

Date: 23rd May, 2022

Ms. Alvina Singh

Dear Alvina,

Subject: Offer Cum Appointment Letter

We welcome you to **Sunrise Mentors Private Limited (Coding Ninjas)**.

Position. We are pleased to appoint you in the position of “**Student Counsellor- Chat Team**” at **Sunrise Mentors Private Limited (Coding Ninjas)**.

Compensation: We would like to offer your annual salary (CTC) **Rs. 372,000/- (Three Lac Seventy Two Thousand only)** subject to all deductions.

It is important to both of us that during your initial period of employment your ability to perform your duties be carefully assessed. Accordingly, the first 90 [Ninety] days of employment represent a probationary period.

You will be governed by the rules and regulations of the company. A detailed letter of appointment attached with this joining letter.

We welcome you as part of our Sunrise Mentors Pvt. Ltd team. We foresee your potential skills as a valuable contribution to Sunrise Mentors Pvt. Ltd.

Please sign and return the duplicate of this letter as token of your acceptance.

Yours truly,



Authorised Signatory
(Sunrise Mentors Pvt. Ltd.)

For **Sunrise Mentors Pvt. Ltd,**
Kannu Mittal
Director

ALVINA SINGH

General Employment Policies

The contract of employment is entered into between “Sunrise Mentors Private Limited.” (hereinafter referred as 'Sunrise Mentors') and **Alvina Singh** (hereinafter referred as “Employee”) on **23.05.2022**

The general employment policies are given below:

1.Place of Posting and Assignment:

The current place of posting is shared with every employee in offer/appointment letter. However, employee is liable to be transferred from one place to another, one job to another, one unit to another, at any point of time as the exigencies of work demand. Employee can also be deputed to work in and / or assigned the work of our sister concerns and / or subsidiaries or any other client as per the assignment and / or agreement, which Sunrise Mentors has and / or may have with such other client.

2. Whole Time Service:

During the period of employment with Sunrise Mentors, employee will not engage himself/herself directly or through any agency in any work, business, profession or employment, either honorary or otherwise without obtaining written prior permission from the Management. Employment with Sunrise Mentors is full time and under no circumstances should an employee engage himself/herself in any business whatsoever whilst so employed. Any breach of this condition may result immediate termination from the services of the company and Sunrise Mentors may take legal actions.

3.General Service Conditions:

All employees will be required to adhere to all the General Service Conditions governing the unit and location the employee is working, that may be in force currently and / or which may be issued from time to time by the management with respect to hours of work, shift working, weekly offs, paid holidays etc. Employee will also be required to maintain disciplinary standards pertaining to his/her conduct and behavior.

4.Nature of work / Responsibilities

The nature of work and responsibilities will be assigned and explained to each employee by her/his senior from time to time. It is right of the management to reorganize (including enhancing or reducing) work, authority, responsibilities and reporting structures from time to time at its discretion. Employee will execute the task and duties assigned in a punctual and diligent manner and shall not refuse the work assigned to him/her by company from time to time.

5.Work Timings:

The official working hours are fixed according to the centre / location / functions.

The regular work timing is from 10 AM to 7 PM (includes 30 minutes for lunch break) with one weekly off.

Employee should mark the attendance on biometric attendance system.

Sunrise Mentors reserves the right to amend or vary the working hours when required. Any change in the working hours shall be made known to employees.

6.Absence from office/work:

Every employee who is outside the office during working hours for any reason whatsoever should ensure that his/her immediate Manager/Supervisor (or departmental colleague, if the immediate senior is not available) is aware of his/her whereabouts.

7.Dress Code:

Employee need to dress professionally. They should have a neat and clean dress during the work.

8. Intellectual Property:

All Inventions and creations obtained by the employee related to the job profile during the employment with Sunrise Mentors shall belong to the company and any inventions, which the company may choose to protect by a patent, trademark or copyright, shall, upon completion of such protection, be transferred to Sunrise Mentors as its sole and exclusive property. Any other non job profile related work belongs to the employee only.

9. Confidentiality:

- (A) The employee agrees to preserve and protect the confidentiality of the proprietary, confidential information and all physical forms thereof, whether disclosed to the employee before this agreement is signed or afterward or obtained during employment as to the business or affairs of the Company.

In addition, the employee shall not, during the employment and any time after the termination of employment, disclose or disseminate the proprietary information to any third party and shall not use the proprietary information for his/her own benefit or for the benefit of any third party without prior written approval from Sunrise Mentors.

- (B) Employee shall not use pen drive or any other means to copy data or study material from computer system of company without the permission of management.
- (C) The salary package offered to employee is highly confidential and must not be revealed while in employment or thereafter to any individual, by word of mouth or otherwise.

10. Non-Disclosure.

At all times, during the employment and thereafter, employee shall not disclose to anyone outside Sunrise Mentors Private Limited nor use for any purpose other than my work for Sunrise Mentors Private Limited:

- (A) any confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of Sunrise Mentors Private Limited, including without limitation, concepts, techniques, processes, methods, systems, designs, circuits, cost data, computer programs, Codes, formulae, development or experimental work, work-in-progress, databases, customers and suppliers,
- (B) any information Sunrise Mentors Private Limited has received from others which Sunrise Mentors Private Limited is obligated to treat as confidential or proprietary or any confidential or proprietary information which is circulated within Sunrise Mentors Private Limited via its internal electronic mail system, intranet or otherwise

11. Ban on Gratification:

Employee shall not place himself/herself in a position, which warrants any pecuniary / non-pecuniary obligation with vendors, suppliers, business associates, competitors, etc. Employee shall also not accept directly or indirectly any gift or reward from any person with a view to encourage them to act in improper ways.

12. Conflict of Interest:

Employees must disclose all potential conflicts of interest which may affect the company, such as relationships with suppliers, customers, candidates for recruitment, and current employees. In addition, employees are not allowed to engage, either during or outside working hours, or any conduct in other similar form of business activity (e.g. i.e. including, training, coaching or giving tuition to students), either personally or through the agency of another, unless the company agrees thereto in advance.

13. Protection of company funds and property:

Every employee who has custody of any company funds or property is expected to use them only for the business purpose intended, not for personal benefit, and to return or account for them when the business need for them has passed. The use of these assets for any personal, improper, or illegal purpose is strictly prohibited.

14. Touring:

Employee may have to travel in India and abroad, as per company's need. Sunrise Mentors shall bear the travel expenses as per the policy.

15. Termination on Misconduct, Breach of any Service Condition:

If the employee is found guilty of any misconduct or should he/she commits any breach of the service conditions or get involved in an act, which in the opinion of Sunrise Mentors is prejudicial to the interest of the company, Sunrise Mentors may without any previous notice, can terminate the services with the employee.

16. Termination on criminal offence:

It is assumed that employee has never been charged with any criminal offence under any Law in force. In case, if employee is so charged during the period of employment with Sunrise Mentors, or if any past record of employee having been so charged come to light, Sunrise Mentors may without any previous notice, can terminate the services with the employee.

17. Termination by Notice:

- (A) Without prejudice to clauses entitled to termination on misconduct, Sunrise Mentors can terminate the services any time, by giving one calendar month's notice or one month's salary in lieu of notice.
- (B) In case if employee desires to leave the services, the employee should serve compulsory one calendar months' notice. In case of the said one calendar months' notice not being given by the employee, then he/she has to pay gross salary of shortfall of notice period. Sunrise Mentors will have the authority (and may take legal actions) to recover the proportionately amount from employee against the shortfall in notice period.

The Company's decision as to the occurrence of any event/s mentioned in this case shall be final and binding.

18. Unauthorized Absence from Duty:

Unauthorized absence from duty for a continuous period of 10 days would make employee lose his/her lien on employment. In such case the services shall automatically come to an end without any notice of termination or notice period pay. Sunrise Mentors shall be entitled to recover from the employee any loss or damages which Sunrise Mentors may suffer in the event of unauthorized absence.

19. Background Authenticity:

This job position offered to employee is based on his/her proficiency in technical matters and professional skills he/she has declared to possess as per the application for employment and his/her ability to handle any assignment/job independently. In case, at a later date, any of his/her statements/particulars furnished are found to be false or misleading or performance is found to be not up to the mark or fails short of the minimum standard set by Sunrise Mentors, the Company shall have the right to terminate the services forthwith without giving any notice notwithstanding any other terms and conditions stipulated herein.

20. Handover on termination:

Upon termination of employment, employee will immediately hand over to Sunrise Mentors, all correspondence, specifications, formulae, notes, books, documents, data, all types of study material, laptop computers, and other belonging to Sunrise Mentors or relating to its business and shall not retain or make copies of these items.

21. Not to represent the Company after Termination / Resignation / Retirement:

In the event of termination / resignation / retirement, employee will not represent Sunrise Mentors either personally or by his/her agent directly or indirectly as being in any way connected with or interested in the business of the company.

22. Not to work with Company Clients & Employees after Termination:

In the event of termination / resignation / retirement, employee will not contact or do business with company clients. Employee will not contact other employees to hire them for company/business they join afterwards.

23. Alteration:

The above terms and conditions may be modified by Sunrise Mentors from time to time in writing and all such modifications shall be binding on employee from the day they come into effect.

24. Jurisdiction:

Any dispute arising out of the employment or terms of service shall be subject to the jurisdiction of the competent courts in Delhi.

24. These terms and conditions will supersede with immediate effect all previous Terms and Conditions Letters issued to the employee.

For Sunrise Mentors Pvt. Ltd



Authorized Signatory

