



Congratulations!

We think you will be a great fit at ThoughtFocus.
So go ahead and check out what we have to offer.

THOUGHTFOCUS



August 29, 2022

Shreyas T M

Chickmagaluru

Thank you for the keen interest you have shown in our company. Further to your application, interviews, and personal discussions with us, we are pleased to offer you a career with ThoughtFocus Information

Technologies Pvt Ltd (ThoughtFocus). **Congratulations!**

ThoughtFocus is committed to bringing the best talent aboard. Just as we take great care in selecting our people, we also help grow and develop them. You can be assured that ThoughtFocus will give you the opportunity to work with a highly passionate and driven group of people. You will have the opportunity to make an impact to our growth and success from day one.

If you accept this offer, you will be joining ThoughtFocus as **Trainee Engineer**

Your first day at ThoughtFocus will be **August 29, 2022**

In case you are unable to report on the said day, you must inform us of the same via e-mail.

Your employment will be subject to standard terms and conditions of employment of ThoughtFocus and will be governed by various policies, rules and guidelines of ThoughtFocus. Please note you will also be required to sign and agree to the Employee Non – disclosure agreement.

By accepting this offer of employment, you will be deemed to confirm that:

- A) Prior to joining our employment, you have terminated your employment with your current/previous employer in accordance with the terms and conditions of the said employment.
- B) On joining our employment, there are no continuing obligations or restrictions which apply to you vis-à-vis any of your previous employments.
- C) You are not restricted, prohibited or constrained from accepting this offer of employment from ThoughtFocus and that you have not, during the course of your previous employment/s entered into any agreement/arrangement which in any way restricts/prohibits or debars you from accepting the offer made by ThoughtFocus.
- D) That no amounts will be due and payable by you to your previous employer/s.
- E) On joining our employment, that you do not have in your possession, nor have you failed to return, any property including but not limited to any devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items belonging to your previous employer/s.
- F) On joining our employment, you agree to engage yourself exclusively in the work assigned by the company and you shall not take any individual or independent assignment (whether the same is part time or full time or in an advisory capacity or otherwise).

This offer will be valid till **August 30, 2022**. Please confirm your acceptance of the offer by signing this letter and returning it to us on or before **August 30, 2022**.

If no such intimation of acceptance is received on or before the said date, this offer shall stand automatically withdrawn. We are confident that you will contribute to the values of the organization and look forward to welcoming you to the ThoughtFocus family

Authorized Signatory

Candidate's Signature

India Corporate Headquarters

ThoughtFocus Information Technologies Pvt. Ltd,
Tower D, 4th Floor, No. 12, Subramanya Arcade,
Bannerghatta Road, Bangalore 560029

Tel: +91-80-672030000 | fax: +91-80-672030001
www.thoughtfocus.com

CIN: U72200KA2004PTC034497

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Below you will find the details of this offer, including any associated terms and conditions:

Work Hours

ThoughtFocus' standard operating hours are Monday-Friday, as per business requirements.

Verification of Credentials

This offer is subject to verification of your credentials, employment and salary history. The company may engage a third-party service provider to verify the declarations made by you during the recruitment process. If any information you provided is discovered to be false, the company reserves the right to withdraw the offer without any compensation. Further during the course of your employment if any information furnished by you is found to be incorrect or if you have suppressed material information regarding your qualifications and experience, the company may immediately terminate your services without notice or compensation.

We also ask that you resolve any non-competition disputes / post-employment restrictions you may have with any prior employer.

Work Location

Your primary work location could either be our Bangalore/Hyderabad office or you will be required to work remote. The decision regarding this will be based on the agreed terms during your selection process. However, based on the project requirement or business needs, associates may be required to travel to client locations or our other offices in India / abroad.

On occasion, we may ask our associates to relocate to anotherThoughtFocus office. In such cases, ThoughtFocus will provide the required support and time for planning the relocation. Upon signing this agreement, the associate understands such requirement and agrees to, within reason, honor any business need that may arise.

Probationary Period

You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.

Confidentiality

You will hold confidential / proprietary information / trade secrets in confidence and degrees that it shall be used only for the contemplated purpose and shall not be used for any other purpose or disclosed to any third party under any circumstances whatsoever. You will not, at any time without the consent of the management, disclose or make public, any information regarding the company affairs / administration / research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

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Confidentiality

You agree that all information, whether or not in writing, concerning the company's business, technology, business relationships or financial affairs which the Company has not released to the general public (collectively, "Proprietary Information") is and will be the exclusive property of the company. By way of illustration, proprietary Information may include information or material which has not been made generally available to the public, such as: (a) corporate information, including plans, strategies, methods, policies, resolutions, negotiations or litigation; (b) marketing information, including strategies, methods, customer identities or other information about customers, prospect identities or other information about prospects, or market analyses or projections; (c) financial information, including cost and performance data, debt arrangements, equity structure, investors and holdings, purchasing and sales data and price lists; and (d) operational and technological information, including plans, specifications, manuals, forms, templates, software, designs, methods, procedures, formulas, discoveries, inventions, improvements, concepts and ideas; and (e) personnel information, including personnel lists, reporting or organizational structure, resumes, personnel data, compensation structure, performance evaluations and termination arrangements or documents. Proprietary Information also includes information received in confidence by the Company from its customers or suppliers or other third parties.

As a condition to employment, you will be required to consent to a legally binding confidentiality and non-disclosure agreement.

Non-Solicitation

During your employment with ThoughtFocus and for one (1) year thereafter, you will not directly or indirectly entice or solicit or hire any vendor, contractor, associate, employee, clients or independent contractor for any purpose whatsoever either for yourself or for any other person.

Corporate Business Conduct Guidelines

During your employment, you will be governed by the prevailing associate handbook, our operating policies and procedures, notices and new regulations as there may be, which are issued and or amended from time to time. As per the company's policy if an associate does not report to work without proper prior information / notice for two consecutive business days, the associate would be considered as "Absconding" from work. Any such act of Absconding can greatly impact ThoughtFocus business and our business relationship with the client. In such events, ThoughtFocus may pursue legal action over and above termination of the associate to recover business damages incurred by ThoughtFocus and / or its client.

Non-Disparagement

You hereby agree to not, directly or indirectly, slander or libel or induce any other person to make derogatory, negative or disparaging statements (whether or not you believe the statements to be true) of any kind, oral or in writing, and in whatever context, through any medium, including newspapers or any other media, regarding the company, or its conduct, at any time during your period of employment with ThoughtFocus or thereafter.

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Personal Data

You will keep the company informed of any change in your Personal Data including but not limited to your residential address, your personal email address for correspondence, your civil status, your professional educational qualification.

Background Verification

Company takes all reasonable security measures to protect the Personal Information of their employees against loss, misuse, unauthorized access, disclosure, or destruction.

The offer is valid subject to Background verification clearance. However, in the event of discrepancy in the information provided, the company has the discretion to terminate your employment forthwith without any notice pay whatsoever.

Notice Period

An associate may terminate this agreement by giving 90 days advance notice in writing to the company, however, notice period during probation period is 30 days. If at your request, the company agrees to relieve you before serving the full notice period, you will be liable to pay the company the salary for the balance notice period. However, please note that accepting any such early relieving request would entirely at the discretion of the company based on the business impact. The company may terminate your employment without notice or compensation thereof in case of breach of any of the terms and conditions of association, falsification of information, ethical misconduct and all other actions deemed counter-productive to company's interest.

Separation

It is strongly recommended that an associate discuss the decision to resign with their immediate manager before initiating the process. Kindly note associates are expected to treat the intent of separation as a confidential matter to be discussed only with their immediate manager and the HR department. Any breach of such confidentiality could lead to the company refusing to issue the relieving letter.

On termination of this contract, and before you are relieved you will immediately surrender to the company, all correspondence, intellectual property, specifications, formulae, book, documents, drawings, records etc., belonging to the company, or its customers or partners, or relating to its business and shall not make or retain any copies of these items.

Salary Reviews

Salary reviews are done annually and are subject to different factors including company's profitability.

Social Media

When using the company name / brand or when representing anything about the company on social media, associates need to adhere to the social media policy published by the company.

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Once again congratulations, we look forward to welcoming you to our family. We hope your dreams to pursue excellence and growth will align with ThoughtFocus to **build a better tomorrow.**

Kindly sign below to accept the offer of employment from ThoughtFocus and the associated terms and conditions.

Sincerely,

Kavita Kalyan Hegde

Associate Director – People Strategy

ThoughtFocus Information Technologies Pvt. Ltd.

*I have carefully read and understood all the terms and conditions of this offer along with the detailed explanation of the compensation.
I accept the abovementioned terms and conditions of employment.
I further agree to maintain my salary information strictly confidential.*

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ANNEXURE A:

Compensation Summary

Components	Annual CTC (INR)
Basic	200,000.00
House Rent Allowance	80,000.00
Statutory Bonus	40,000.00
TF Flexi Plan	146,385.00
Gross Salary	466,385.00
Provident Fund (Company Contribution)	24,000.00
Gratuity	9,615.00
CTC	500,000.00

Earnings

Basic Salary: 30% of the CTC is calculated as base pay, it is the regular earns before any additions and deductions

House Rent Allowance: 40% of the CTC is calculated as HRA paid by employer for meeting the accommodation expense of renting a place for residential purpose.

Statutory Bonus: It is applicable only if the Basic pay is less than 2,52,000 per annum, the bonus is calculated on 20% of the basic pay.

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ANNEXURE B:

TF Flexi Plan

A bouquet of components that you could choose from, based on your personal needs and preferences. You have an option to avail all, some or none in this plan, across various components as per annual limits and entitlements indicated. The components thus chosen will be paid to you on a monthly basis and tax exemption for the same will be as per the income tax rules.

Following are the components of the Plan:

CATEGORY 1

Max Annual Limit



₹30,000/-

CATEGORY 2

Max Annual Limit



Phone & Internet Charges

₹48,000/-



Leave Travel Allowance
3 month's Basic Salary

TF Flexi Plan

Balance amount in **TF Flexi Plan** after exercising the various options based on eligibility and entitlements will be **paid out as a special allowance**.

The maximum amount which an associate can opt for under the above-mentioned categories is limited to his / her allocation under TF Flexi-Plan.

Tax exemption as per IT rules.

Please refer to the TF Flexi Plan for more details.

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ANNEXURE C:

Medical Insurance

Insurance Cover



Medical Insurance: INR 3,00,000. Family floater with an option to enhance cover by opting for Top-up ((1+5) Self + Spouse + 2 Dependent Children + 2 Dependent Parents). If an associate is opting for a top up plan premium for the same will be recovered from their salary as one-time deduction for the year.

GPA



Employee are covered under the ThoughtFocus Group personal accident policy

Group Term Life Insurance



All full-time employees are covered under corporate Group Term Insurance until their employment with the company which will have a comprehensive death cover worldwide with the eligibility of 3 times the associate's annual CTC. ThoughtFocus pays the premium.

National Pension Scheme

You can contribute upto 10% of your basic salary towards the National Pension Scheme within ThoughtFocus' Flexi Benefit Plan. This is an investment to save tax under Section 80CCD where you can contribute at any time during the year.

Employees' Provident Fund (EPF)

A contribution 12% of your basic salary would be deducted towards the Employees' Provident Fund and the same will be matched by the company. Please note that this is not a voluntary contribution.

Voluntary Provident Fund (VPF)

Voluntary Provident Fund contribution could go up to 88% of your basic salary. The scheme is also called the Voluntary Retirement Fund scheme and does not include the mandatory 12% made by you towards the Employees' Provident Fund (EPF).

Gratuity

Gratuity payment is one of the several components that make up your gross salary. You will be eligible to receive the Gratuity amount only after you complete a period of 4 years and 8 months or more with the company.



Retiral Benefits



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ANNEXURE C:

Paid Time Off

We at ThoughtFocus encourage our associates to maintain a healthy work-life balance. In order to ensure this is taken care of, we have a variety of leaves that you could avail. The below table depicts the various leave categories that you can choose from, based on your needs:

Leave Type		No of days
Earned Leave		18
Casual Leave		6
Restricted Holiday		4
Floater Holiday		2
Special Leaves	Marriage	5
	Paternity	5
	Bereavement	3
Maternity Leaves		As per the Maternity Benefits Act
Adoption Leaves	Women	As per the Maternity Benefits Act
	Men	5

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ANNEXURE C:



Recognizing and rewarding good performers in a timely manner, is the key at ThoughtFocus.

We have various award categories ranging from **Spot awards**, **Quarterly, Half yearly & Annual awards** under various categories. In addition to these awards, we also recognize our veterans with **Long Service Awards** for completing important milestones in the organization.

As part of the Long Service Awards, we offer a plethora of gifts that associates can choose from.



Keeping in mind your **mental and physical health**, there are various **wellness initiatives** held on regular basis. **Yoga, online physio consultation and mental health counselling sessions** are a few examples.

Login to our **ENGAGE** platform and check out the Ongoing Activities tab for regular updates.



An Employee Covid Care Initiative and Taskforce has been established to aid you and your families who could be battling the virus.

The highlights of the initiatives included company sponsored vaccination drives and oxygen concentrators, amongst other things.

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