

To -Aditya Bhatt

Date: 14 August 2023

INTERNSHIP OFFER LETTER

Dear Aditya,

We are absolutely thrilled to welcome you to Proactivist as a valuable member of our team! At Proactivist, we firmly believe that our team is our greatest strength, and we are proud to have selected you for this opportunity. We are confident that you will play a significant role in the overall success of our venture, and we wish you the most enjoyable, enriching, and meaningful internship experience with Proactivist.

You will be governed by the following terms and conditions during your internship with Proactivist, which may be amended from time to time:

- Your date of joining is 14 August 2023. Throughout your tenure, we expect you to dedicate your time and efforts solely to Proactivist work. Please inform your mentor in advance about any forthcoming events so that we can plan your work accordingly.
- You will be under a probation period for 60 days. If your performance is satisfactory, you will be provided with a stipend based on your achievements and contributions.
- Your internship will be conducted remotely. Regular catch-ups will be scheduled with your mentor to discuss work progress and your overall internship experience. We expect you to commit a minimum of 4-5 hours of work every day.
- Under normal circumstances, either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. During the internship period, you will be eligible for a total of 6 leaves. These leaves should be served as a notice of 3 days prior, allowing for flexibility and work-life balance.
- We expect you to conduct yourself with the utmost professionalism in your interactions with your mentor, team members, colleagues, clients, and customers. Treat everyone with respect and embrace our collaborative work environment.
- Proactivist is a startup, and we admire individuals who go above and beyond the call of duty and think outside the box. Surprise us with your passion, intelligence, creativity, and hard work, and expect appreciation and rewards to follow.
- You can expect constant and constructive feedback from your mentor and other team members. We strongly encourage you to ask for and provide feedback at every possible opportunity. Feedback is

essential for personal and professional growth, and it's your right to receive and give feedback. This is the only way we can continuously strive for improvement.

- Enjoy what you do and always strive to do the right thing. These principles lie at the core of what Proactivist stands for, and we expect you to embody them in your daily actions. Furthermore, we encourage you to challenge us if we ever fall short of expectations regarding these principles.

Once again, congratulations on your selection! We believe this internship will be a rewarding experience for you, and we look forward to welcoming you to our team. Thank you for considering this internship opportunity with Proactivist . We are excited to embark on this journey together.


By affixing your signature below, you indicate your complete acceptance of the terms and conditions of this Internship Offer Letter and its Annexure. If you have any questions or concerns, please feel free to reach out to us.

Thanks and Regards,

Thrifty Kapila
Authorized Signatory
CEO

Name: Aditya Bhatt

Date: 16-08-2022

Signature 

Annexure

- **Internship Details:**
You will be joining the Company as an Intern for a period of approximately 6 months, with a minimum commitment period. However, based on your past professional experience, the Company is open to discussing other professional opportunities upon completion of the internship period. Specific details regarding the internship project will be disclosed upon when you will accept the signed offer letter by the Company.
- **Compliance with Guidelines:**
You agree to adhere to the guidelines set forth by the Company's management. Any non-compliance with these guidelines may result in the termination of the internship, without providing reasons. The Company believes in maintaining a positive and productive work environment and trusts on you to contribute towards this goal.
- **Termination of Internship:**
The Company holds the absolute discretion to terminate the internship in cases such as but not limited to indiscipline, non-reporting, violation of any written or oral directions, working against Company policies, or where there is a potential or actual business or reputation loss. However, the Company aims to foster a supportive and growth-oriented environment for you.
- **Confidentiality:**
During the course of the internship, you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree to maintain strict confidentiality and not to use or disclose this information for personal gain or to any external parties. The Company values trust and appreciates your commitment to maintaining confidentiality. All work produced by you during your time at Proactivist will be the intellectual property of Proactivist. You are not allowed to store, copy, sell, share, or distribute it to any third party under any circumstances. Similarly, please refrain from discussing your work in public domains (both online, such as blogging and social networking sites, and offline, among your friends and colleagues) without prior discussion and approval from your mentor
- **Return of Company Property:**
Upon the conclusion of the internship, you agree to promptly return all Company property, equipment, and documents, including electronically stored information and any copies thereof. This ensures the protection of the Company's assets and ensures a smooth transition. Data privacy and security are of utmost importance to us. You will be responsible for maintaining the confidentiality of any student, customer, client, and company data and contact details that you may have access to during your internship. Proactivist operates on a zero-tolerance policy for any breach of data security guidelines.
- **Exclusivity and Work Commitment:**
Throughout the internship period, you will be exclusively working for the Company on a full-time/part-time basis, dedicating their skills and knowledge to the assigned project. The Company values your commitment and appreciates their contribution.

- This Annexure represents the understanding between the Company and you and supersedes any prior discussions or agreements, whether written or verbal. By accepting this offer letter, you will acknowledge their understanding and abide by the terms and conditions outlined herein.