



APPRAISAL LETTER

Date: 10th Sept 2024

Dear Shubham,

We would like to convey our hearty congratulations for your hard work and dedication towards organization objectives and it is our pleasure to announce an increment of your yearly gross salary, and the revised salary will be effective from **01st Sept, 2024**. The new revised salary details will be **INR 10,00,000/- (Rupees Ten lacs only)**. Where **INR 9,00,000/- (Rupees Nine Lacs Only)** will be your base salary along with the performance bonus of **INR 1,00,000/- (Rupees One Lac only)** to be paid after completing one year.

We look forward to your valuable contributions to the organization and wishing you a great career ahead.

Please sign the duplicate copy of this letter as a token of acceptance of the same.

For Coding Blocks Pvt. Ltd.

Authorized Signatory

Signature of Acceptance



OFFER LETTER

Engagement Terms and Conditions

This offer is provisional to the verification of details furnished by you during the discussions and interviews held so far. If any of these details are found to be incorrect or falsified at any point of time during your engagement, this offer letter, and/or subsequent engagement status stands cancelled with immediate effect.

Duties and Responsibilities

You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company.

You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your engagement with the Company.

It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As an employee you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your engagement with the Company.

Intellectual Property Rights

The company will retain ownership of all intellectual properties generated during the course of your engagement as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during the course of your engagement and as part of your engagement will be wholly vested in the company. By this contract you have also undertaken to sign any associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Coding Blocks as required by your engagement.

Increments and Promotions

Your career path in the company will depend solely on your performance and your capability. Your individual performance will be reviewed on a regular basis by your managers and by your peers providing the criteria for your increments and promotions.

Notice Period

A notice of 3 months is required to terminate this contract with the Coding Blocks. Notice period is considered to start from the point the termination letter is received by the manager. However, when situations warrant, as in the case of breach of policies, the company may decide to terminate the contract with immediate effect.

Quality Matters



You will be required to learn the processes being followed at Coding Blocks from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance.

Signature of Acceptance

OFFER LETTER

ANNEXURE B

Non-Disclosure

You agree to sign and be bound by the terms of the Non-Disclosure, Non-Solicitation and Non-Competition Agreement required to be signed by you during the term of your engagement with the Coding Blocks and at all times thereafter. You also hereby agree to comply with the terms of any policies of the Coding Blocks relating to the protection of confidential information from time to time. You are also required to strictly maintain as confidential and not divulge or communicate in any manner, any information regarding your remuneration / terms of engagement to any other employee of the Company except your immediate superior. Any disclosure of confidential information will be considered a serious misconduct and breach of the terms of your engagement.

Non-Solicitation

During your engagement with Coding Blocks and for a period of 1 year after termination of your employment with the company, you shall not solicit any employee of the Company to leave their engagement in order to join another company or provide services to another company/person/entity which is not affiliated to Coding Blocks. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the company.

Non-Compete

By joining this company in the designated position, you hereby agree to not engage in any competing activity or business during the course of your engagement at Coding Blocks and for a period of 1 year after termination of your employment with the company. You cannot start or join or promote any organization, YouTube channel, Influencer, business, activity or otherwise that is in the same line of business as Coding Blocks during your association with Coding Blocks.

Medical

Company may decide to terminate your engagement based on valid medical advice that you have become physically/mentally incapacitated to such an extent that you are unable to deliver the responsibilities entrusted to you.

Termination

On termination of your engagement with the company irrespective of the circumstances, you are bound to return to the company:

- Any material items belonging to the Company per inventory, and all non-material items in your possession including but not limited to Intellectual property (documentation, software, email correspondence) and any other information required for the continued execution of the duties of your role (login credentials, business contact information).
- Any physical company documents that you may have in your possession.

You are also bound to repay any and all outstanding debts or loans due to the company and the company is hereby authorized to deduct from any payments due to the employee the amount due to the company.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your engagement until the individual termination of such contracts.

Warranty

You represent and warrant to the Coding Blocks that the terms and conditions of your engagement are legal, valid and binding upon you and acceptance of the same by you and the performance of your obligations pursuant to your engagement by the Coding Blocks does not and will not constitute a breach of, or conflict with the terms or provisions of, any agreement or understanding to which you are a party (including, without limitation, any other engagement agreements).

Breaches and violations

Over and above the terms mentioned in this document you are also liable for disciplinary action including and not limited to warnings, suspensions, demotion, denial of promotion or increments for violations of codes of conduct and company policies. The said policy and related company manuals shall be treated as part and parcel of this Agreement. The company reserves the right to modify/amend terms and conditions, and will notify employees of the same. The company may also decide to terminate engagement subsequent to disciplinary action and proper investigation.

Signature of Acceptance

OFFER LETTER

ANNEXURE C

Non-Compete

This Non-Compete Agreement is entered into between **Shubham and Coding Blocks** on the **26th Day of August in the year 2023**. **Coding Blocks** is located at **[47, Nishant Kunj, 1st & 2nd Floor, main Road, opposite Metro Pillar Number 337, Pitampura, New Delhi, Delhi 110034]** is represented by **Varun Kohli** in this agreement.

WHEREAS, the company is in the business of Edu Tech.

WHEREAS, the Employee **Shubham** and the Employer-**Coding Blocks** have entered into a formal Employment agreement where the Employee will perform duties related to their position as a **[Product Engineer and Instructor]** and

WHEREAS, the Employee agrees to the restrictions described herein as binding. THEREFORE, the Employer and the Employee agree to the following terms:

NON-COMPETITION. For the entire duration of this agreement, and for **1 years** after the Employer's relationship with the Employee has been terminated for any reason, the Employee will not work/engage in any activity, technical courses, technical workshops, promoting any other organization or competing business, business owner in any other capacity with a competing company. This means that Employee must not perform any work for Edu Tech Organization in the same domain you worked with the company-Coding Blocks.

EMPLOYEE ACKNOWLEDGEMENTS. The Employee acknowledges that they have been provided with the opportunity to negotiate this agreement, have had the opportunity to seek legal counsel before signing this agreement, and that the restrictions imposed are fair and necessary for the Company's business interests. Finally, the Employee agrees that these restrictions are reasonable and do not constitute a threat to their livelihood.

EMPLOYER'S ACKNOWLEDGEMENTS. The Employer acknowledges that they will provide the agreed salary/remuneration for the duration for which the employee serves the company and this agreement is in effect.



Signature of Acceptance