

Terms and Conditions of Employment Support

These are the conditions on which FCM Travel Solutions (India) Private Limited (hereinafter referred as FCM/Company a Part of Flight Centre Travel Group Limited) offers you employment. -These conditions must be read together with the information set out in the offer letter provided to you. -This letter sets out the specific details of your employment with FCM.

1.Pre-Employment Conditions

You understand that this offer of employment is subject to and conditional on the completion of certain pre- employment procedures and processes. You unconditionally certify that the information that you have provided in connection with completion of the procedures and otherwise in connection with this offer of employment (including verbally during the interviews) are true and accurate and no material fact has been concealed by you to obtain this offer for employment.

The Company reserves the right to conduct background and/or reference checks. Your appointment letter is contingent upon clearance of such background checks including but are not limited to:

- references and documentary proof that are satisfactory to the Company that you are legally entitled to work in India.
- Completion of credit checks to the satisfaction of the Company.
- Completion of criminal checks (if necessary) to the satisfaction of the Company.
- If requested by the Company, a medical examination by the Company's medical advisers.
- receipt of documentary proof that you hold appropriate and relevant qualifications for the position.
- Verification of your last employment prior to joining FCM is initiated only post your release from your previous employment. You may be onboarded to FCM during the period your BGC is in process, however continuity of your employment in FCM will be subject to a positive clearance of your background check with your immediate previous employer.

2.Your Position

In addition to any duties allocated by the Company from time to time, your position as “**RPA Developer – Support**” will involve the job description as discussed with you during the interview. During the employment, the Company shall have right to assign any other duty which suits your job description or skill.

3. Increments and Promotions:

Your performance and contributions to the company are essential in determining salary increases and promotion opportunities. Our performance cycle runs from July to June, and all confirmed employees are eligible for evaluations. To qualify for the salary, increment process for the upcoming year, employees must join the company prior to December.

4.Place of Work

You will be expected to work from the office location tagged to your project/role (referred as your FCM Base Location). FCM Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim/temporary and will be subject to review with HR/business. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. This offer is contingent to the above-mentioned agreement.

5. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law. Depending on the nature of your role and the requirements of your business function, your working days and hours may include day and/or night shifts. You may also be required to work on weekends, holidays, or during your designated days off, as needed to meet business demands and in accordance with applicable laws.



6. Probation Period

You will be on probation for 6 Months. If your services are found to be satisfactory during the period of probation, your confirmation will be communicated to you in writing only. In absence of written confirmation, your employment shall be deemed to be continued as probation basis. FCM reserves the right to terminate your employment in case your performance, behavior and / or conduct during the probation period is found unsatisfactory.

7. Salary and Benefits

Your annual salary package from the date of your start of employment would be as mentioned in the letter of intent. However, the structure of your compensation plan may be altered / changed from time to time in line with the compensation policy and practices of the Company. The salary (net of TDS, required statutory and other deductions such as Income Tax, Provident Fund etc.) will be paid on a monthly basis.

8. Confidentiality Policy on Salary Disclosure:

At FCM, we recognize that salary information is sensitive and confidential. Employees are expected to maintain the confidentiality of their own compensation details and not disclose the same to other employees.

9. Retirement:

You will retire from the services of the company on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining. Company reserves the right to make amendment in the provision of maximum retirement age by passing a board resolution at its sole discretion at any point of time during your employment in accordance with the labour laws and compliances and such amendment shall apply on all existing employees of the Company. Company shall not entertain any dispute or query with respect to change in term of retirement age.

10. Notice Period

This contract of employment is terminable by you by giving 45 days' notice in writing to FCM. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 45 days given by you under this clause. However, upon your serving the notice under this clause, FCM may relieve you any time during the period of notice at its sole discretion in the interest of business. This contract of employment may be terminated by FCM by giving you 45 days' notice or payment in lieu thereof. Your failure to comply with this clause will entail monetary payment of damages to FCM as may be determined by FCM at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of FCM and business continuity.

11. Annual Leaves

You will be entitled to avail the annual leaves in accordance with the applicable laws and the relevant policy of the Company. There shall be no encashment of the balance of un-availed leaves. All employees are entitled to 30 days of leave in a financial year, such leave shall include leave of Casual/ Sick (15 Days) and Earned (15 Days) in nature.

An employee can carry-forward un-availed Earned Leaves up to a maximum of 7 days each year from the current year to the following year. The carried-forward leave can be accumulated up to a maximum limit of 15 days. Any un-availed leave over and above this will automatically lapse at the end of the year. Casual/ Sick is not permitted for carry forward.



12. Company Policies and Rules

You are required to comply with the Company's Policies on various aspects such as Confidentiality, Data Protection, Social Media, POSH etc. including -Code of Conduct, and any amendments made thereto. Upon the commencement of employment, you are expected to review the Code of Conduct and relevant Policies. A lack of awareness regarding these documents will not be accepted as a valid reason for any breaches and will not exempt an employee from termination rights.

Employees are expected to adhere to the rules and regulations of the Company, which may be updated from time to time. Any violations of the Code of Conduct, rules and regulations, or breaches of the employment terms will result in disciplinary action.

13. Relationship

For your kind notice, you are informed that you are employed with M/s FCM Travel Solutions (India) Private Limited and not with its parent, affiliate or group entity doing business in or outside the Indian territory. Hence, you shall have no right to raise dispute with respect to your employment with any of such parent, affiliate or group entity.

14. Acceptance

By accepting this offer letter, you agree and accept that you are bound by the terms of this offer letter, and you further agree and accept to the detailed terms and conditions of the Employment/Appointment Letter which will be issued/executed between you and the Company on or before the date of your joining. You shall ensure by returning a signed Employment/Appointment Letter that you acquaint yourself with the terms of the Employment/Appointment letter including all such policies, guidelines, code of conduct, processes and procedures. In absence of receiving the signed letter from your end, it will be deemed that you have read, understood and accepted the terms of your employment as mentioned in the detailed Appointment/Employment Letter.

Kindly sign and return to us the duplicate copy of this letter and Annexure as your Acceptance. Wish you all the best.

Yours Sincerely,
For FCM Travel Solutions India Pvt Ltd

A handwritten signature in blue ink, appearing to read 'Ritu Laungani', is written over a large, faint, light green 'FCM' watermark.

Ritu Laungani

I, **Navin** accept and agree to the proposed terms of employment and request that the Company prepare a format Employment/Appointment Letter with the detailed terms & conditions of employment for execution.

Name:
Signature: