



SafeMax Security

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onboarding@safemaxsecurity.services

**Innovating Cybersecurity
Securing Your Future**

18th Apr, 2025

Gaurav Bhadane

gauravbhadane71@gmail.com

Dear Gaurav,

We are pleased to inform you that, after carefully reviewing your profile and your performance in assessment exam, you have been selected for the position of **Data Entry Operator** at SafeMax Security.

Below, you will find the details of the employment offer, including your responsibilities, benefits, and terms of engagement. We are excited to welcome you to our team and are confident that your skills and enthusiasm will make a valuable contribution to our organization.

Kindly review this letter thoroughly and return a signed copy as an acknowledgment of your acceptance.

Employment Agreement: Terms and Conditions

We are pleased to offer you the position of **Data Entry Operator** under a fully **remote** work arrangement. You will not be required to attend the office at any point during your employment. Your reporting manager, **Amarjeet Singh**, will provide guidance, assign tasks, and oversee the management of your deliverables throughout your employment with SafeMax Security.

Your official start date is **20th Apr, 2025**.

SafeMax Security or its representatives will never request any payment for employment, including advance fees, joining fees, or welcome kit charges. If anyone makes such a request, please disregard it and exercise caution.

Compensation and Payment Terms

For your role as a **Data Entry Operator**, you will receive a monthly salary of **65,000 INR** at an annual Cost to Company (CTC) of **8 LPA**. Your salary will be disbursed on or before the **20th of each month** through your preferred mode of payment. Upon acceptance and submission of the signed offer letter, the HR team will contact you to collect the necessary details for processing your payroll.

All compensation is subject to applicable statutory deductions and taxes as per the laws of the jurisdiction. You are required to review and comply with all applicable tax filing and reporting obligations. The company bears no responsibility for your personal tax compliance, and you are advised to fulfill these obligations in a timely manner.

Additionally, any expenses incurred by you in relation to software, hardware items, equipment, or courses that are required for official work and pre-approved by the company will be reimbursed. Reimbursement claims must be submitted with valid proof of purchase and receipts within the stipulated timeframe outlined in the company's reimbursement policy.

Confidentiality and Non-Disclosure Obligations

As part of your engagement with SafeMax Security, you acknowledge and agree to the following terms regarding confidentiality and non-disclosure:

1. Confidential Information

"Confidential Information" refers to all information, whether written, electronic, or verbal, that is proprietary to SafeMax Security and not publicly available. This includes but is not limited to trade secrets, technical data, intellectual property, financial data, customer information, and any other information disclosed to you in the course of your employment.

2. Obligation of Confidentiality

- Maintain strict confidentiality of all Confidential Information and not disclose it to any third party without prior written consent from SafeMax Security.
- Use the Confidential Information solely for the performance of your duties outlined in this employment agreement.
- Take all reasonable precautions to prevent unauthorized access to Confidential Information.

3. Exceptions

- Confidential Information does not include information that is or becomes publicly available through no fault of yours.
- Information you possessed before disclosure by SafeMax Security, as evidenced by written records.
- Information required to be disclosed by law, provided you notify SafeMax Security in advance.

4. Return or Destruction of Materials

Upon completion or termination of your employment, you are required to return or permanently destroy all materials containing Confidential Information, including electronic and physical copies, as directed by SafeMax Security.

5. Breach of Agreement

Any violation of these confidentiality obligations may result in immediate termination of your employment and may subject you to legal action, including claims for damages and injunctive relief.

Code of Conduct and Workplace Ethics

As an employee of SafeMax Security, you are required to adhere to the highest standards of professional conduct and ethics:

1. Professional Behavior

Maintain professionalism, integrity, and ethical conduct in all interactions with colleagues, clients, and stakeholders.

2. Compliance with Policies

Adhere to all company policies, including but not limited to workplace safety, anti-discrimination, harassment prevention, and IT usage policies.

3. Proper Use of Company Assets

Use company resources, including software and hardware, responsibly and exclusively for authorized business purposes.

4. Confidentiality in Communications

Maintain discretion in all company-related communications, refraining from discussing sensitive matters on unsecured channels.

5. Conflict of Interest

Disclose any personal or professional relationships that may conflict with the interests of SafeMax Security.

6. Reporting Violations

If you become aware of any violations of company policies, unethical behavior, or illegal activities, you are obligated to report such incidents immediately to your reporting manager or the appropriate department.

7. Disciplinary Actions

Failure to comply with the Code of Conduct may result in disciplinary action, including but not limited to formal warnings or termination of employment.

Leave Policy and Work Schedule

1. Work Schedule

Employees are required to work five (5) days a week, from Monday to Friday, unless otherwise specified based on project needs. Saturdays and Sundays are designated as non-working days.

2. Paid Leave Entitlement

Employees are entitled to **18** paid leave days per year. Additional leaves (such as sick leave or public holidays) will follow company policy.

3. Leave Application Process

- Leave requests must be submitted to your reporting manager in advance.
- Approval of leave is at the manager's discretion based on operational requirements.
- Emergency leaves must also be reported as soon as possible, accompanied by a valid reason.

Termination of Employment

Your employment may be terminated by either party under the following conditions:

1. Termination by the Company

SafeMax Security reserves the right to terminate your employment with immediate effect for reasons including but not limited to gross misconduct, violation of company policies, poor performance, or breach of this agreement.

2. Termination by the Employee

You may terminate your employment by providing a written notice of **15** days, stating the reasons for resignation.

3. Return of Company Property

Upon termination, you are required to return all company property, including documents, equipment, and any materials in your possession.

4. Final Salary Payment

Final salary payments, if applicable, will be settled within the standard payroll process.

Termination does not absolve you of your obligations related to confidentiality and non-disclosure as outlined in this agreement.

Acknowledgment and Acceptance

By signing this agreement, you affirm that you have carefully read, fully understood, and unconditionally accepted all the terms and conditions outlined in this document. Your signature serves as a formal acknowledgment of your agreement to the responsibilities, obligations, and policies stipulated herein, as well as your acceptance of this employment offer.

To complete the acceptance process, please submit the signed copy of this agreement via the designated form available at the following link:

<https://forms.office.com/r/tpG6N6kcib>

Submission Deadline: **19th Apr, 2025.**

We are thrilled to welcome you to the team and look forward to a productive and rewarding collaboration.

For Employee's Acknowledgment:

Name: _____

Date: _____

Signature: _____

Best Regards,
Hemant Dixit
CEO, SafeMax Security

