



Date: 26th September 2022

Emp Code: **1391**

Emp Name: **Kutagal Shaik Sabiha**

Dear **Kutagal Shaik Sabiha**,

As we complete the Reset and accelerate into the Reinvention of our company to truly be an enterprise of tomorrow, your contributions have a direct line of sight to our purpose - to multiply value for all stakeholders by engaging, enabling and empowering them to perform and grow.

Doing so in the current “never normal” context, as we make fundamental changes in our strategy to reflect the social impact of the pandemic and the emergent economic implications of the past 2 years, we are at an inflection point where it will be critical for us to balance the need for growth in revenue and margin as well as invest in sustainable changes in our operating model to accelerate our value.

As we do so, we recognize the efforts and contribution of the individuals who have helped grow our organization and are committed to share reward for all that has been accomplished.

In recognition of your performance and contribution to the organization, we are glad to inform you about changes in your remuneration, designation and key benefits.

We are also pleased to inform you that your designation has been revised to “**DevOps Engineer**” with immediate effect.

In addition, I would like to inform you of the below enhancements in the terms and conditions of the original agreement, reflecting an evolution to the nature of relationship with you. All other terms and conditions of your employment agreement/ contract remains unchanged.

1. You are also **eligible to avail unlimited leaves** - recognizing your professionalism to deliver to the expectations of your role and the need for flexibility to balance personal and professional priorities.
Availing of leave will require explicit approval on our HR systems or in writing from your direct supervisor.
Please do check the new Leave policy or reach out to the Employee Success (erstwhile HR) team to understand how this will work.
2. Your **notice period will now be one (1) month** – recognizing the institutionalization of processes that will make transition more efficient and effective, in case such a need arises. Given the exigencies of work, the Company will retain discretion to apprise you of the date of your release from employment and if it will pay or accept payment in lieu of Notice Period.
3. We also recognize that with increased flexibility in terms of managing your time with our transition to a hybrid workplace some of you may wish to or be **engaged in other personal or professional passion projects or work of interest** to you.
If this requires you to invest time during the work hours designated by the company or could potentially impact the expectations of your role, we require you to inform and seek express approval to do so from me, as while we encourage this, we can consider how this impacts the interests of the Company.



Thank you for your contributions. We look forward to your sustained performance in the year ahead and wish you the very best to translate your capabilities into contribution that leads to individual and collective growth for entomo.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Prithvi Singh Shergill'.

Prithvi Singh Shergill
Chief Executive Officer

Other Terms:

As required by our internal compliance norms, to reiterate specific employment conditions to you annually, note that the following terms remain applicable, as stated below.

Confidential Information

(a) Confidential Information. Employee hereby agrees to hold in strict confidence and not to disclose to any third party any of the confidential and proprietary business, financial, technical, economic, sales and/or other types of proprietary business information relating to the Company or any of its Affiliates (including all trade secrets) in whatever form, whether oral, written, or electronic (collectively, the "Confidential Information"), to which employee has, or is given (or has had or been given), access during the course of his employment with the Company. It is agreed that the Confidential Information is confidential and proprietary to the Company because such Confidential Information encompasses technical know-how, trade secrets, or technical, financial, organizational, sales or other valuable aspects of the business and trade of the Company or its Affiliates, including without limitation, technologies, products, processes, plans, clients, personnel, operations and business activities. This restriction shall not apply to any Confidential Information that (a) becomes known generally to the public through no fault of the employee,

(b) is required by applicable law, legal process, or any order or mandate of a court or other governmental authority to be disclosed, or (c) is reasonably believed by employee, based upon the advice of legal counsel, to be required to be disclosed in defence of a lawsuit or other legal or administrative action brought against employee; provided, however, that in the case of clause (b)

or (c), employee shall give the Company reasonable advance written notice of the Confidential Information intended to be disclosed and the reasons and circumstances surrounding such disclosure, in order to permit the Company to seek a protective order or other appropriate request for confidential treatment of the applicable Confidential Information.

(b) Return of Company Property. In the event of termination of employee's employment with the Company for whatever reason or no reason, (a) Employee agrees not to copy, make known, disclose or use, any of the Confidential Information without the Company's prior written consent, and (b) Employee or Employee's personal representative shall return to the Company (i) all Confidential Information, (ii) all other records, designs, patents, patent applications, business plans, financial statements, manuals, memoranda, lists, correspondence, reports, records, charts, advertising materials and other data or property delivered to or compiled by employee by or on behalf of the Company or its respective representatives, vendors or customers that pertain to the business of the Company or any of its Affiliates, whether in paper, electronic or other form, and (iii) all keys, credit cards, vehicles and other property of the Company. Employee shall not retain or cause to be retained any copies of the foregoing shall be and remain the property of the Company.

Conflict of Interest

You shall not at any time during your service with the Company, directly or indirectly, without the Company's consent in writing first obtained, engage or interest yourself whether for reward or gratuitously in any work or business other than in respect of your duties to the Company, or undertake any such office notwithstanding that your engagement or interest in such office would not interfere with the performance of your duties with the Company, without express approval from the company.

Non-Solicitation

You hereby agree that you shall not, directly or indirectly, solicit any employees, clients, partners, consultant or contractors, whether for employment or services to be rendered directly or indirectly, or any other person that you had professional relations during your term with us for at least 12 months after the cessation of employment with us, without express approval from the company.

These terms and conditions are deemed to be accepted by you on receipt of this communication.