

## Contract of Employment

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**Company: Infosys Limited, 14th Floor, 10 Upper Bank Street, Canary Wharf, London E14 5NP, United Kingdom.**

**("the Company")**

**Employee: Parveen Kumar, 104, Surrey Grove, Sutton, London, SM13PN, United Kingdom**

**("Employee")**

### **1. Date Employment will begin**

1.1. Your employment under this Contract of Employment will begin **October 17, 2022**.

1.2. No other employment counts towards your period of continuous employment.

### **2. Probationary Period**

2.1. Your initial employment with the Company as **Senior Technologist** is subject to a probationary period of six months. During this period the Company will assess and review your work performance. The Company reserves the right to extend your probationary period (in which case you will be notified in writing).

2.2. During the probation period the Company reserves the right to terminate your employment at any time by one week's written notice.

2.3. If you should feel that you are not suited to the job during the probation period, you can terminate your employment by one week's written notice.

### **3. Role and Duties**

3.1. Your Role / Role Designation is: **Senior Technologist / Senior Technologist** in Job Level **NOBA**.

3.2. Your Personal Level is: **NOBA**.

3.3. Your duties shall be as indicated by your Role Designation.

3.4. You may be required to carry out any other duties within your capacity that the Company may reasonably require.

3.5. You shall obey all reasonable rules and instructions given to you by the Company

3.6. You shall, during working hours, devote the whole of your time and attention exclusively to the interests of the business and throughout the period of your employment shall take all reasonable steps to preserve and protect the property, goodwill and reputation of the Company and shall do nothing to damage the Company.

3.7. You agree not to undertake employment, whether full-time or part-time, as the Director / Partner/member/employee, work for or have any interest in any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.



#### **4. Location**

- 4.1. You will be employed at 14th Floor, 10 Upper Bank Street, Canary Wharf, London E14 5NP but you may be required to work at any other premises occupied by the Company or any customer or client of the Company elsewhere within the United Kingdom as directed by the Company for temporary periods of time.
- 4.2. You may also be required to undertake travel on business of the Company to any other subsidiary or associate Company, clients and client's representatives and suppliers or any party in connection with the business of the Company worldwide as directed by Company for temporary periods of time.

#### **5. Immigration Permission: Notification Obligations**

5.1 If you require immigration permission to work in the UK, and in order for Infosys to comply with its sponsorship obligations where Infosys acts as a sponsor, you must:

- (a) On request, provide Infosys with such documentary evidence as it requires from time to time, to prove:
  - (i) your nationality and identity;
  - (ii) that you have relevant immigration permission and professional accreditations to work for Infosys in the role set out in clause 3; and
  - (iii) that you have the appropriate leave to enter or remain in the UK and the date on which your leave expires.
- (b) Notify Infosys immediately of any change to your immigration status.
- (c) Notify Infosys immediately of any changes to your contact details, including your UK residential address, phone number (including mobile phone number, if you have one) and personal email address. You should be aware that Infosys needs to maintain a record of all your previous contact details, not just your current details.
- (d) Notify Infosys immediately if you are going to be absent from work for any period of time, with details of the reason for the absence and the anticipated length of absence. All absences should be notified in accordance with the relevant Infosys policy that governs the reason for the absence, for example the Sickness Absence, Maternity, Paternity and Parental Leave Policies.
- (e) Notify the Infosys immediately of any change in circumstances which may affect your right to work for Infosys or to live in the UK.

5.2 Failure to observe these obligations may lead to disciplinary action being taken against you under the Disciplinary Procedure.

#### **6. Working Hours**

- 6.1. Your normal working hours are from 8:30 a.m. to 5:30 p.m. Monday to Friday inclusive with one hour for lunch.
- 6.2. You will be required to work such further hours as may be necessary to fulfill your duties and no additional remuneration will be payable.



## **7. Base Salary**

- 7.1. You will be paid a Base Salary of **GBP 95,006** per annum, which will be paid monthly in arrears by credit transfer or any other method acceptable to the Company in accordance with the Company's normal payroll procedures.
- 7.2. The Company shall deduct all statutorily payable contributions payable in respect of or on your behalf where necessary, from the stated salary amount and benefits.
- 7.3. Your growth and increase in pay will depend solely on your performance and contribution to the Company; no increase is guaranteed. The Company's increment and promotion cycle is normally carried out at least once per calendar year. You will be notified of any change in your salary in writing, and will be informed of the date from which the changes will take effect.
- 7.4. In the event of you being required to discharge your duties at any location around the globe in accordance with clause 4 above, you will be remunerated in accordance with the Company's travel and expenses policy.
- 7.5. The Company is entitled at any time during your employment or when you leave, to deduct from your salary, or any other sums due to you, any amounts which you owe to the Company in respect of any over payment of any kind made, or in respect of any debt of other sum due from you to the Company and by signing this Contract you confirm your express consent in writing to such deductions.

## **8. Performance-based Discretionary Bonus**

You have no contractual or other right to or expectation of bonus. The Company operates a non-contractual Bonus Plan linked to your performance. Any bonus awarded shall be entirely in the discretion of the Company. The Company reserves the right to amend the rules of the non-contractual Bonus Plan at any time and payment of bonus in one financial year does not create an expectation or intention to pay bonus in any subsequent financial year.

## **9. Health Insurance**

- 9.1. You will be eligible to participate in a Health Insurance scheme operated by Infosys. The details of the plan will be provided to you at the time of joining. Please note that this benefit is subject to the rules of the relevant scheme in force from time to time and the Company may change those rules in which case you will be notified in writing.
- 9.2. If the insurance provider refuses for any reason to provide private medical insurance benefit the Company shall not be liable to provide to the Employee any replacement benefit of the same or similar kind or to pay any compensation in lieu of such benefit.
- 9.3. The Company in its sole and absolute discretion reserves the right to discontinue, vary or amend the scheme (including the level of your cover) at any time on reasonable notice to you.

## **10. Pension**

- 10.1. You will be eligible to participate in a Pension Scheme operated by Infosys ("the Scheme"). The details of the plan will be provided to you at the time of joining. Please note that this benefit is subject to the rules of the relevant scheme in force from time to time and the Company may change those rules in which case you will be notified in writing.



- 10.2. Any contributions you choose to make shall be made by way of deductions from your salary. Contributions to the scheme are normally made through a “Pension Salary Sacrifice” arrangement. The Company's contributions to the Scheme shall, if any shall be payable in equal monthly installments in arrears and shall be subject to the rules of the Scheme.
- 10.3. The Company in its sole and absolute discretion reserves the right to discontinue, vary or amend the Scheme at any time on reasonable notice to you.

## **11. Life Assurance and Disability Income Protection**

- 11.1. You shall be entitled to participate in the Company's life assurance scheme full details of which will be provided to you at time of enrolment.
- 11.2. You shall be entitled to participate in the Company's limited-term disability income protection scheme full details of which will be provided to you at the time of enrolment.
- 11.3. If the insurance provider refuses for any reason to provide life assurance or limited-term disability income protection benefit to you the Company shall not be liable to provide you with any replacement benefit of the same or similar kind or to pay any compensation in lieu of such benefit.
- 11.4. The Company in its sole and absolute discretion reserves the right to discontinue, vary or amend its life assurance and / or limited-term disability income protection schemes (including the level of your cover) at any time on reasonable notice to you.

## **12. Annual Leave**

- 12.1. The holiday year runs from 1<sup>st</sup> April to 31<sup>st</sup> March.
- 12.2. In each holiday year, you will be entitled to 20 days' paid holiday in addition to the 8 public holidays, which are New Years Day, Good Friday, Easter Monday, May Day, Spring, Summer Christmas Day and Boxing Day.
- 12.3. After 2 years continuous service in Infosys in the UK, you will be entitled to 22 days paid holiday per year in addition to the public holidays listed at 12.2. After 4 years continuous service in Infosys in the UK, you will be entitled to 25 days paid holiday per year in addition to the public holidays listed at 12.2. You may be required to take your annual leave entitlement at specific times as directed by the Company in accordance with the holiday calendar or business requirements of the client to which you have been assigned.
- 12.4. Prior approval must be obtained from the Company before any holiday may be taken. Approval will only be given if the proposed holiday will not unduly interfere with the smooth running of the business. The rules about gaining approval for holidays set out in Regulation 15 of the Working Time Regulations 1998 shall not apply and the only rules that shall apply shall be those set out in this paragraph and the Company's UK Annual Leave Policy.
- 12.5. You must take your full holiday entitlement in each holiday year. The Company does not permit the carry forward of leave entitlement from one holiday year to the next or payment in lieu of holiday entitlement except that described in paragraph 12.6 below.
- 12.6. On termination of your employment, you will be entitled to a payment in lieu of all holiday accrued but not taken during the part of the holiday year prior to the termination of your employment. The amount of the payment shall be the holiday pay that would have been paid in respect of such holiday unless your employment was terminated by reason of gross misconduct or



you terminated your employment without giving the notice required under Clause 14, in which case you will not receive a payment.

12.7. If, when you leave your employment, you have taken in excess of your holiday entitlement, any excess holiday payments made must be repaid to the Company. Any sums so owing will be deducted from your salary.

12.8. For the purposes of calculating holiday pay, one day's pay shall be 1/260th of annual basic salary.

### **13. Absence due to Sickness**

13.1. You are required to comply with the Company's policy on Sick Leave for the UK. In the event of your absence from work due to illness or injury, you will be paid your salary in the following manner, provided you comply with the notification procedure set down in the Sick Leave for the UK Policy.

13.2. Subject to your compliance with paragraph 13.1 above, you will be paid company sick pay as follows:

13.2.1. during the first year of your continuous employment in Infosys in the UK full salary will be paid for the first three days of absence due to sickness or injury in the 12 month period between 1<sup>st</sup> April and 31<sup>st</sup> March,

13.2.2. After one complete year of continuous service in Infosys in the UK (and thereafter) full salary will be paid for the first five days of absence due to sickness or injury in the 12 month period between 1<sup>st</sup> April and 31<sup>st</sup> March.

13.3. For any period of absence due to sickness or injury in excess of the days mentioned in 13.2 in the 12 month period between 1<sup>st</sup> April and 31<sup>st</sup> March, you will be paid Statutory Sick Pay, in accordance with the relevant Sick Pay legislation (if entitled to it). The qualifying days are Monday to Friday.

13.4. Any salary paid to you as mentioned in paragraphs 13.2 and 13.3 above shall be deemed to be inclusive of Statutory Sick Pay and the Company shall be entitled to deduct from any such remuneration, the amount (if any) which you are entitled to claim in consequence of your incapacity by way of State Sickness-related Benefits (or Permanent Health Insurance Scheme), whether or not a claim is made by you.

13.5. If you are awarded damages in respect of any illness or injury caused by a third party, then any payments over and above Statutory Sick Pay made by the Company to you in respect of any period of absence caused by such illness or injury shall be treated as a loan repayable on demand.

13.6. The Company has the right to require you to attend for a medical examination by any doctor nominated by the Company and you will co-operate with any such requirement. You will also consent to your medical practitioner supplying a medical report.

### **14. Notice of Termination**

14.1. In accordance with Clause 2 above, during your Probationary period each party is only required to provide one week's notice of termination of employment to the other.

14.2. On completion of your Probationary Period, you will be required to give four weeks' written notice in case you decide to leave the services of the Company. Similarly, the Company can terminate your services by giving four weeks' written notice if you have served in the Company for less than five years, or, if you have served in the Company for longer than five years, by giving one week's



written notice for every year of continuous employment that you have served in the Company, up to a maximum of 12 weeks' notice.

14.3. The Company reserves the right to make a payment in lieu of your notice period.

14.4. The Company may terminate your employment without notice if you commit an act of gross misconduct.

14.5. The Company has relied on the information provided by you during the application and interview process in the event that any of the information which you have provided, is untrue you will be subject to disciplinary proceedings which may result in your dismissal.

## **15. Disciplinary and Grievance Procedures**

The Company's disciplinary and grievance procedures are not contractual. The relevant disciplinary and grievance procedures are available on the Company's intranet site and a copy can be obtained from HR.

## **16. Collective Agreements**

There are no collective agreements applicable to your employment.

## **17. Right to hold Personal Data**

As part of your contract of employment, you give the Company permission to collect, retain and process information about you, such as age, sex, ethnic origin and health records. This information will be used by the Company for a number of purposes, including but not limited to training, remuneration, promotion and other employment related matters including health and safety and monitoring the Company's compliance with the law and best practice in terms of equal opportunity and non-discrimination. The information is held in a variety of formats including centrally managed databases. The Company has in place systems and procedures to ensure that information remains consistent and accurate. Should your personal circumstances change, you must notify the Company immediately.

## **18. Confidentiality**

18.1. For the purposes of this Contract, "Confidential Information" means trade secrets or confidential information belonging or relating to the Company including, without limitation, information or secrets relating to business or manufacturing methods and processes, inventions, research and development activities, designs, drawings, sources and supplies of materials used, the identity of customers and potential customers, personal contacts with or within customers and potential customers, prices, margins, special arrangements with customers of and suppliers to the Company, pricing strategy, marketing strategy and development strategy, product and future product details, computer systems and computer software.

18.2. Both during the employment and after it ceases, you will not disclose to any person any Confidential Information which may come to your knowledge and will not use or attempt to use any Confidential Information for your own benefit or for the benefit of anyone else.

18.3. All notes, memoranda, records and other writings (including, without limitation, those recorded on paper, computer or other electronic memory, card, film, disc or tape or other electromagnetic medium) made by you in the course of your duties or relating to the business of the Company and any copies of them (in whatever form) and any documents or other records prepared from the notes, memoranda, records and other writings or information contained in them will be and remain the property of the Company and will be handed over by you to the Company on demand.



## **19. Inventions and creative works**

- 19.1. For the purposes of this clause 19, "Intellectual Property" means all rights in intellectual property (whether registered or unregistered) and including (without limitation):-
- 19.1.1. patents, petty patents, utility models, registered designs, unregistered design rights, copyrights, trade marks, service marks, trade names and applications for any of these;
  - 19.1.2. rights in get up and confidential information; and
  - 19.1.3. similar or analogous rights existing anywhere in the world.
- 19.2. You agree that any inventions, ideas, discoveries, developments or improvements (collectively referred to below as "Inventions") made or conceived by you (whether individually or with others and whether inside or outside working hours) during the course of your duties will promptly be disclosed in full to the Company and will belong exclusively to the Company (these Inventions made in the course of your duties are collectively referred to in clause 19 as "Company Inventions").
- 19.3. You agree that any trade or service marks, logos, designs, drawings or other works (collectively referred to in this clause 19 as "Works") created or devised by you (whether individually or with others and whether inside or outside working hours) during the period of your employment and which:
- 19.3.1. affect, or relate to the business of the Company; or
  - 19.3.2. are capable of being used or adapted for use in the business of the Company; or
  - 19.3.3. involve the use of any equipment, supplies, facilities, Intellectual Property or time of the Company,
- will promptly be disclosed to the Company and will belong, together with all Intellectual Property subsisting or which may in the future subsist in any of these Works, exclusively to the Company.
- 19.4. You hereby assign the copyright and design right in all those Works which are agreed, under clause 19.3, to belong to the Company (collectively referred to in this clause 19 as "Company Works") for the full term of their copyright and design right and all renewals and extensions to them with the intent that the copyright and design right will immediately upon the completion of each such Company Work vest in the Company.
- 19.5. You irrevocably and unconditionally waive all moral rights relating to the Company Works to which you may be entitled pursuant to Chapter IV of Part I of the Copyright, Designs and Patents Act 1988, any statutory re-enactment or replacement of or substitution for that Act or pursuant to any analogous legislation now existing or in the future enacted in any part of the world.
- 19.6. You agree at the expense of the Company to do all and any acts and execute all and any documents in whatever manner the Company may require to vest or confirm the vesting in the Company of any of the rights agreed to belong to the Company under clauses 19.2 and 19.3 and to assist the Company in obtaining, maintaining and defending Intellectual Property in the Company Inventions and the Company Works in any and all countries or to otherwise give effect to this Contract.
- 19.7. You irrevocably appoint the Company to be your attorney in your name and on your behalf to execute any instrument or do anything and generally to use your name for the purpose of giving to the Company or its nominee the full benefit of the provisions of clause 19 and acknowledges in favour of any third party that a certificate in writing signed by any director or the secretary of the Company that any instrument or act falls within the authority conferred in this clause 19.7 will be conclusive evidence that this is the case.





19.8. You will not knowingly do or permit to be done any act or omit to do anything which might imperil, jeopardise or prejudice any rights of the Company in the Company Inventions or the Company Works or which might invalidate or prejudice any application made by the Company for any Intellectual Property registration.

**20. Jurisdiction**

This contract is governed by the laws of England and Wales.

**21. Terms of employment:**

These terms supersede all previous terms of employment, agreements, arrangements and understandings, whether formal or informal.

Best Regards,



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**RICHARD LOBO**  
EVP and Head Human Resource – Infosys  
Limited

Accepted and Agreed To:

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**Parveen Kumar**

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Date