



IDK-IT HUB
integrity demand acknowledge

OFFER LETTER

Dear **Shiwangi Singh**

Congratulations! Subsequent to the discussions we had with you recently, we are pleased to offer you an appointment in our organization. Please find the details below:

POSITION: Sr. Business Development Executive

DEPARTMENT: Operation

DATE OF JOINING: Nov 21th 2018

Compensation:

Your Gross Compensation will be Rs. 456000 (Four Lac Fifty-Six Thousand Only.) per year post-tax.

Notice Period:

In case of resignation from services, employee will be required to give a **one month** notice in writing. In case you have not completed 6 months in the system than the employee will be required to give a **seven days** notice in writing

Place of work:

Our offices are based out in PUNE, INDORE and BHUBHANESHWAR. Our Headquarters are based out in PUNE. Your place of work will be at PUNE. However, your services are transferable and you may be assigned, to any location in India, where **IDK IT HUB** or any of its employees or customers/clients, conduct business.

If you choose to accept this job offer and comply with the terms and existing policies which are modified from time to time, we request you to confirm your acceptance by signing and returning the enclosed copy of this letter.

Note:

Please find below the terms & conditions of your employment. The details are strictly confidential and should not be shared with anyone.

We congratulate you on your appointment and wish you a long and successful career with **IDK IT HUB**.

TERMS AND CONITIONS

Enlisted below are the terms and conditions of your Offer **Shiwangi Singh** shall be referred to as the Employee and M/S. **IDK IT HUB** shall be referred to as the Employer

1. Working Hours

The organization works five days a week. Monday to Friday in **Rotational Shifts**. The Employee will be expected to attend office as per standard working hours however; the Employee may be expected to extend beyond the standard working hours as per business requirement.

2. Leave Policy

The Employee shall be entitled to paid annual leaves on the following basis:

- After 3 months of continuous employment with the Employer, the Employee shall be entitled to 1.5 paid leaves a month, hence, 18 paid leaves annually.
- The Leave quota shall commence from the Employee's date of joining. However, the Employee can avail any leave/s only post completion of three months on Employer's rolls.
- Annual leave/s may, with the agreement of the Employer, be taken in advance.
- The time for taking annual leave/s may be agreed between the Employer and Employee and the Employer must not unreasonably withhold consent to the timing proposed by the Employee, but failing agreement, the Employer reserves the final right to decide. The Employee shall provide at least 14 days notice to the Employer prior to planning a leave/s.
- If the employee leaves their employment before becoming entitled to enough annual holidays to cover the amount of annual holidays they took in advance: The Employer may recover the amount paid to the Employee for leaves utilized/taken in advance that is not covered by the Employees annual holiday entitlement.
- In scenario of the Employee not utilizing the entire leave quota, the Employee can carry forward only ten leaves to the next calendar year. Leaves may not be en-cashed.
- The Employee shall avail of additional Medical Leaves however it will be unpaid incase of no leave balance. Such leaves may be utilized in scenario of health concerns. The Employee shall be expected to produce relevant medical documents to validate the leave, if availed. In case there are no medical documents, employer can ask employee to discontinue the services and can be punishable for the same.
- Any leave taken without due approval from the Employer, or in violation of any of the above policies shall be treated as an Unplanned Leave, hence unpaid and if the same instance continues for 4 days in a row the said employee will be terminated unconditionally and will be considered absconding.

3. Incentive Structure

- The Incentive Structure or pattern is subject to change given the nature of Employer's line of business. The Incentive plans may vary each month and will be client specific. The Employee shall be notified/updated accordingly via written/E-mail/ verbal communication.

4. Non-Indulgence

- Post termination of employment, the employee shall not directly/indirectly indulge in the same line of business as the Employer, for a minimum term of six months from the last working day on Employer's payrolls, unless express written consent is granted by the Employer.

- The Employee agrees to not conduct any business/business activity, for personal benefits/gains, or otherwise, at any of **IDK IT HUB**'s existing or prospective clients, for a term of six months from the last working day on the Employer's payrolls.

5. Company Property

- The Employee agrees, that any data/information/leads/resumes/profiles/ references generated during employment with the Employer shall be termed as Company Property, and hence shall belong and remain with the Employer even post voluntary/involuntary termination of the services. The Employee shall be liable to return any such Company Property back to the Employer at the time of exit. Any idea/ structure/ module/ plan developed during employment shall be termed as Intellectual Property of the company and shall be kept secret. The Employee agrees not to divulge/ disclose/ steal/ handover to any third party any such Intellectual Property the Employee is privy to.

6. Non-disclosure

- Given the sensitive nature of business the Employer indulges in, the Employee agrees to not disclose any information/trade/intellectual property/ secrets whatsoever, confidential, or otherwise, pertaining to: Employer's nature of business/clientele/work methodology/client information/ or any other information the Employee may be privy to at the time of termination of services to any competitor/third party.

7. Termination of Services

- The Company can terminate an employee without notice due to any kind of Misconduct, Behavioral Issues, Tardiness or any other reasons whatsoever, the company will not be liable to pay any compensation to the employee. Once terminated, under any such termination that may occur, the employee will not be eligible for any incentives and dues.

POLICIES AND PROCEDURES

1. Employee needs to report 30 minutes prior to the login time.
2. Any Delays post 5 min of the login time shall be marked as **LATE**
3. 3 Late-Marks shall be considered as **ONE DAY SALARY DEDUCTION**
4. Failing to complete 9 hours of login window, it will be considered as Half Day
5. **Sandwich Leave Policy:** Any Unplanned Leave taken on Friday or Monday will be considered as leave for **all Three days**, viz: Friday, Saturday, Sunday and Monday respectively.
6. Any Unplanned leave taken a day prior or a day **after a planned leave** will result in salary deduction for **both days**, i.e.: (Planned as well as Unplanned Leave)
7. **Two Unplanned leaves** in a month will culminate into **50% deduction of incentives** receivable for the month in concern (plus the employee might be placed on **Disciplinary Action Plan**)
8. Three unplanned leaves will result into **75% deduction of incentives**
9. Four unplanned leaves or one **NCNS** (No Call No Show) will **disqualify** the employee from any incentive payout
10. To qualify the incentives for the month, the employee needs to be present for **19 working days**.
11. In scenario of three **NCNS**, the employee will be considered/termed/updated in system as "Absconding"
12. Company shall not be liable to clear any dues whatsoever towards any "absconding" employees or if anyone resigns or terminated within 30 days of joining the firm.
13. Employee shall be eligible incentives only as long as the employee is on **IDK IT HUB's** payrolls.
14. Post termination/separation/resignation from the services, employee shall not be eligible to receive any incentives from the organization
15. Abscondment: If an employee absconds from the duties and services, The Employer will not be liable to pay any salary/remuneration nor incentives for such cases whatsoever.
16. In case of one day resignation by the employee (Exceptional cases only), employee will not be eligible for the pay worked in the current month of the resignation. And Full and Final settlement will be done after 45 days only as per the company norms.

APPLICATION PROCEDURE FOR LEAVE

Henceforth all the employees will be required to send an Email 15 days prior to the day of leave requested for, failing which the leave will be considered unapproved and hence unpaid.

For such leave, you need to have a written or email permission reverts by the Manager or the Management before going for the leave.

Incentive Application

For all the employees qualifying for the incentives, should intimate the management before the 20th of every month to avoid delays.

Arrears Application

Any arrears found in terms of salary or incentives/commissions the management to be notified immediately or within 15 days of the receipt of salary or incentive and the same shall be adjusted in the next respective cycle.

Escalations

Any escalations complain would never be dealt in public, it should be confined to discussion with management one on one only, we respect your privacy so should you including others.

IIDK IT HUB

Vaidarbhee Hatwar

TUSHAR SONKUSARE
(Operations)

VAIDARBHEE HATWAR
(Human Resource)

