

Registered Office: L&T House, Ballard Estate, Mumbai - 400 001. INDIA
www.ltimindtree.com | E-mail:info@ltimindtree.com | CIN:L72900MH1996PLC104693

Debanjali Mondal

02/06/2025

*Shorts, Capri's, low waist trousers/jeans, short/body fit tops, round necked T-Shirts, halter neck, tank tops & spaghetti are prohibited.

You shall exercise good judgment so that the attire continues to project a professional image and creates a pleasant work environment.

12. For any concerns that you may have during the class room training, with respect to Training/HR, log in your concerns in a register with the training team
13. After successful completion of classroom training you will be allocated to any Business Units/location based on Business requirement. Please note that the company will not be in a position to entertain any preference on this account.
14. Post class room training, you will be continuously evaluated on the job. A Performance Evaluation Process will be carried out in the 9th month from the date of your joining the company. Confirmations after completion of one year will be purely based on the recommendations from the relevant Business Unit/Department's. A Performance Enhancement Plan may be initiated for a stipulated period if the performance needs improvement and confirmation will be based on the re-evaluation recommendation from the relevant Business Unit/Department. In case your performance is unsatisfactory, separation process will be carried out as per Company Policy.
15. We believe that you are joining LTIMindtree to pursue a full time career. Any personal related matters should not come in the way of your career and you will strive to achieve necessary balances.
16. We believe that it is important for the Company to share the above guidelines to aid you in your overall conduct to perform your duties in the Company.
17. The LTIMindtree Privacy Notice for Job Applicants is shared with the joining e-mail. It is mandatory for all joiners to read and abide by the shared guidelines.

I have read and accept the same.

Debargha Mondal

Signature

Name: DEBARGHA MONDAL

Date: 02/06/2025

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