

CyferTech

Telephone : 858-524-3421

Corp. Registered Office: 4065 Oceanside BLVD Suite G, CA 92056, USA

## **Letter of Employment**

**Date:** Aug 10, 2021

**Shukla, Anand**

**Employee Id:** N1005

**Designation:** Technical Coordinator

**Dear Anand,**

**Many Congratulations!!**

We are pleased to inform you that you have been selected for employment in **CyferTech CORP.** as **Technical Coordinator**.

Keep aspiring for change and be known for your ideas and your work, be the catalyst that this company needs; keep sharpening your skills and investing in yourself; and last but not the least keep your work and life in a perfect balance, because that is the perquisite for success. We take this opportunity to thank you and extend our appreciation on your decision to join us. You are requested to join us on **Aug 11, 2021**. We offer you as a part of CyferTech family.

As confirmation of your acceptance, you are requested to sign the offer cum appointment letter and submit the same. You are advised to go through the contents of this offer letter before signing the copy.

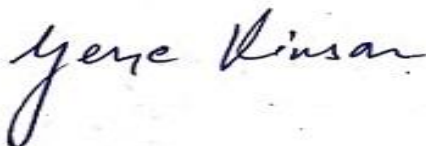
Looking ahead we see exciting times and we look towards you to provide impetus in accomplishing our mutual endeavour of being the best in the business of IT services. Welcome to our organization! We look forward to a mutually fruitful association.

**Welcome aboard...**

It is being said that an organization can grow only if it empowers its employees to grow! Here, we realize this fact. So, we take care of your professional growth by providing empowerment, motivation, knowledge, recognition, transformation, salary hike and support. We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Wish Warm Regards  
yours Truly,

**For CyferTech Corporation**



**Gene Vinson**  
**(President)**

## Compensation Breakup

### Compensation sheet for Anand Shukla

<b>Designation:</b> Technical Coordinator	
<b>Location:</b> Delhi Ncr	
<b>Issued Date:</b> Aug 11, 2021	
<b>Monthly Earnings</b>	<b>Dollars</b>
<b>Salary Per Month</b>	\$ 350
<b>Joining Bonus (JB)</b>	Per Policy
<b>TOTAL: Monthly</b>	\$ 350
<b>Annual Earnings</b>	<b>Dollars</b>
<b>Annual income</b>	\$ 4200
<b>Performance Bonus (PB)</b>	Per Policy
<b>End of the Year Bonus (EYB)</b>	Per Policy
<b>TOTAL: Annually</b>	\$ 4200
<b>Note:</b>	
Your compensation can be reframed at any time protecting Annual Earning Opportunity	
All salary components are governed by the company policies and guidelines	
All personal tax liability arising out of compensation and joining expense (if any) will be borne solely by the employee.	
Performance Bonus pay-out is subject to the company guidelines, post receiving feedback on performance from the deputed manager	
All Unused Earned Leaves Lapse / can't be encased at the end of the Financial Year / Full & Final Settlement.	
This salary sheet is strictly confidential and must not be discussed with anyone other than your HR/Reporting Manager	
The company shall decide the hike in salary based on your performance	

### COMPANY POLICIES, TERMS AND CONDITIONS

Following are the guidelines that refer to our employment to you, this is to be read in conjunction with the offer letter above.

#### 1. Location

As per company guidelines, you will be operating from Delhi-Ncr region.

#### 2. Medical Check up

Your employment is subject to you being declared medically fit by any certified doctor.

### 3. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

### 4. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **one-month** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice or probation period, then it's totally company's decision or company owns the full rights to terminate you anytime & you've no rights to condemn it. The company may or may not pay any compensation against any sudden termination. But If you decide to exit before serving the full notice period, you will be liable to pay the Company, your one-month salary for the balance notice period. However, please note that any request against exit policy would be entirely at the discretion of the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

You are initially kept on 6 months of probation post to which company shall decide your full-time employment based on your performance.

### 5. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company. You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

### 6. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

### 7. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

### 8. Background and Reference Check

The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.

In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background

verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with **CyferTech** policies

## 9. Working Hours/Shift

CyferTech works under 24x7 operations supporting clients hence you may be required to work under various shifts as per the terms and conditions of the client or You may be required to work in shifts and/or in extended working hours, as permitted by the company/clients, if required as per business needs. The same are subject to change from time to time.

## 10. Data Protection:

During the course or employment with CyferTech Corp. you will acquire, gain, gather and develop knowledge of and be given access to the business information about products activities, know how, methods or refinements and business plans and business secrets and other information concerning the products/business, client & company, here-in-after called the "SECRETS". You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during course of employment and on cessation as per company policy. Using official email for your personal purpose is against our policy. The Employee is not supposed to send emails from his/her official channels to other Gmail or yahoo email unless it is a part of your job.

All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc, written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment.

## 11. Leave Policy

You'll be entitled a total of 1.75 leaves per month or 21 leaves in a year subjected to be changed in accordance with the company guidelines. In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of CyferTech. Leave Entitlement: Holiday/Vacation, Sick and Other Personal Time-Off Policy-

Employer's holiday year runs from 1st January to 31st December inclusive.

- Sick Leave: 3 days of sick leave per year from the date of your joining.
- Public Holiday Leave/Fixed Leave: You will be entitled to a maximum of 11 Fixed Indian public Holidays. These leaves can't be carry forwarded or swapped else exhausted.

Date	Occasion
January 1, 2021	New Year
February 14, 2021	Valentine
March 29, 2021	Holi
April 25, 2021	Mahavir Jayanti
August 15, 2021	Independence Day
August 22, 2021	Raksha Bandhan
August 29, 2021	Janmashtami
October 2, 2021	Mahatma Gandhi Jayanti
October 15, 2021	Dussehra
November 4, 2021	Diwali
December 25, 2021	Christmas

Vacation and Holiday Leave: You will be entitled to 10 days of paid vacation per year. As per company policy, Trainers and Probationers are not entitled to the availability of any vacation during the period of their training or of probation as the case may be, unless otherwise approved.

- Leave without Pay: An employee without adequate earned leave may be granted leave without pay at the sole discretion of Employer under unusual circumstances. It is not Employer's policy to grant leave without pay absences and such leaves will be granted only under unusual circumstances. Those running out of earned leaves will have to undergo salary deduction if taken extra leaves.
- Earned Leaves are not subject to be encashed in any scenario. you are encouraged to exhaust your leaves in a year else stored leaves will be exhausted with no carry forward.
- You'll be entitled a total of 24 leaves in a year subjected to be changed in accordance with the company guidelines. In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of CyferTech.

## **12. Obligations of Employee on Termination**

Upon the termination for whatever reason, or at any other time if so requested by us, the Employee shall immediately return all information, material or property (including computer disks, reports, laptop computers, printouts, handover of knowledge transfer & rest) which are in the Employee's possession or under their control. You agree & accept that the company can terminate you anytime without any prior notice, explanation or compensation and you agree to this and supposed to return all company assets/credentials/data & agree not to disclose/misuse/harm our client's information/data to your friends or other companies. If found indulge in such activities, the company holds all the rights to take any legal/police/court action against you.

## **13. Other compliances**

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly. During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of CyferTech in writing. Any contravention of this condition will entail termination of your services.

You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.

While you are in employment, you may be given or handed over company's property and/or equipment for official use and you shall take care of them including their upkeep. Don't share your officials equipment's or information's to anyone.

On resignation/cessation of employment with us, your Full and Final Settlement would be processed within 45 days from the last working day with the Organization.

## **14. Ethical Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of CyferTech as applicable to you and the changes therein from time to time.

Further, during the period of your employment with CyferTech, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery, Respectable behaviour towards fellow female employees & staff members, Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle CyferTech to take appropriate disciplinary action which may lead & include upto termination of your employment with us.

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

**Your services are liable to be terminated at any time without any compensation:**

- (i) If any information provided at the time of background verification fails to validate.
- (ii) Theft, dishonesty
- (iii) Deliberate destruction of any property belonging to company
- (iv) Actions that seriously damage company's reputation
- (v) Poor Attendance to work despite several warnings

## 15. Undertaking Procedure

Please read the above terms and conditions as these constitute a legally binding agreement between you and the Company regarding your services which binds you to work under the company guidelines & respect our policies, terms & condition to maintain the decorum. You also represent that you are an individual and not a corporation.

The Company reserves the right, at its discretion, to change, modify, add, or remove portions of these Terms at any time by posting the amended Terms. Please check these Terms periodically for changes.

You hereby, accept all the terms & condition with all your consent & declare that the particulars of information & facts stated here in above are true & complete to the best of your knowledge & belief.

### **Disclaimer**

*You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. CyferTech reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.*

**We want you to understand that this is a rapidly growing company with a challenging environment that can provide you with a platform where you can showcase your talent, put in valuable efforts & are committed to reaching our corporate goals. The company provides a work environment that inspires creativity, outstanding client service, attention to detail & personal advancement. This is the kind of work environment that brings the best in our employees & in turn brings the best in our clients.**

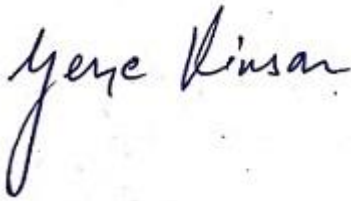
We welcome your experience & skills to our team & expect your efforts & talent to be a part of our growth & success. We believe that you are capable of making an outstanding contribution and we can offer you a challenging and rewarding career at CyferTech. Hope that this will be the beginning of a long and successful career with us.

Wishing you the very best in assignment with us and as a token of understanding & accepting the standard terms of employment, you are requested to sign the copy of this letter & return to us.

Wish Warm Regards  
yours Truly,

**For CyferTech Corporation**

**Signed & Accepted:**



*Gene Vinson*  
(President)

**CYFER**TECH