



Date – 7 July 2021

Subject: Internship Offer Letter with IoTAGI

Dear Anish,

With reference to your application and subsequent interview held via call. We would like to congratulate you on being selected as an Intern with IoTAGI. All of us at IoTAGI are excited that you will be joining our team!

We are pleased to assign you an Internship at IoTAGI

Please find the following confirmation of the specifics of your internship:

Position Title- Web Dev Intern

Working Hours- Flexible

Duration – 1 Month / 30 Working days

Your appointment will be governed by the Annexure and T&Cs mentioned below.

You are requested to share your College ID and Duly Signed Offer Letter (via mail) for official purposes to further start the internship.

Internship Responsibilities: Your day-to-day responsibilities will include the following:

- Writing well designed, testable, efficient code by using best software development practices
- Integrating data from various back-end services and databases
- Gather and refine specifications and requirements based on technical needs
- Create and maintain software documentation
- Be responsible for maintaining, expanding, and scaling our site
- Stay plugged into emerging technologies/industry trends and apply them into operations and activities
- Cooperate with web designers to match visual design intent



Benefits:

- Getting the opportunity to work with people from various work fields
- Building a better network and connections with experienced professionals from the industry, which will be helpful in near future for getting placements
- Enhancing the power of strategic thinking
- Polishing the communication skills
- Getting a Senior Level management experience at a very young age
- Will Improve the decision-making ability

Perks:

- Certificate of Internship
- Letter of Recommendation

NOTE-

- Perks will be given after successful completion of the Internship
- If you are taking leave for any personal reasons, then you need to compensate that duration by extending the period of internship.

Location: This is a Work-From-Home (WFH) internship, so you will be working remotely.

Should you have any queries regarding the specifics of your internship, please contact us by
E-mail - iiot@gmail.com

Again, congratulations and we look forward to working with you this coming Month!



We are pleased to offer you a fixed term position as an Intern with IoTAGI ("Company") on the terms and conditions set out below.

This offer and your employment with the Company is at all times conditional upon you obtaining and retaining all necessary visas, work permits and registrations to enable you to lawfully reside and work for the Company in India and is subject to the successful completion of all background checks required by the Company and you providing satisfactory written evidence, on request, that you have obtained all relevant qualifications (including relevant educational qualifications) required for the role.

1. Contract Term

This fixed term contract of employment ("Agreement") is made and entered into between IoTAGI and the candidate receiving this Offer Letter.

Your internship shall begin on 2 July 2021 ("Commencement Date") and shall end on 1 August 2021 ("Expiry Date"), unless terminated earlier in accordance with the terms of this letter.

2. Terms and Scope of Employment

Your office location will be at the Company's offices in India (exact location to be advised before your start date), and your main place of work will be working remotely from your home from the Commencement Date ("Remote Arrangement"). The Remote Arrangement will be subject to ongoing and regular business review and may be extended, modified or terminated by the Company in accordance with its business requirements. Should your remote working location change, you are required to inform your manager immediately.

Under the terms of this Agreement, and without the need to terminate the employment relationship or to enter into a new agreement, the Company is permitted to assign you additional tasks, to modify or remove your assigned duties, to change your reporting lines or to change the place of your employment without additional compensation to you.

You agree that, during the period of employment under this Agreement, you will diligently and loyally devote all of your professional skills, time, energies and best efforts to the performance of your duties on behalf of the Company.

You will not sell, distribute, publicly exhibit, circulate, transmit, e-mail, fax, export, convey, duplicate, print or otherwise copy or reproduce any Internet advertisement or any material appearing at the URL associated with such advertisement that is the subject matter of such advertisement or any part thereof. In addition, you will not possess or provide any Internet advertisements or related keywords, categories or other targeting mechanisms, Company advertising technology, Company confidential information, Company intellectual property, or derivative works of the foregoing to any third party.



The Company reserves the right to place you on administrative leave on full pay during the course of any investigation or otherwise on legitimate business grounds in the Company's absolute discretion.

3. Working hours

Your standard working hours will be flexible. However, you may be required to work additional hours from time to time in order to perform your duties effectively, and you agree that you will not be entitled to any additional remuneration for such hours of work outside the standard working hours.

4. Anti-Discrimination and Harassment

We will not tolerate any form of discrimination or harassment (including sexual harassment) at our workplace which is in breach of the Company's policies or relevant laws. If you become aware of any such conduct you must immediately report it to us. You acknowledge and agree that violation of any such Company policy or law may lead to disciplinary action, up to and including immediate termination of your employment.

5. Confidential information and invention assignment

You agree to the terms set out in Appendix A to this letter, relating to confidential information and assignment of inventions.

6. Use of Information Technology and Communications

You acknowledge that the Company's local and wide area network infrastructure and its telecommunications system and its components, including telephones, mobile phones, facsimile machines, photocopiers, printers, personal organizers, computers and servers, as well as the applications running on and services provided by these systems including e-mail and voicemail, Internet and intranet, and file storage facilities ("IT Systems") and all oral communications, telephone conversations, information and messages or any part of a message (whether in the form of data, texts, images, speech or any other form) transferred via and/or stored on the IT Systems, including any recording and/or copies made of such communications, and any attachments to such communications ("Communications") made via the IT Systems are the property of the Company. You understand that it is your responsibility to comply with the Company's policies governing use of the IT Systems.

You acknowledge that the Company has the right to monitor, record, or access any Communications made via the IT Systems, electronic files, or other uses or applications of the IT Systems for compliance with Company policies and for any other business-related purposes in the Company's sole discretion. You should have no expectation of privacy when using company IT Systems.

7. Data privacy

You have reviewed IoTAG's Employee Privacy Policy, attached as "Appendix B" to this Agreement, as amended from time to time, and consent to the collection, processing and use of your personal



information, including sensitive categories of data (eg medical information) by IoTAGI, in accordance with and for the purposes set out in the policy. You also consent to the transmission of your personal information to other companies in the IoTAGI group, to third party service providers engaged in connection with the employment relationship (such as payroll and benefit providers), and otherwise as permitted or required by law, including transfers to entities outside India.

8. Termination

a) Your employment is for a fixed term and will cease automatically on the Expiry Date, unless terminated earlier in accordance with this clause.

b) Either you or the Company may terminate your employment at any time prior to the Expiry Date by giving to the other two weeks' prior notice in writing (or such additional notice required by law), or in the case of the Company, making a payment of base salary in lieu of such notice.

c) The Company may terminate your employment at any time without prior notice if you commit any serious or persistent breach of the terms of this letter, or are guilty of any serious negligence or misconduct in connection with or affecting the business or affairs of the Company. Misconduct includes without limitation:

- Habitual absence from work or absence from service without prior notice in writing or without sufficient cause for ten days or more;
- Causing damage to the property of the Company;
- Continued discharge of work functions, in a manner which does not meet the standards reasonably expected by the Company from you;
- Engaging in any conduct amounting to sexual harassment, as defined under the Company's policies;
- Breach of any provisions of the Confidential Information and Invention Assignment Agreement attached as Appendix A;
- Breach of any of the policies set out in the Code of Conduct, any policy contained in the Company's intranet site, or other policy communicated to employees.

9. No Conflict of Interest

a) You represent and warrant that as of the Commencement Date, you will have terminated your employment with any previous employer.

b) You represent and warrant that you have not entered into any previous or contemporaneous agreements which may be in conflict with the terms and conditions of this Agreement, or which would preclude you from fully performing your job responsibilities for the Company.

c) You represent that your performance of all the terms of this Agreement and as an employee of the Company does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you in confidence or in trust prior to your employment by the Company, and you will not disclose to the Company or induce the Company to use any confidential or proprietary information or material belonging to any previous employers or others.



d) During your employment with the Company, you agree not to engage in any other employment, occupation, or consulting directly related to the business in which IoTAGI is now involved or becomes involved during the term of your employment, nor engage in any other activities that may conflict with your obligations to the Company, including but not limited to, employment outside of the Company, membership on Boards of Directors or Advisory Boards, personal investments or establishing, maintaining or servicing business relationships with family or friends.

10. Company Policies and Regulations

During your employment with the Company, you shall observe and comply with the Code of Conduct, the policies contained in the Company's intranet site, and any other policies, rules, regulations and directives of the Company as may from time to time be made or given. The Company shall have the right to alter and amend the policies, rules and regulations of the Company at any time in its absolute discretion.

11. No conflict of interest

During your internship you agree not to engage in any other employment, occupation, or consulting directly related to the business in which the Company is now involved or becomes involved during the term of your employment, nor engage in any other activities that may conflict with your obligations to the Company, including but not limited to, employment outside of the Company, membership on Boards of Directors or Advisory Boards, personal investments or establishing, maintaining or servicing business relationships with family or friends.

12. Miscellaneous

This Agreement supersedes any prior oral or written agreements, representations and promises of any kind, whether written, oral, express or implied between the parties relating to your employment with the Company or any Related Corporation of the Company.

This Agreement together with its Appendices constitutes the entire Agreement relating to the terms contained herein.

This Agreement can only be modified in writing, signed by you and the Company.

13. Severability

The Company and you mutually agree that the provisions of this Agreement are severable, and if any one provision is found to be unenforceable in whole or in part, the remainder of the Agreement will remain valid and enforceable. The Company and you further agree that the court should modify any provision to make it enforceable.

14. No breach

In signing below, you confirm that you are not bound by any prior contract, undertaking, commitment or other obligation which prevents you from being employed by the Company and



being able to fully and completely perform the services contemplated by this Agreement. You also confirm that in fulfilling your duties hereunder you will not be breaching any duty of confidentiality to any persons, including without limitation, your previous employers or principals.

15. Waiver

Waiver of breach of any term or condition of this Agreement will not be deemed to constitute the waiver of any other breach of the same or any other term of condition herein contained.

16. Successors and Assigns

The Company will have the right to assign this Agreement to its parent, subsidiaries, subdivisions, affiliates, successors and assigns, and all covenants and agreements herein will inure to the benefit of and be enforceable by such. This Agreement is personal to you and will not be assigned by you.

17. Notice under the Agreement

Any notices required to be given under this Agreement shall be in writing and shall be validly delivered if (a) sent by personal hand delivery, or (b) sent by mail to the address of the applicable party set forth on the first page of this Agreement, or such other address as is provided by the parties in writing.

The Company and you mutually agree to make every reasonable effort and accommodation required for the timely receipt of notices required under this Agreement.

18. Choice of Law/ Jurisdiction

This Agreement is governed and construed in accordance with the laws of India. You hereby expressly consent to the jurisdiction of the courts of India and waive any objection to the said venue.

We look forward to an early acceptance of this offer. To indicate your acceptance of this offer, please sign and date the enclosed original and return it to us via mail.

We look forward to having you join us for your internship! We feel you will find it a rewarding and growing experience and we look forward to working with you.

Sincerely,

By
Agrim Nagrani
Founder & CEO
IoTAGI



I accept this offer of employment with IoTAGI and agree to the terms and conditions outlined in this letter.

Sign

Date

Planned Start Date: 7 July 2021