



Coditas Solutions LLP. | LLPIN: AAQ-6182

08-08-2022

CS/HR/APPT/11198

To,
Ms/Mr. Sejal Baser,

Dear Sejal,

We are pleased to appoint you as a **Associate Software Engineer** at Coditas Solutions LLP. Pune w.e.f **08-08-2022** with respect to your offer acceptance.

Your Total Annual Cost to Company (CTC) is **INR 6,00,000/-**

NATURE OF WORK

The Roles and Responsibilities (R&R) pertaining to this profile will be specified by company from time to time. Company reserves the right to make changes to your Job Title and Job Description any time in its sole discretion upon notice to you. During your period of employment, you will be expected to dutifully, diligently and faithfully undertake and discharge all such work as may be assigned to you. You understand that your work may not be limited only to the above. The notice period for relinquishing your services from the Company would be three calendar months.

You will be expected to:

1. Serve the Coditas Solutions LLP. faithfully and with utmost loyalty.
2. Not reveal confidential information to anyone; and
3. Not conceal important information from your immediate superior at Coditas Solutions LLP.





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TERMS OF EMPLOYMENT

The employment with Coditas Solutions LLP. ("Company" or "Coditas") will be governed by applicable Company's policies. The terms and conditions contained herein ("Terms of Employment") must be read as a part of all the Company's current policies. These Terms of Employment and the policies shall be subject to modifications at Company's sole discretion, from time to time, upon notice to you.

1. Compensation

- 1.1 Your salary is the total Cost to Company ("CTC") and includes all payments in lieu of your salary (fixed and variable), benefits and perquisites. All and any statutory payment as per applicable laws required to be made by the Company on your behalf is also included in your CTC. All payments are subject to deductions as per prevailing laws at the time of salary payment. i.e. (PT, Gratuity, Employee PF, ESIC).
- 1.2 Changes in your compensation or CTC structure and other terms are subject to discretion of the company, statutory requirement, your performance in the company and other relevant criteria. Currently the workmen compensation (WC) & Maharashtra Labour Welfare Fund (MLWF) policy is wholly borne by the company.
- 1.3 You acknowledge that there are no other commitments made by the company in terms of your compensation or otherwise than mentioned in the appointment letter.

2. Probation

- 2.1 This clause is applicable only, to lateral hires i.e. directly offered a permanent employment.
- 2.2 Interns offered permanent placements on successful completion of internship with the company will not have any probation period.
- 2.3 Your probation period is of three months from the Date of Joining or as per the clause mentioned in your offer letter. You will be confirmed at the end of this period subject to satisfactory performance. If, at the end of three months, performance is not found satisfactory the probation period can be extended. On successful completion of probation period, you will be issued a confirmation letter.
- 2.4 In the event of unsatisfactory performance, the company may notwithstanding anything contained herein, terminate your employment immediately or upon seven (7) days' notice to you, with or without cause, and with or without stating any reasons whatsoever.



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2.5 During the probationary period, if you intend to terminate the employment voluntarily, you will be required to give thirty (30) days' notice in writing to the company.

3. Documents

3.1 At the time of your first working day (or within one week there after) you are requested to submit all documents mentioned in the offer letter.

3.2 This appointment is offered based on you having furnished the company, correct information regarding your past service and other records. If at any time, it is revealed that employment has been obtained by furnishing false information or withholding pertinent information, the company can terminate your services at any time and without prior notice.

4. Responsibilities

The company reserves the right to assign responsibilities and allocate additional functions in your job description according to its need and requirements prevailing at the time. Any re-designation will not negate any portion of the terms of employment.

5. Terms of Employment

5.1 The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Company reserves right to assign you projects and technologies based on the requirement of the business/Clients from time to time.

5.2 Further at any time you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients.

5.3 While at the client site, you will be required to strictly follow the rules and regulations and the work schedule of the client.

5.4 Company may at any time, in its sole discretion, require you to work beyond eight (8) hours a day upon notice to you.

5.5 In addition to your salary, you may receive other benefits, as applicable under the Company's benefits or similar policies. Company may, upon notice to you, at any time and in its sole



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discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies. The compensation and/or benefits offered to you by the Company may be pro-rated depending on your effective start or effective termination date.

5.6 Your compensation will be reviewed on an annual basis and your salary may be adjusted, depending upon various factors, including your performance during the preceding performance period.

5.7 Notwithstanding the above, you acknowledge that it is

Company's policy to review the compensation payable to its employees for successive years and such compensation may be higher or lower than the compensation received for the previous year depending on various factors, including the overall performance of the Company.

5.8 In the event of notice period buy out from your previous organization, if you happen to voluntarily leave or Company giving you a notice period within one year from your joining, 100% of notice period buy amount before completion of 6 months & 50% of notice period buy amount before completion of one year would be recovered in the full & final settlement.

5.9 In the event of serving notice period the separation documents and the Full & Final settlement will be processed within 3 weeks from the date of separation.

6. Office Hours

6.1 You are expected to attend the office, take leave or holidays according to the prevalent rule of the Company. You may be called upon to attend to your duties as and when required in shift or on holidays.

7. Location

You will be based in Pune. However, the company may, require you to work at other company locations or at the customer's site both within and outside India.

You will be given reasonable notice of any travel or relocation requirement.

8. Leave Policy

In addition to the 21 days paid leaves per calendar year, employee will be entitled for 10 mandatory gazette National Holidays as declared by the Company.

8.1 You are expected to take leave or holidays according to the prevalent leave policy of the Company.



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9. Data Privacy Policy

Company may, in connection with your employment, receive personal data relating to you or third parties associated with you (such as your spouse or children). Such data may be received from you, or from other sources, and some limited personal data may be recorded directly or indirectly by internal security systems or by other means. Company may process such data for the relevant and limited purposes specified in Company.

10. Training

You will be required to undergo various training which the company may arrange for you from time to time. You will be required to adhere to the schedule as specified for the training programs.

11. Usage of Software/Hardware

- 11.1. You are strictly prohibited from bringing any unauthorized/infringed copies of software in the office premises. From any external sources or copying from one system to another which may include any violation of the Copyrights Act. Noncompliance of this rule will be regarded as a serious offense and will subject to disciplinary action. It is mandatory to abide by the Company's Information Security policies.
- 11.2. Employees hold the whole & soul responsibility of all organizational assets provided to him/her for performing his duties. If an employee loses/damages an asset, he /she is liable for the cost of the equipment unless and until it is a case of natural disaster.

12. Non-Compete

During the term of your employment or these Terms of Employment and 2 years after termination of

Employment, you will not, directly or indirectly, either alone or jointly with or as manager, agent, consultant or employee of any person, firm or company, engage yourself in any activity or business which could result in direct or indirect competition with the business of the Company.

13. Code of Conduct

We at Coditas are committed to ensure integrity in all the aspect of its functioning. You are





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expected to comply with the policies of the companies including Code of Business Conduct and other policies of the Company as they form an integral part of your employment with Coditas. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated/modified on periodic basis and new policies may be introduced and notified to the employees from time to time and you will be required to comply with the same.

14. Professional Ethics

You are required to deal with the Company's money, material and documents and other resources with honesty and a high standard of ethics. If found guilty, at any point of time of moral turpitude or dishonesty in dealing with the Company's money or material or documents or theft or misappropriation, regardless of value involved, your services would be terminated with immediate effect, notwithstanding other terms & conditions mentioned in the appointment letter.

15. Notice Period/Termination

15.1 The contract of employment may be terminated:

- a) upon Company giving you seven (7) days' notice during probation and thirty (30) days' notice after your confirmation for any reason, with or without cause. Company may, in its sole discretion, terminate your employment immediately by paying your pro-rata monthly gross salary in lieu of giving you such notice.
- b) In the event of your absence from work without any written/electronic communication for a consecutive period of three (03) business days.
- c) The notice period for relinquishing your services from the Company, would be three calendar months and cannot buyout the same.

15.2 Company may terminate your employment immediately, with or without notice, on the occurrence of your:

- (a) Embezzlement, intoxication or illegal drug abuse, unauthorized absence in excess of the Company leave policy, unauthorized disclosure or misuse or attempted unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, kickback or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients; and/or



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- (b) Engaging in misconduct (wilful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceeding that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations hereunder, may affect the Company and/or its affiliates and their employees, contractors and/or clients or may otherwise bring the Company and/or its affiliates and their employees, contractors and/or clients any disrepute, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or
- (c) Involvement in any act of moral turpitude; and/or
- (d) Inability to perform duties at minimum expected levels/criteria as set by your manager; and/or
- (e) Inability to perform duties due to medical reasons.

16. Consequences of termination

Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return to the Company:

- (a) Any property belonging to the Company, such as a laptop computer, mobile phone, access card and other devices with details of any passwords or user ids installed therein; and
- (b) All Confidential Information and any Work Product, including any documents and information, of whatever description or in whatever form, tangible or intangible, in your possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents.
- (c) In case of termination in any above-mentioned clauses under Notice Period/Termination, your termination from the services of the company will be with immediate effect without notice pay.
- (d) Any termination of employment or these Terms of Employment by Company shall be without any further liability of Company and its affiliates and their employees, contractors or clients to you or to your successors-in-interest or assigns.

17. Retirement

Your retirement will be on the day of completion of fifty-eight years of age. For this purpose, the date of your birth will be considered as per the certificate of proof of age submitted by you at the time of joining the Company. If found medically unfit, you may be relieved earlier. The company also reserves the right to extend your services after retirement.

I have read, understood and agree to the terms and conditions as set forth in these Terms of Employment.



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My acceptance is as of the day and year written below.

Name: Sejal Baser

Signature:

A handwritten signature in blue ink, appearing to read "Sejal Baser".

Date:

We look forward to working together & build a mutually rewarding association.

**Best Wishes,
For Coditas Solutions LLP.**

A handwritten signature in blue ink, appearing to read "D. Agul".

Authorized Signature