



Ciena India Private Limited
Plot No. 13, JSK Towers,
Echelon Institutional Area, Sector 32,
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April 17, 2024
Pragya Tripathi
C-32, Shiv Bhole Apartment, Plot-20, Sector-7
Dwarka, New Delhi 110075
India

Summer Internship Offer

Dear Pragya,

Based on our discussions, we are pleased to offer you an internship ("**Internship**") opportunity with Ciena India Private Limited ("**Ciena**") on the terms and conditions set forth below.

Internship

This Internship is being offered for a fixed period of 1 month and 24 days which will start from June 17, 2024 and end on August 09, 2024 (both inclusive) ("**Internship Period**"). During your internship at Ciena, you will be reporting to Arun Kumar at India- Gurgaon- JSK Tower- Plot 13. As an Intern, Ciena may from time to time assign duties and responsibilities in its sole discretion.

Accordingly, you will be entitled for the gross compensation as set out in Annexure A during the Internship Period and will be subject to all statutory benefits and deductions including provident fund, etc. and the applicable taxes, if any. The Intern may be entitled for the statutory bonus as per the Payment of the Statutory Bonus Act, 1965. Additionally, the stipend shall be subject to the Labour Welfare Fund (LWF) deductions for Haryana, and the professional tax deductions, as applicable, for Maharashtra.

You understand and acknowledge that you are entitled to leaves on pro-rata basis during the Internship Period as per Ciena applicable policies including entitled for applicable government scheduled holidays. If you wish to take the

additional leave, your reporting manager can approve as per Ciena policies. You agree that unused leaves shall lapse upon expiry of the Internship Period.

Termination

1. Ciena may terminate this arrangement at any time and without assigning any reasons, therefore.
2. If you (i) engage in misconduct related to Ciena or your Internship, including but not limited to any breach of the terms of this Internship letter and the PIA, or (ii) are convicted for any criminal offence during the Internship by a court of law, Ciena reserves the right to terminate your internship immediately without any liability or payment whatsoever. The termination will not affect the rights and remedies that Ciena may have under any laws, rules and regulations for the time being in force.
3. Upon expiration or termination of your Internship, you will immediately return to Ciena all documents, manuals, data, records, confidential information, intellectual property, material, equipment and other property belonging to Ciena that may be entrusted to and/or placed in your possession by virtue of and/or during the course of your Internship with Ciena, without making any copies thereof and/or extracts therefrom. You will also deliver to Ciena immediately all notes, analysis, summaries and working papers relating thereto. Ciena will settle your dues, if any, and issue a relieving letter to you only upon your compliance with the terms of this Internship offer letter.

Proprietary Information Agreement

Your Internship with Ciena is conditional upon you accepting and signing this Internship letter, as well as Ciena's Proprietary Information, Inventions and Non-Solicitation Agreement (the "Proprietary Information Agreement" or "PIA") shared separately. It is essential that you carefully read and understand all of your obligations and restrictions contained in the enclosed PIA before signing your acceptance to this Internship letter. For clarity, references in the PIA to 'employment' or 'employee' in relation to your internship, shall be taken to mean 'internship' or 'intern' respectively, as the context so requires. Ciena may, at its discretion, revise the PIA from time to time and require you to review and sign such revised PIA. The continuation of your internship at Ciena shall be conditional upon you accepting and signing such revised PIA, if required by Ciena.

Obligations

1. As an Intern and during the Internship Period, you will be obligated to abide by Ciena's rules, regulations, policies and procedures as applicable from time to time. Any contravention of foregoing may, at Ciena's discretion, lead to termination of this Internship letter without any liability whatsoever.
2. During the Internship Period of your Internship with Ciena, you:
 - a) will exclusively intern at Ciena for the term of this Internship;
 - b) will not, during the term of this Internship, engage or become interested, directly or indirectly, without prior written consent of Ciena, with or without remuneration, in any trade, business, occupation, employment, service or calling whatsoever nor will undertake any activities which are or will be contrary to or conflict with interests of Ciena and/or your duties and obligations hereunder; and
 - c) will not represent the Ciena, before any forum or third party, without prior written consent and written authorization from Ciena.

You shall complete all the assignments with diligence and devotion and shall direct your best efforts to promote the interests of Ciena and its operations and all the activities to the extent permitted by law. This Internship is offered to you upon the understanding and is conditional upon (i) the credentials; testimonials and particulars submitted by you with or in your application for internship being true, correct and accurate, and (ii) satisfactory verification of your background by Ciena in a manner as it deems fit. If at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or misleading or concealed or the result of the background investigation and verification of documents/information is not satisfactory in the sole opinion of Ciena, then notwithstanding your acceptance of this Internship letter, this internship will be considered ineffective and irregular and would be liable to be terminated by Ciena forthwith without notice and without payment of any compensation whatsoever. This termination will not affect the rights and remedies that Ciena may have under any laws, rules and regulations for the time being in force.

Miscellaneous

1. This Internship letter is governed by the laws of India. It is agreed that any disputes of whatsoever nature between you and Ciena will be subject to the jurisdiction of the courts in Gurgaon, India whether they be civil courts, labour courts, industrial tribunals, or any other courts or authority or whatsoever nature.
2. You will keep Ciena informed of your latest postal address at all times and intimate in writing in case of change of address. Any communication sent to you by Ciena on your last known address will be deemed to have been duly served notwithstanding the fact that you have changed your address.
3. If any provision of this Internship letter is invalid or prohibited under the applicable law, such invalidity will not affect the validity of other provisions contained herein. Any invalid or prohibited provision shall be replaced by a provision which reflects the original intention of Ciena to the extent permissible by the applicable laws.
4. This Internship letter and its attachments, including but not limited to the PIA, constitutes the entire understanding relating to your internship with Ciena and supersedes all prior offers, statements, or representations, written or oral, with respect to your Internship by Ciena.
5. The terms of this letter of Internship are strictly confidential between you and Ciena and any breach of this confidence will be viewed with utmost seriousness and amount to misconduct.

ACKNOWLEDGEMENT

If the terms and conditions of this letter along with its attachments and the Proprietary Information Agreement are acceptable to you, please confirm your acceptance by signing and returning this letter within 5 working days of the date of this letter. In the event, you do not indicate your acceptance within said 5 working days period, this letter shall be deemed to have been rejected and stands withdrawn upon the expiry of the said 5 working days period. Further, if the terms and conditions are acceptable, you shall report to Ciena no later than June 17, 2024 or as may be mutually agreed by Ciena's HR Representative and yourself in writing, failing which, notwithstanding your acceptance of this letter, shall be deemed to be withdrawn and be of no effect and consequences.

For Ciena India Private Limited



Brian Ivay
Vice President, People & Culture

I confirm that I have read, understood and accept the terms of this letter and its attachments, including but not limited to the Proprietary Information Agreement (PIA).

Date: {{Date_es_:signer1:date}}

Signature: {{Signature_es_:signer1:signature}}

ANNEXURE A

COMPENSATION CHART

Compensation (per month)	
Basic Salary (A)	6,000
HRA (B)	6,000
Employer Provident Fund (C)	720
Employer ESI (D)	390
Total (A+B+C+D)	13,110