**CONTRACT**

**Naxa Pvt Ltd**. (hereafter referred to as ***NAXA, the Employer or the Company)*** hereby appoints **[COURTESY] [EMPLOYEE\_NAME] Permanent Resident of** **[ADDRESS]** **(Citizenship Number: [CITIZENSHIP\_NUMBER])** (hereinafter referred to as the ***[EMPLOYEE\_POSITION]****),* in the position of **[DEPARTMENT] [EMPLOYEE\_POSITION]**. Upon signing this document, it is understood that the Employee accepts the terms and conditions of NAXA and shall abide by the clauses of this contract. During the period of the contract, the Employee is expected to provide services of the highest possible standards. NAXA is liable to provide the agreed remuneration and facilities to the Employee for the services provided.

**A. Recruitment Details**

Position: **[DEPARTMENT] [EMPLOYEE\_POSITION]**

Allowance: Rs. [ALLOWANCE] (***Salary for employees***)

Period: [PERIOD] (***Probation Period for employees***)

Start Date: [START\_DATE]

Expiry Date: [EXPIRY\_DATE]

**B. Job Description**

The Employee is entitled to the following responsibilities:

**[JOB\_DESCRIPTION]**

**C. Work Schedule**

1. The Employee will be required to work for eight hours from 9 AM to 6 AM excluding a 45 minutes lunch break and 15 minutes tea break for five days (Monday to Friday).
2. In case daily working hours are not fulfilled, the deficit number of hours will be accumulated and the employee may have to work extra to compensate for this. Failure to do so may result in adjustment on the monthly remuneration as per the deficit.
3. During product delivery deadlines and urgent workloads, the employee may be requested to work on weekends (Saturdays and Sundays) or public holidays.

**D. Performance Review**

1. [PERFORMANCE\_REVIEW]

**E. Leave Provision**

1. The Employee will be provided regular leave days on Saturdays and Sundays and public holidays as recognized in the company yearly calendar.

**F.** **Reporting**

The Employee will have to participate in daily standups among the team members and update about progress, issues and ongoing tasks.

**G.** **Dismissal**

If the employee at any time willfully neglects or refuses to perform any of the duties involved from time to time or should be guilty of gross misconduct in connection therewith the company may immediately terminate the appointment without notice and shall be liable to pay only the amount of salary earned up to date of such termination.

**H.** **Termination**

**The Employer** holds the right to terminate the contract with one weeks’ prior notice in general.

**Contract will be terminated if:**

1. Without notice, on expiry of the fixed term of employment.

2. Subject to the above notice periods, by the Employer, in the event of Employee’ incapacity or due to operational requirements.

3. Summarily, if the Employee is found guilty of a serious disciplinary transgression.

4. With or without notice for any other reason recognized by law as sufficient.

**I** **Harassment Policy**

1. NAXA Pvt. Ltd strives to provide a work environment that is pleasant, professional, and free from intimidation, hostility or any other offenses which might interfere with work performance. Harassment of any sort - verbal, physical, visual - will not be tolerated, particularly harassment based on a person’s race, color, religion, sex, age, sexual orientation, national origin or ancestry, disability, medical condition, marital status, veteran status, or any other protected status defined by law.
2. Sexual harassment is unlawful and punishable. NAXA does not tolerate any form of sexual harassment or sexual abuse.
3. All reports of harassment or sexual harassment by the Employee will be fully investigated as defined in the NAXA Employee Handbook.
4. Should the Employees be found to have sexually harassed another person, this contract shall be immediately terminated and the actions reported to the proper authorities as deemed appropriate by NAXA management. Fees earned and unpaid as of the date of termination will be paid to the Employee, and NAXA will not be held liable for payment of additional fees or early termination of the contract
5. Should the Employee be the subject of harassment or sexual harassment by any NAXA employee, volunteer, intern, or other associated party, the Employee is encouraged to report the incident(s) to the Human Resources Manager within 15 days. NAXA will follow the appropriate investigative process as described in the NAXA Pvt. Ltd.

**J.** **Resignation**

The **Employee** holds the right to terminate the contract with one weeks’ prior notice in general.

**K.** **Governance and Service**

1. Employee’s service will be governed by the Employee Handbook of the company and any other rules that remain in force from time to time in matters other than those specifically provided.
2. This contract shall expire automatically once the company ceases to exist.

*[Note: Other rules will be according to the company’s policy]*

**L. Confidential Information**

Receiving Party (Recipient) shall immediately return and redeliver to Disclosing Party (Company) all tangible material embodying any Confidential Information provided hereunder and all notes, summaries, memoranda, drawings, manuals, records, excerpts or derivative information deriving there from, and all other documents or materials (“Notes”) (and all copies of any of the foregoing, including “copies” that have been converted to computerized media in the form of image, data, word processing, or other types of files either manually or by image capture) based on or including any Confidential Information, in whatever form of storage or retrieval, upon the earlier of (i) the completion or termination of the dealings between the parties contemplated hereunder; (ii) the termination of this Agreement; or (iii) at such time as the Disclosing Party may so request; provided however that the Receiving Party may retain such of its documents as is necessary to enable it to comply with its reasonable document retention policies. Alternatively, the Receiving Party, with the written consent of the Disclosing Party may (or in the case of Notes, at the Receiving Party’s option) immediately destroy any of the foregoing embodying Confidential Information (or the reasonably nonrecoverable data erasure of computerized data) and, upon request, certify in writing such destruction by an authorized officer of the Receiving Party supervising the destruction).

*The Employer and the Employee hereby declare that they understand thoroughly the above provisions and agree to sign to abide by such provisions. The employee also acknowledges to have received a copy of the* [*Employee Handbook*](https://drive.google.com/file/d/1ith4fdIphmRdCXQxgg-pzERj3OaBrx-s/view?usp=sharing) *and comply with its policies and procedures. They shall each retain a copy of this contract for future reference.*

***Signature of Employee* Signature of Employer**

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Name: [EMPLOYEE\_NAME] Name: [EMPLOYER\_NAME]

[DEPARTMENT] [EMPLOYEE\_POSITION] [MANAGER\_POSITION]

Date: [CONTRACT\_DATE] Date: [CONTRACT\_DATE]