

November 24, 2021

Mr. Shreyas T M
Chickmagalur

Dear Shreyas,

Congratulations! We are delighted to inform you on your success with the ThoughtFocus interview. We are pleased to extend you an offer for employment as **Trainee Engineer** with the organization.

ThoughtFocus is committed to being one of the most respected and valued service providers globally. To that end we take great care in hiring the highest quality of professionals. By joining ThoughtFocus you will find yourself in the company of some of the best talent in the industry that is fun to work with. We trust you will give your best to help the company succeed and in turn the company will help you achieve in your own personal career goals.

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

Effective Date	If you accept this offer, your date of employment shall be effective August 01, 2022. You will be required to report to office on this day at 09:30 am.
Position	Trainee Engineer
Work Hours	ThoughtFocus' standard operating hours are Monday-Friday, as per business requirements.

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Candidate's Signature

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 would be Bangalore office or Remote working (till such time company permits). 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 another ThoughtFocus 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

All new associates are subject to a probationary period of six months from the date of joining. Your probationary period may be extended if found necessary.

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Candidate's Signature

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.

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.

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Candidate's Signature

Confidentiality

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 any vendor, contractor, associate, 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.

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Candidate's Signature

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, poor performance, 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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Candidate's Signature

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.

Please note that this is a conditional offer subject to the clearance of the educational criteria mentioned below:

- 70% and above for 10th, 12th & BE
- No backlogs from any previous semesters

Sincerely,

Kavita Kalyan Hegde

Senior Manager – 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 above mentioned terms and conditions of employment. I further agree to maintain my salary information strictly confidential.

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Candidate's Signature

Annexure A: Compensation Summary

Components	Annual CTC (INR)
Basic	1,80,000
House Rent Allowance	72,000
Statutory Bonus	36,000
TF Flexi Plan	31,746
Gross Salary	3,19,746
Provident Fund (Company Contribution)	21,600
Gratuity	8,654
CTC	3,50,000

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ANNEXURE B: TF Flexi Plan

A bouquet of components that an associate could choose from, based on personal needs and preferences. An associate has 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	
TF Flexi Components	Max Annual Limit
Food Coupons	INR 18,000/-
CATEGORY 2	
TF Flexi Components	Max Annual Limit
Phone & Internet Charges	INR 48,000/-
Leave Travel Allowance	3 month's Basic Salary

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CATEGORY 3 (Contribution to NPS & VPF)

National Pension Scheme (NPS)	Employees can contribute up to 10% of basic towards NPS, within TF Flexi Plan
Voluntary Provident Fund (VPF)	Optional employee contribution up to 88% of basic towards VPF

Other Guidelines

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

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

Tax exemption as per IT rules.

PLEASE REFER TO TF FLEXI PLAN FOR DETAILED INFORMATION

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ANNEXURE C: Medical Insurance & Benefits

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.

Paid Time off

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

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Candidate's Signature