

Annexure: Work From Home

I, the undersigned, acknowledge to have read, understood, accept, and agree to abide by below mentioned conditions and processes put in place by Cybage for an employee availing work from home option. I understand and agree that these conditions are important and vital for protecting Cybage's proprietary, business, and financial interests.

1. The work from home option has been offered to me in response to my request, however the company has the right to change/maintain the status based on the business and project requirements and the same can be reviewed by company at each appraisal cycle at Cybage.
2. **Conveyance Allowance** – I will not be entitled to Conveyance Allowance during my "Permanent Work from Home". I agree and acknowledge that Conveyance Allowance component is applicable in case I opt to work from office and travel to and from office on daily basis.
3. **No-Dual Employment:** I shall devote my full time and attention to the performance of the duties incident to Cybage's position with internal and external stakeholders, Parent, affiliates and the Clients, and shall not have any other employment or engagement (whether permanent or temporary, full time or part time, advisory or consulting) with any other individual, company, enterprise, organization which will confer any responsibility which would be inconsistent with my duty to devote my full time and attention to Cybage expectations from me, provided that, the foregoing shall not prevent me from participating in any charitable or civic organization that does not interfere with your my performance of the duties and responsibilities to be performed by my during my employment with Cybage.
4. The compensation structure will be reviewed if the work from home status changes to work from office

Employee Code:

Employee Name:

Signature

Date:

Location: