

**To,**

Ms. Poornima V,  
S 111, Ex Servicemen Colony ,  
Kovaipudur ,  
Coimbatore - 641042 .

**Dear Poornima V,**

This refers to discussions on your interest in employment opportunity at Appac Mediatech Pvt. Ltd. We are pleased to make an offer as **SEO Analyst** based at **Coimbatore**. Your cost to the company will be **INR 1,44,000 per annum** (One Lakh Forty Four Thousand rupees only) Inclusive of all benefits.

We would be keen to have you join our services on **7 October 2024** . Please communicate your acceptance through email and send a signed hard copy of this letter to us at the earliest.

Regular letter of appointment will be issued soon after you report for duty and submit documents and information as detailed in the attached list.

We once again thank you for your interest in Appac Media and looking forward to your joining our young and vibrant team.

Yours faithfully,

For Appac Mediatech Pvt. Ltd



AUTHORIZED SIGNATORY

**Dear Poornima V,**

The following details are mandatory and important at the time of joining-:

- 1) Proof of Age - Photo copy of Passport or Adhaar card or Driver's License
- 2) 2 Passport size photographs of self
- 3) Emergency contact numbers
- 4) Blood Group
- 5) Photocopy of PAN card
- 6) Photocopy of Education Certificates
- 7) Photocopy of Relieving Letter from your previous organization
- 8) 2 Official References
- 9) Bank Account details

Kindly arrange for all the above-mentioned, before/on your joining day.



## **General Terms & Conditions of Employment**

### **Appointment**

An appointment to the service of the company is only effective when the successful applicant has confirmed acceptance of our offer of employment by returning the offer duly signed, and Certified, by having signed on our Personal information Form, that the information provided to the company there- in, is true and correct.

### **1) Variation to Terms of Employment**

The company reserves the right to alter an employee's terms and conditions of employment including duties and responsibilities, and to transfer or second them to other department, divisions or locations. Any such transfer or secondments will not break their period of continuous employment. All employees must be prepared at any time to undertake duties (other than or in addition to those for which you were specially engaged) at any such location which the company may require from time to time.

### **2) Working Hours**

The working hours are 9:00 a.m. to 6:00 p.m. Monday through to Friday and 9:00 a.m. to 5:00 p.m. on alternative Saturday (with one-hour for lunch). However, depending on the nature of operation of their department, an employee may be assigned a work schedule other than the above. In which case, they should follow the office hours specified in their letter of employment or the instruction from their Manager.

In the course of performing their duties, if an employee is unable to meet his/her work commitments in the above stipulated office times, they are expected to work different or longer hours, to ensure proper performance of their duties in line with business expectations.

### **3) Salary Payments**

Salary & other allowances are paid by the end of each month or on the 1st working day of the next month. An employee's pay is automatically credited to their nominated bank account. All taxes as applicable in any fiscal year will be deducted at source before crediting their bank account.

During employment, the Company is entitled to deduct from an employee's salary and emoluments or awards arising from your employment such as:

- Any overpayment of remuneration or benefits made to them

- Any deductions required by the government at any time in the future

Any unaccounted expenditure of company funds that you have not settled within 30 days; or

Any other sums which they owe to the Company

#### **4) Notice Periods**

The company employs people with the view that they will have a long-term career with us. However if it becomes necessary for an employee to leave the employment or the Company, either party will have to give notice in writing or the equivalent salary in-lieu, in accordance with the prevailing notice requirement.

Unless an employee has been notified in writing of a different entitlement in their letter of offer of employment, the following applies.

#### **5) Duration To Be Given By Employee Or The Organisation IS ONE MONTH.**

Important: In such matters, management's decision is final.

#### **6) Salary Reviews**

The first salary review for an employee is normally done at the end of 6 months of his continuous employment with the company. Thereafter, individual salaries will be normally reviewed after every nine 9 months of continuous & success employment. Any increase is determined primarily on merit, but the general level of pay increases within the industry, and will also take into consideration the performance of the company.

Any increase is entirely within the Company's discretion. You should note that the annual review does not guarantee an increase in salary, as this depends very much on the circumstances of each in terms of your level, position within the organization, future career development within the Company / Firm and the performance of the company at large.

#### **7) Confidentiality**

It is the policy of the Company that all information pertaining to the compensation package of every employee shall remain confidential. Employees are not permitted to discuss with or disclose to colleagues or anybody else outside, such information e.g., salary, increments and benefits entitlements.

#### **8) Public Holidays**

The Company will select 10 festival holidays from the published list of annual holidays and will allow 2 additional discretionary (Restricted / RH) holiday that can be selected on an individual basis based on their choice. The company will review the list of selected holidays annually, and inform employees of any changes.



## 9) Annual Leave

In addition to the statutory holidays, employees are also entitled to an annual leave of 12 days after completion of one full year.

In order to maintain sufficient resources and to minimize interference with daily operations, an employee should inform their manager in advance of their planned annual leave schedule.

## 10) Unused Leave Balance

Employees are encouraged to take all their annual leave entitlement by the Completion of one year as per his / her joining of each year. In exceptional cases, with the prior approval of the Department Head, this can be carried forward to no more than one more year.

## 11) Obligations after Termination of Employment

For the protection by the company of its business interests, and in particular, Its confidential information, customer and client connections and the maintenance of a stable work force, all employees must agree and covenant with the Company collectively that:

1. They shall during the 12-month period after the date of termination of their employment either on their own account or in conjunction with, or on behalf of, any other person solicit or entice away or endeavour to solicit or entice away or assist any other person whether by means of the supply of names or expressing views on suitability or otherwise howsoever to solicit or entice way from the Company any individual:

Who is an employee or director of any member of the Company?

Or

Who is contracted to render services to the Company and / or any member of the Company

and in either case with whom the employee have had business dealings during the twelve month period immediately preceding the termination of their employment with the Company, whether or not any such person would commit a breach of contract by reason of his/her leaving service;

All employees shall not during the six-month period after the date of termination of their employment either on their own account or in conjunction with, or on behalf of, any person solicit, interfere with or entice away or attempt to solicit, interfere with or entice away any person who is a Restricted Client; and All employees shall not during the six-month period after the date of termination of their employment either on their own account or in conjunction with, or on behalf of, any other person have business dealings, directly or indirectly, with any person who is a Restricted Client.

However they are not prohibited by any of these restrictions from seeking or doing business with a Restricted Client that is not in direct or indirect competition with the Restricted Business.

If any provision of these obligations after employment are determined to be illegal or unenforceable by any court of law or any competent governmental or other authority, the remaining obligations and the remainder of the contract of employment shall be severable and enforceable in accordance with their terms so long as their contract of employment without such terms or provisions does not fail of its essential purpose. The employee and the Company shall negotiate in good faith to replace any such illegal or unenforceable provisions with suitable substitute provisions which will maintain as far as possible their purposes and the effect. If so required by the Company, an employee should also agree to enter into separate covenants with any member of the Company to which they are assigned and to which they provide their services in a form identical to the covenants set out in this section in order to protect the legitimate business interests of the Company.

For these purposes,

Restricted Business means the activities of the operating division or company of the Company to which an employee is assigned and to whom he/she provide his/her services.

Restricted Client means any person, firm or company who or which on the date of termination of their employment or at any time during the 12-month period immediately prior to the date of termination was a client or customer of the Company in respect of the Restricted Business and with whom or with which during the period the employee had business dealings.

For the purpose of this section, the Company is entering into these restrictions with an employee on its own behalf and as agent for and/or as trustee of the business of the relevant member of the Company to which he/she is assigned and to whom he/she provide his/her services.

## 12) Changes to Personal Data

To ensure that an employee's personal files are kept up-to-date for statutory requirements, emergencies and for administration of benefit plans, they should notify the Human Resource Department immediately of any changes in personal data such as

Addresses, residence telephone numbers, mobile telephone numbers Qualifications Changes in lifestyle (e.g., marital. status, addition to family etc,) Nomination of beneficiaries and so on,

### 13) Compliance

As a result of their duties, an employee may have access to confidential, sensitive or inside information as defined in relevant legislation and/or be in a position that might give the appearance of being, in conflict of interests of customers, or clients of the Company or the Company itself.

In addition, as a member of each respective working company employees are bound by confidentiality clauses with regards to client specific issues and work carried out. If they work on a dedicated basis for a particular client of the Company they are expected to keep all sensitive information to themselves and not share with fellow colleagues who may be part of another "client service silo" within the Company or any entity within the Company.

If you have any doubts you should contact the designated compliance officer or account manager for relevant advice.

### 14) Gross Misconduct & Summary Dismissal

Gross misconduct is misconduct which, in the opinion of the Company, is serious enough to prejudice the business or reputation of the Company or which irreparably damages the working relationship and trust between an employee and the Company. It constitutes a fundamental breach of contract and may, therefore, lead to summary dismissal, i.e. dismissal without notice or payment in lieu of notice. The following are only examples of behaviour which are normally regarded as gross misconduct. The examples below are no means exhaustive, but provide some idea on the nature of abuse.

Theft, fraud, providing false and misleading information or any act of dishonesty

Any act or attempted act of violence or abusive behaviour towards people and property

Serious act of insubordination

Serious neglect of duties, or a serious breach of your Conditions of Employment

A deliberate breach of the Employment Policy or designated operating procedures

Unauthorized use or disclosure of confidential information

Gained or attempted to gain unauthorized access to confidential or proprietary information pertaining to the Company, its clients or those of other employees of the Company

Failure to disclose any of the information required by the employment rules and compliance regulations or any other information which may have a bearing on the performance of your duties

Date:

Accepted By:

Signature: