

Date: 04th June, 2025

Dear Ritisa Behera,

I am delighted & excited to welcome you to HOMEFIRST as an Intern. At HOMEFIRST, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience with us.

Your appointment will be governed by the terms and conditions presented in the Annexure A.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Congratulations!

Team

HOMEFIRST

Annexure A

You shall be governed by the following terms and condition of service during your internship with HOMEFIRST, and those may be amended from time to time.

1. You are being hired as an Intern.
2. Your date of joining is **9th June, 2025** and the duration of the internship would be **2 months**. During this time, you are expected to devote your time and efforts solely to the internship work assigned to you. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.
3. You will be working out of the HOMEFIRST Mumbai Head office for the duration of the internship. You are expected to arrange for your own accommodation at Mumbai. There will be catch ups scheduled with your mentor to discuss work progress and overall internship experience at regular intervals.
4. All the work that you will produce at or in relation to HOMEFIRST will be the intellectual property of HOMEFIRST. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. HOMEFIRST operates on zero tolerance principle with regard to any breach of data security guidelines. At the completion of the internship, you are expected to hand over all HOMEFIRST work/data stored on your Personal Computer to your mentor and delete the same from your machine.
6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company.
7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors.
8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
9. HOMEFIRST is a start-up and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard-work – and expect appreciation & rewards to follow.
10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the **ONLY** way we all can continuously push ourselves to do better.
11. Have fun at what you do and do the right thing – both the principles are core of what HOMEFIRST stands for and we expect you to imbibe them in your day-to-day actions and continuously challenge us if we are falling short of expectations on either of them.
12. You will be provided **Rs.25,000** per month as stipend.

I have negotiated, agreed, read and understood all the terms and conditions of this Internship letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

Signature:

Place:

Name: