



10th December 2024

Shivam Saraswat

kartikey.saraswat301@gmail.com

Dear Shivam Saraswat,

We are pleased to inform you that, after carefully reviewing your profile and evaluating your assignment, you have been selected as a candidate for the position of **Backend Developer Intern** at VRV Security.

Below, you will find the details of the internship offer, including your responsibilities, benefits, and terms of engagement. We are excited to welcome you to our team and are confident that your skills and enthusiasm will make a valuable contribution to our organization.

Kindly review this letter thoroughly and return a signed copy as an acknowledgment of your acceptance.

Internship Agreement: Terms and Conditions

We are pleased to offer you the position of Backend Developer Intern under a fully **remote** work arrangement. You will not be required to attend the office at any point during this internship. Your reporting manager, **Naitik Singh**, will provide guidance, assign tasks, and oversee the management of your deliverables throughout the internship period, ensuring compliance with the agreed terms of your engagement.

The internship is scheduled to commence on **15th December 2024** and will continue for a duration of **6** months unless terminated earlier in accordance with the terms outlined in this agreement. Termination may occur if there is a breach of any conditions stipulated in this document.

Your performance during the internship will be continuously assessed. Based on your contributions and evaluations, you may be considered for a Pre-Placement Offer (PPO) for a full-time role within the organization, with a compensation package of up to 16 LPA. Such an offer shall remain at the sole discretion of the company and subject to its evaluation criteria and business requirements.

VRV Security or its representatives will never request any payment for internships, including advance fees, joining fees, or welcome kit charges. If anyone makes such a request, please disregard it and exercise caution.

Stipend and Payment Terms

For your role as a Backend Developer Intern, you will receive a monthly stipend of **INR 35,000 (Thirty-Five Thousand)**. The stipend will be disbursed on or before the **15th day of each month** through your preferred mode of payment. Upon acceptance and submission of this offer letter, the HR team will contact you to collect the necessary details for processing your payments. It is your responsibility to ensure that accurate payment details are provided to avoid any delays or discrepancies.

The stipend amount is subject to applicable statutory deductions and taxes as per the laws of the jurisdiction. You are required to review and comply with all applicable tax filing and reporting obligations. The company bears no responsibility for your personal tax compliance, and you are advised to fulfill these obligations in a timely manner.

Additionally, any expenses incurred by you in relation to software, hardware items, equipment, or courses that are required for projects or official work and pre-approved by the company will be reimbursed. Reimbursement claims must be submitted with valid proof of purchase and receipts within the stipulated timeframe outlined in the company's reimbursement policy. Failure to comply with the reimbursement process may result in denial of the claim.

Confidentiality and Non-Disclosure Obligations

As part of your engagement with VRV Security, you acknowledge and agree to the following terms regarding confidentiality and non-disclosure:

1. Confidential Information

"Confidential Information" refers to all information, whether written, electronic, or verbal, that is proprietary to VRV Security and not publicly available. This includes but is not limited to trade secrets, technical data, intellectual property, customer information, financial data, strategies, and any other information disclosed to you in the course of your internship.

2. Obligation of Confidentiality

You agree to:

- Maintain strict confidentiality of all Confidential Information and not disclose it to any third party without prior written consent from VRV Security.
- Use the Confidential Information solely for the performance of your duties as specified in this internship agreement.
- Implement all reasonable measures to protect Confidential Information from unauthorized access or disclosure.

3. Exceptions

Confidential Information does not include information that:

- Is or becomes publicly available through no fault of yours.
- Was in your possession prior to disclosure by VRV Security, as evidenced by written records.
- Is required to be disclosed by law or regulation, provided you give prompt written notice to VRV Security to allow for protective measures to be taken, where possible.

4. Return or Destruction of Materials

Upon completion or termination of your internship, you are required to return or permanently destroy all materials containing Confidential Information, including electronic and physical copies, as directed by VRV Security.

5. Duration of Obligation

Your obligation to maintain confidentiality will continue indefinitely, even after the termination or conclusion of your internship, unless otherwise agreed in writing by VRV Security.

6. Breach of Agreement

Any violation of this confidentiality obligation may result in immediate termination of your internship and may subject you to legal action, including but not limited to claims for damages and injunctive relief.

Code of Conduct and Workplace Ethics

As an intern at VRV Security, you are required to adhere to the following standards of conduct and workplace ethics during the course of your engagement:

1. Professional Behavior

You are expected to maintain a high level of professionalism, integrity, and ethical conduct in all interactions with colleagues, clients, and stakeholders. Disruptive or inappropriate behavior that may negatively impact the workplace environment is strictly prohibited.

2. Compliance with Policies

You must familiarize yourself with and comply with all company policies, including but not limited to workplace safety, harassment, anti-discrimination, and IT usage policies.

3. Proper Use of Company Assets

Company assets, including but not limited to software, hardware, and intellectual property, must be used responsibly and exclusively for authorized business purposes. Misuse or unauthorized access to company resources is strictly forbidden.

4. Confidentiality in Communications

You must exercise discretion and maintain confidentiality in all communications related to company matters. This includes refraining from discussing sensitive information in public or on unsecured channels.

5. Conflict of Interest

You must disclose any personal or professional relationships or activities that may present a conflict of interest with your role or responsibilities at VRV Security. Engaging in activities that conflict with the interests of the company is strictly prohibited.

6. Reporting Violations

If you become aware of any violations of company policies, unethical behavior, or illegal activities, you are obligated to report such incidents to your reporting manager or the appropriate department immediately.

7. Disciplinary Actions

Failure to comply with the Code of Conduct may result in disciplinary action, including but not limited to formal warnings, suspension of duties, or termination of the internship.

Leave Policy and Work Schedule

1. Work Schedule

Interns are required to work five (5) days a week from Monday to Friday. Saturdays and Sundays are designated as non-working days, unless otherwise specified for specific projects or deadlines.

2. Paid Leave Entitlement

Interns are entitled to three (3) paid leave days per calendar month during the internship period. Unused leave days will not be carried forward to subsequent months or encashed.

3. Leave Application Process

- Leave requests must be submitted to your reporting manager.
- Approval of leave is at the sole discretion of your reporting manager, based on workload and operational requirements.
- Emergency leaves must also be reported to your manager at the earliest opportunity, along with a valid reason.

4. Unauthorized Absence

Failure to notify or obtain approval for absences may result in the leave being considered unauthorized, which may impact your internship performance evaluation.

These guidelines ensure a balance between operational efficiency and flexibility for interns. Strict adherence to the leave policy is expected.

Performance and Evaluation

Your performance during the internship will be continuously assessed based on your deliverables, adherence to deadlines, and overall contribution to the assigned projects.

At the end of your internship:

- You will receive a Letter of Completion and Experience, regardless of performance outcomes.
- A Letter of Recommendation or a Pre-Placement Offer (PPO) for a full-time role may be extended, subject to your performance evaluation and the company's discretion.

These outcomes are designed to recognize your efforts and contributions during the internship period.

Termination of Internship Agreement

The internship may be terminated by either party under the following conditions:

1. Termination by the Company

The company reserves the right to terminate this internship agreement with immediate effect for reasons including, but not limited to:

- Gross misconduct, unethical behavior, or violation of company policies.
- Poor performance or failure to meet the required standards of work.
- Engagement in fraudulent activities or conflicts of interest.
- Breach of any terms stipulated in this agreement.

2. Termination by the Intern

You may terminate the internship by providing a written notice of no less than seven (7) days to your reporting manager, stating the reasons for termination.

3. Notice Period

In the absence of gross misconduct or immediate cause, either party must provide a minimum notice period of seven (7) days before terminating this agreement.

4. Return of Company Property

Upon termination, you are required to return all company property, including documents, equipment, and any materials, in your possession.

5. Final Stipend Payment

Final stipend payments, if applicable, will be settled within the standard payroll process.

Termination does not absolve you of your obligations related to confidentiality and non-disclosure as outlined in this agreement.

Acknowledgment and Acceptance

By signing this agreement, you affirm that you have carefully read, fully understood, and unconditionally accepted all the terms and conditions outlined in this document. Your signature serves as a formal acknowledgment of your agreement to the responsibilities, obligations, and policies stipulated herein, as well as your acceptance of the internship offer.

To complete the acceptance process, please submit the signed copy of this agreement via the designated form available at the following link:

<https://forms.office.com/r/6CeR4F2vKu>

Submission Deadline: 13th December 2024.

We are thrilled to welcome you to the team and look forward to a productive and rewarding collaboration.

For Intern's Acknowledgment:

Name: Shivam Saraswat

Date: 10-12-24

Signature: Shivam

Best Regards,

Vinod Kumar

CEO, VRV Security

Vinod Kumar