



Navin Satyanarayana Kodam
Mar 14, 2022

Dear Navin Satyanarayana,

We are pleased to extend to you a position with **Tiger Analytics India Consulting Private Limited** (the **Company**) as **Analyst** within our Data Science team. Your employment is subject to satisfactory completion of background and reference checks, the absence of any bars or restrictions on your employment with the Company and your acceptance of these terms and conditions.

1. Date of Commencement

Your commencement date will be Mar 16, 2022.

2. Place of Work

Your normal place of work is Hyderabad. You may be required to work at other locations approved by the Company from time to time.

3. Duties

Your duties will be as per our discussions during various conversations.

4. Time sheets

You are required to accurately complete and submit a weekly time sheet each Monday covering the prior week.

5. Salary

For the first year, the detailed breakdown of your salary expressed as total cost to the Company is attached. Your salary will be reviewed, considering your performance, annually in accordance with the Company salary review timetables.

6. Provident Fund

There is an employee provident fund plan. The employee and company contributions to the provident fund are deducted from the above-mentioned CTC (indicated in line item #5).

7. Health Insurance

The company provides health insurance to the employee and their immediate dependents (spouse and two children). Additional insurance can be purchased for dependent parents.



8. Leave Entitlements

You are entitled to 21 days of paid leave per year. Leave would be accrued at a rate of 1.75 days per month. Any leave accrued above 30 days would lapse, i.e., you cannot have more than 30 days of leave at any point.

Maximum leave request can be for a period of 15 calendar days at a stretch. Request for leaves beyond 15 calendar days will need special approval. You are requested to give at least one month's notice of taking paid leave so as to fit in with other staff and client deadlines. The Company may request for annual leave be taken on different dates, although every effort will be made to comply with the requested dates.

Leave cannot be encashed except when you choose to leave the company. During separation from the company, the Basic component of the salary for the leave balance will be paid during the full and final settlement. Leave is not approved during the notice period.

Other special leave entitlements will be granted in line with local legislative requirements and Company policy.

9. Safety

The Company is committed to providing a safe working environment for all employees and therefore required to abide by all safety rules and procedures operating within the Company.

10. Conduct

You will be expected to dress appropriately for a business setting. Behavior unbecoming of a business environment (as perceived the Company) will not be tolerated and might lead to termination of employment.

11. Confidentiality

During your employment with the Company, you will make use of Confidential Information in carrying out your duties. Without limitation, "Confidential Information" includes:

1. Information relating to the goods and services and proprietary techniques provided by the Company and clients of the Company
2. All information concerning the business, its methods of operation, marketing and other activities
3. All databases, lists compiled by the company, client proposals, reports, software, algorithms, and computer programs
4. Competitive and financial information concerning the business, which is not in the public domain
5. information concerning the business of the Company's clients

You must not, whether during employment or after termination of your employment with the Company, without written authority, divulge 'Confidential Information' to anyone other than an employee authorized to receive the information, or use such information for your own personal gain.

You will be required to sign additional confidentiality agreements in line with your role in the company.



12. Inventions and Copyright

You assign to the Company your entire right, title and interest in and to any copyright and any industrial or intellectual property rights in any and all works, designs, computer programs, inventions, processes, concepts, strategies, plans and lists (Confidential Property) which (either solely or jointly with others) you have developed or may develop during and/or as a result of your employment with the Company.

You also agree promptly to disclose to the Company or to its attorneys any and all such Confidential Property developed by you and agree to execute upon demand, at the expense of the Company, all documents which may be desirable to secure to the Company the best copyright, patent or other protection in India and elsewhere and/or rights relating to such Confidential Property.

13. Termination of Employment

Your employment with the Company will terminate:

- a. By either party giving two months written notice to the other. The Company may, at its discretion, choose to pay your salary in lieu of such notice. Alternatively, the Company may require that you do not attend the workplace during the notice period.
- b. Notwithstanding any provision to the contrary herein contained, the Company may at any time terminate this Agreement and dismiss you summarily without notice or payment in lieu of notice in the event you:
 - i. Willfully disobey a lawful and reasonable order of the Company
 - ii. Act (in the opinion of the Company) in serious. Willful or persistent breach of your responsibilities herein set out
 - iii. Are guilty of fraud, dishonesty or any criminal act as the Company has a zero-tolerance attitude towards fraud
 - iv. Are habitually late or are absent from the office without reasonable cause
 - v. Have acted in such manner as shall in the reasonable opinion of the Company be prejudicial to the interests of the Company
 - vi. Are engaged in other employment or are involved in any trade, business or occupation which has not been disclosed to and approved by the Company
 - vii. Will be absent from employment without reasonable cause or permission of the Company
 - viii. Become of unsound mind or become a person subject to any order of supervision under any applicable law relating to mental health
 - ix. Will act in such manner as to entitle the Company to terminate this Agreement without notice at common law.

The provisions of this contract of employment relating to Confidential Information and Confidential Property shall remain in full force and effect notwithstanding termination of this contract of employment.



14. Following Termination of Employment

14.1 Confidentiality

You agree that upon termination of your employment with the Company you shall return to the Company:

- a. All documents and any other materials constituting or containing Confidential Property or Confidential Information including, without limitation, customers or contacts, correspondence and other written material relating to Confidential Information or Confidential Property and that you will not retain any such documents or material or copies of such documents or material
- b. Company mobile phone, blackberry, or other electronic telecommunications devices that the company has issued to you. The telephone number of the company owned telecommunications devices will remain property of the company
- c. And other property of the Company including, without limitation, security access cards, credit cards, computers and computer software (which must be deleted immediately from any storage device owned by you).

The Company shall not be obliged to pay to you any amount due to you on termination of your employment until it is satisfied that you have complied with this Clause 14.1

14.2 Clients – non-rendering of services to clients

You also agree that you will not, during your employment with the Company or Group and for a period of twelve months after termination, contact, or assist anyone else to contact, any Client of the Company with a view to obtaining business from those Clients; or to persuade those Clients to cease to do business with the Company or to reduce the amount of business which any such Clients has customarily done or is reasonable expected to do with the Company.

The definition of Client includes any prospective client to whom you or the Company has made a formal presentation at any time during the twelve months immediately preceding termination.

You also agree that, if such clients approach you in that period, you will inform them of this agreement and refer them to the appropriate person at the Company.

14.3 Staff – non-hire of staff

You also agree that, for six months following termination of your employment with the Company, you will not hire or encourage a third party to hire any member of staff of the Company.

15. Invalidity

In any terms of provisions in this agreement shall be held illegal or unenforceable, in whole or in part, under any enactment or rule of law, such term or provision or part shall to that extent be deemed not to form part of this agreement but the enforceability of the remainder of this agreement shall not be affected.



16. Variation

The terms of this contract of employment may be varied by the Company from time to time. You will be notified of any variations.

17. Adherence to Company Policies

When you join the Company, it will also be a condition of employment that you review and adhere to company policies which you will be notified of subsequently. You agree to adhere to the Company's project financing contracts (e.g. BOT) with the clients.

18. Retirement Age

You will retire from the services of the Company on the last working day of the month in which you attain the age of 60.

19. Governing Laws and Jurisdiction

This contract will be governed by the law in force in Chennai, India

20. Personal Information and Consent

By accepting this offer, you are giving your implicit consent to Tiger Analytics India Consulting Private Limited to collect and use your personal information for business purposes. Your personal information may be shared with the Clients and prospective Clients of Tiger Analytics India Consulting Private Limited as a part of selection or onboarding process to work in projects. Tiger Analytics India Consulting Private Limited will also share your personal information with a third party for carrying out the background verification as required. Tiger Analytics India Consulting Private Limited will store your employment, financial and personal information during the period of employment and for Data Retention Period after your separation, as per the data retention policy to comply with statutory requirements.

21. Acceptance

Please sign and return the duplicate copy of this letter signifying your acceptance of the appointment and the conditions of service specified in this letter.

We are pleased to welcome you to the Company. If the preceding terms and conditions of your employment with the Company are acceptable to you, please indicate your acceptance by initialing each page and signing the last page of the attached copy and returning it to me.

Regards

G. Pradeep Kumar

Pradeep Gulipalli
General Manager

Tiger Analytics India Consulting Private Limited



Acknowledgement

I, the employee, acknowledge and understand the terms and conditions contained in this agreement, and I was given a copy of the intended agreement and given a reasonable opportunity to seek independent advice before I entered into it. I was not induced to enter into this agreement by any oppressive means, undue influence or duress by the Company.

Name : _____

Signature : _____

Date : _____



ADDENDUM

Name : Navin Satyanarayana Kodam
Designation : Analyst - Data Science
Date of Joining : Mar 16, 2022
Date of Offer : Mar 14, 2022

<u>Salary Breakup</u> ¹	Annual (INR)
Basic	2,72,727
Flexi Benefits	1,17,000
HRA	1,36,363
Special Allowance	1,23,000
Performance Incentive	68,183
Employer PF Contribution	32,727
Total Salary	7,50,000

Other Benefits

Group Health Insurance	6,00,000
Group Accident Cover	25,00,000

1 The salary breakup might be revised in the future depending on company policy

2 Employee's contribution to PF, 12% of Basic, will be deducted from the Basic

3 Flexi benefits include some tax-free components (Telephone/Wifi, Meal Vouchers, LTA) that you can opt for. Alternatively, you can get this amount as taxable salary.

4 Instead of a variable performance-based annual bonus, we credit the full amount as a fixed salary expecting high performance.

5 The company pays for the health insurance premium for self, spouse and 3 children for a coverage of Rs 6,00,000 as a floater policy. Optional top up, up to Rs 3,00,000 can be purchased at the time of joining.