



Date: 7th September, 2021

Mr. Gunturi Venkata Shanmuka Pavan Kumar,

S/o. Sri.Gunturi Srinivasa Sarma,

Flat no.402,Door no.49-27-14,
Uma Ramayya Residency,
Bakers' inn inside second left,
Madhuranagar,
Visakhapatnam-530016

Dear **Mr. Pavan,**

West Agile Labs is excited to bring you onboard to grow along with us.

We believe that companies grow and flourish by the enthusiasm and energy of the people who are willing to invest into its future. We also believe that our employees are truly our strength. At West Agile Labs, we strive to foster an ecosystem that encourages team bonding, building on the unique strengths of its associates.

We are keen to witness you embark on a richly rewarding journey with us and pleased to release this conditional offer for employment with us, as detailed below.

Designation: **Software Engineer**

Location: **Remote / Hyderabad**

Gross Compensation: **Rs.11,50,000/- (Rupees Eleven Lakhs Fifty Thousand Only)**

Expected Date of Joining: **15-Nov-2021**; Reporting Time : **9.00 A M**

Your position would carry a gross compensation of **Rs.11,50,000/- (Rupees Eleven Lakhs Fifty Thousand Only)** per annum, of which, the fixed component is **Rs.11,00,000/- (Rupees Eleven Lakhs Only)** and an Annual Performance Driven Pay (at 100% of the pay-out) is **Rs.50,000/- (Rupees Fifty Thousand Only)**. Your salary structure is detailed in (Annexure 1) of this offer letter.

As a part of West agile labs you will also be eligible for various benefits as detailed in (Annexure 2) .

The terms and conditions of your employment are attached in (Annexure 3) of this Offer Letter.



You will be on probation for a period of **3 months** and would be confirmed upon the successful completion of your probation based on your performance.

This offer is conditional and stands null and void beyond the dates mentioned below for the following terms:

1. The offer acceptance on or before end of the day **08-September-2021**
2. The expected joining date : **15-Nov-2021**.

Any change in the above dates needs to be formally intimated to us.

Hearty Welcome to you and we wish you a bright and successful career at WAL!

For West Agile Labs,

I accept the above offer

Signature:

Valli Praveen

Head-Operations

Date: **07-September-2021**

Annexure 1

NAME : Mr. Pavan Kumar

DESIGNATION: Software Engineer

CTC Per annum	1,150,000	
Fixed per annum INR	1,100,000	
Variable	50,000	
One-time Joining Bonus		
Fixed per month INR	91,667	(Amt in Rs.)
	Monthly	Annualized
Monthly Emoluments		
Basic & DA	27,500	330,000
House Rent Allowance	11,000	132,000
Special Allowance	45,754	549,046
Sub Total - A	84,254	1,011,046
Monthly Reimbursements		
Meal Vouchers (Optional)	2,000	24,000
Sub Total - B	2,000	24,000
Gross Monthly Salary (A+B)	86,254	1,035,046
Statutory Benefits		
PF Contribution-Employer	1,800	21,600
Gratuity	1,322	15,865
Subtotal - C	3,122	37,465
Annual Reimbursement		
Leave Travel Allowance *	2,291	27,489
Subtotal - D	2,291	27,489
TOTAL CTC (A+B+C+D)	91,667	1,100,000
Deductions		
PF Employee	1,800	21,600
PF Employer	1,800	21,600
Gratuity	1,322	15,865
Professional Tax	200	2,400
TDS (As per slabs & declaration)	-	-
Total	5,122	61,465
NET PAY/TAKE HOME SALARY	86,545	1,038,535
**Additional Monthly Internet Allowance	1,000	



Annexure 2

PROPOSED STRUCTURE

Amount (Per annum) *Flexible Benefit Package allows an employee to fix up his / her own allowances keeping his / her commitments, Income Tax deductions in mind. However there are policies and procedures laid down for each of the allowances.

**Annual Performance Driven Pay is linked to individual performance and is as per the organization policy. Employees on the rolls of the organization on the day of disbursement will be eligible for the same.

Benefits

Work From Home: Working from Home option is available to employees and is considered on a case by case basis with prior approval by the respective manager.

Certification Reimbursement: While you are continuously performing well, it is also important that you keep yourself updated on the latest technology trends in the market. So we support the employees by helping them financially and also provide suggestions by the industry experts upon the areas of certifications whenever required.

Health Insurance : Your family (you, your spouse and 2 kids) will be insured for group medical policy for a cover of **Rs.4,00,000/-** (Rupees Four Lakhs only).

Accidental Insurance : In addition to the Health Insurance all employees are also covered under the personal accident insurance, to an amount of **Rs.10,00,000/- Lakhs** (Rupees Ten Lakhs only)each.

Covid Insurance: Additional Floater Coverage of **Rs.5,00,000/- for Self, Spouse, + Three Kids**-(**Details would be shared during Onboarding*)

Rewards & Recognition : Employees are rewarded for their performance on a regular basis.

Birthday Leave: Your birthday needs to be celebrated and we understand if you want an off on your special day. One birthday Leave is added to your leave balance and can be used during the month of your birthday.

Maternity Leave : Full paid holiday for the period of 26 calendar weeks(Nearly 6 months).

Paternity Leave : Full Paid Holiday for a period of 7 business working days.

Uber for Work : Employees working post 8 PM in the office premises can travel home safely in Uber. WAL is associated with Uber for late working employees and pays for their travel home

Fitness Allowance: Employees will be eligible for a fitness all access pass on a quarterly basis.

Work From Home Furniture: Employees will be provided WFH furniture on confirmation.

Internet Allowance: Internet Allowance of Rs.1000/- per month.

Emotional & Mental Health Care: Employees can avail the services of “YourDost” a platform that gives free unlimited access to hundreds of experts.

Healthcare @ Home: Employees can avail the services of **Free Doctor Consultations*, discounts on medicines and diagnostics through “Practo.”** * Details will be shared on DOJ



Annexure 3

Terms & Conditions of Employment

What We Expect from You

You will be given the freedom to explore the job responsibilities and the ways to perform them. It is at your discretion to perform correctly and in a timely fashion. A healthy relationship with your co-workers will ensure we have a pleasant work environment and a better team to work with. Your support in making each working day gratifying and enhancing will be greatly appreciated.

Profile Verification

This offer is provisional to the verification of details furnished by you during the discussions and interviews held so far. If any of these details are found to be incorrect or falsified at any point of time during your employment, this offer letter, and/or subsequent employment status stands cancelled with immediate effect.

Employee Duties and Responsibilities

You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.

It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time employee you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

CTC - Allowances, Gratuity, Taxes, Insurance

The CTC agreed upon by this contract will be inclusive of your PF, allowances, gratuity, insurance and any associated components. You will have the option to discuss the percentages of these components with the Company. Gratuity will be paid at the time of your relieving.

Variable Pay

The Company, at its discretion, will provide Variable pay to employees based on the individual performance of the employee.

Tax

You will bear the implications of the tax liabilities owed to the government and local authorities by you through this employment.





Increments and Promotions

Your career path in the company will depend solely on your performance and your capability. Your performance will be reviewed on a regular basis by your managers and by your peers providing the criteria for your increments and promotions. Regular performance reviews will be conducted every quarter.

Quality Matters

You will be required to learn the processes being followed at West Agile Labs from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance.

Working Hours, Holidays and Leave

Normal working hours of the company are 9:00AM to 6PM from Monday to Friday. Saturday and Sunday are holidays. Employees are provided with the opportunity to take 19 leaves every year which comprise of 12 paid leaves that accrue half-yearly, 6 sick leaves and 1 birthday leave that can be utilised on your birthday.

Intellectual Property Rights

The company will retain ownership of all intellectual property generated during the course of your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per the Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during the course of your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

Non Solicitation

During your employment with West Agile Labs and for a year thereafter you shall not solicit any employee of the Company to leave their employment in order to join another company or provide services to another company/person/entity which is not affiliated to West Agile Labs. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the company.

Non-Disclosure

You agree to sign and be bound by the terms of the Non-Disclosure, Non-Solicitation and Non-Competition Agreement required to be signed by you during the term of your employment with the Company and at all times thereafter. You also hereby agree to comply with the terms of any policies of the Company relating to the protection of confidential information from time to time. You are also required to strictly maintain as confidential and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the Company except your immediate superior. Any disclosure of confidential information will be considered a serious misconduct and breach of the terms of your employment.



Non-Compete

By joining this company in the designated position you hereby agree to not engage in any competing activity or business during the course of your employment and thereafter for a period of 1 year after the termination of your employment with the company. This does not however prevent the employee from seeking employment in other IT companies after termination of employment with West Agile Labs.

Training

The company may select and offer training for employees at the company location or outside at its own discretion. You will be required to attend these trainings and assignments

Personal Information

It is the responsibility of the employee to keep their personal contact information up to date with the company and also to notify duly any changes thereof. Additionally you will also be required to update the company of changes in your civil or marital status

Reimbursements

Any reimbursements or bonuses paid by the Company at the time of your joining, need to be paid back to the Company if you decide to leave the Company within a year from the date of Joining.

Termination

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

- any material items belonging to the Company per inventory, and all non-material items in your possession including but not limited to Intellectual property (documentation, software, email correspondence) and any other information required for the continued execution of the duties of your role (login credentials, business contact information)..
- any physical company documents that you may have in your possession
- any other company assets within your control like apartments, leases etc.

You are also bound to repay any and all outstanding debts or loans due to the company and the company is hereby authorized to deduct from any payments due to the employee the amount due to the company.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

- Your appointment can be terminated by the Company, without any reason, by giving you not less than 1 months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.
- You may terminate your employment with the Company, without any cause, by giving no less than 2 months' prior notice or salary for an unsaved period, left after adjustment of pending leaves, as on date. The Company reserves the right to extend the notice period by 1 month in case of any urgent and compelling business dependencies.



- The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable grounds to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.
- On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

Breaches and violations

Over and above the terms mentioned in this document you are also liable for disciplinary action including and not limited to warnings, suspension, demotion, denial of promotion or increments for violations of codes of conduct and company policies. The said policy and related company manuals shall be treated as part and parcel of this Agreement. The company reserves the right to modify/amend terms and conditions, and will notify employees of the same. The company may also decide to terminate employment subsequent to disciplinary action and proper investigation.

Other Rules and Regulations

During employment you are subject to rules and regulations and policies of the Company as made applicable by the company and revised at the company's discretion from time to time, irrespective of whether such details are individually notified to you. You are requested to keep yourself up-to-date with such information from the company intranet/company manual. You will also be liable to face action from the company if you are found in violation of these.

Notice Period

A notice of 2 months is required from your end, during your employment with the company, to cancel your contract of employment. Notice period is considered to start from the point the resignation letter is received by the manager.

However when situations warrant, as in the case of breach of policies, the company may decide to terminate the contract with immediate effect. In case of business requirements the company may also increase the notice period of an employee by one more month in addition to the stipulated 2 months period and not more than that.

Jurisdiction

Your employment shall be governed by and construed in accordance with the laws of India and the courts of Hyderabad, Telangana shall have jurisdiction, to the exclusion of any other Courts that may have jurisdiction to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

Amendments

The Company, at its discretion, may alter, replace or annul any of the above, should circumstances warrant either as a result of statute or otherwise. All changes will duly be updated on the company intranet and will be duly notified to the employees through proper channels.