

6/03/2020

Yenduri Sai Venkata Satish,

D.No.30-6-15,  
Likki Pullaiah Street,  
Durga Agraharam,  
Eluru Road,  
Vijaywada - 52002

## **Offer of Employment**

Dear Satish

Congratulations!

We are pleased to confirm our offer of employment to you in our organization as **Software Engineer II** with effect from **4 May, 2020**. You will be based in our India, **Hyderabad, DVS, SEZ-1 – Orion B4; FL 7,8,9,11 (Hyderabad - Divyasree 3)** office. We extend this offer and the opportunity with great confidence in your abilities based upon your credentials and the information shared during your interview. We feel that you will be able to make an outstanding contribution to our organization.

Your annual Cost to the Company is **7,75,146** and will be subject to statutory and other deductions as per employer policies and practices.

The details of your compensation breakdown are provided in the **Annexure A**.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure B**.

Please provide your response indicating your acceptance of our offer as per the terms and conditions mentioned in the Annexure-B within 2 working days of receipt of this letter, after which period this offer shall lapse automatically.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming market leaders. We assure you of our support for your professional development and growth.

## **ANNEXURE-A**

**NAME:** Yenduri Sai Venkata Satish

**JOB TITLE:** Software Engineer II

**DEPARTMENT:** Internal Systems and Digital Applications

**DIRECT MANAGER:** Pavan Kumar Vempali

**DIRECT MANAGER DESIGNATION:** Associate Director, Engineering

## **MONTHLY AMOUNTS**

18958 BASIC SALARY

### **ALLOWANCES:**

7583 HOUSE RENT ALLOWANCE

27625 SPECIAL ALLOWANCE

54,167 TOTAL FIXED BASE SALARY

### **BENEFITS:**

2275 EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND

1,825 MEDICAL INSURANCE

912 GRATUITY

59179 **TOTAL GROSS SALARY AND BENEFITS**

5,416 PERFORMANCE BONUS (PAID ANNUALLY)

64,595 **TOTAL COST TO THE COMPANY**

## **YEARLY AMOUNTS**

227,500 BASIC SALARY

### **ALLOWANCES:**

91,000 HOUSE RENT ALLOWANCE

331,500 SPECIAL ALLOWANCE

650,000 TOTAL FIXED BASE SALARY

### **BENEFITS:**

27300 EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND

21,903 MEDICAL INSURANCE

10,943 GRATUITY

710146 **TOTAL GROSS SALARY AND BENEFITS**

65,000 ANNUAL PERFORMANCE BONUS

775146 **TOTAL COST TO THE COMPANY**

**1.** You are eligible for an annual performance-based bonus, which is based upon individual performance, as well as the performance of the team and the performance of the Company as whole. The details of the functioning of the bonus scheme will be communicated to you by your manager after you join. This bonus is payable bi-annually / annually as per eligibility and is prorated based on length of the service. You must be employed by the Company as on date of payout to be eligible for the bonus.

**2.** FactSet follows the rating scale of **1 to 5** for all its performance evaluations with rating **1** being exceed expectations and rating **5** being low performance. Employees will not be eligible for the annual bonus if the rating is **5**.

3. 12% of basic will be deducted from the monthly salary as a contribution towards provident fund plan. This is in addition to the 12% basic contributed by the organization. On leaving the company, you can either withdraw or transfer the balance in your PF account as per the applicable PF act.
4. You will be enrolled in the Group Medical insurance scheme for a coverage of **300,000** applicable as per the eligibility and your grade in the organization. You can nominate 5 dependants in addition to yourself to be covered under the policy. Employees who are eligible for the ESI benefit as per the government rule will be covered under ESI medical scheme.
5. You will also be covered under Round-the-clock Personal Accident Insurance for **13,00,000**. The coverage is for self and premium towards the same will be paid by the firm on your behalf.
6. You will be also eligible for Term Life Insurance coverage up to **9, 00,000**. The coverage is for self and premium towards the same will be paid by the firm on your behalf.
7. You are eligible for Gratuity, which is payable after 5 years of continuous service with the Company.
8. In general, we review our salaries half-yearly every fiscal year in the months of March and September. Salary adjustments take effect subsequently in April and October.
9. All employee tax liabilities arising out of the above compensation shall be borne by you. Tax at source will be deducted as per the Income Tax act.
10. For purpose of contribution to Provident Fund, Gratuity, Superannuation Fund, encashment of leave etc., computations will be on basic pay.

## **FACTSET BENEFITS:**

- FactSet provides Flexi Benefit Plan which makes the compensation structure more tax friendly. Employees may choose to modify or restructure the 'special allowance' component as per the flexi-benefit plan to avail the tax benefits. These are governed as per the eligibility, grade and salary band.

- Transport facility to all the employees up to 40 KMS distance from office who adhere to the standard shift schedules. Point pick up and point drop for all day shift employees and home pick up and home drop facility for employees working in the night shifts. However due to safety reasons transport facility is not provided to employees living in certain specific areas within 40 KMS distance. Organization takes reasonable safety precautions to ensure safety of its employees and employees are expected to follow the guidelines mentioned in the transport policy. You acknowledge that you are solely responsible for your safety in case of violation of these guidelines. More information regarding the eligibility for this benefit will be communicated to you by the recruiting team in detail during verbal offer discussion.

Standard Shift Schedule:

First Shift : 06:30 AM – 03:30 PM

General Shift : 09:30 AM – 06:30 PM

Second Shift : 04:00 PM – 1:00 AM

Third Shift : 01:00 AM – 09:00 AM

Transport facility will not be provided to the employees who do not adhere to the above shift timings

- Mobile / Blackberry based on the level in the Company, requirement and eligibility.
- Bi-Annual Team Outing
- Subsidized lunch / dinner during the working hours.
- Snacks & beverages will be made available in the cafeteria.
- A gift voucher of **1500** is given to any employee who gets married during their tenure at FactSet.
- Small gifts / token of remembrance is handed out to employee on their special occasions such as Birthdays, New Born child (Born with a silver spoon), anniversaries etc.
- Employees can also participate in the referral program and be eligible for the referral bonus as guided by the referral policy which will be communicated to all the employees by the FactSet Recruiting team.

## **ANNEXURE-B**

### **1. Information given or Background verification:**

The commencement or continuation of your employment with the Company is contingent on the results of a background check which includes, but not limited to reference checks and verification of academics. Please provide us with academic credentials & professional reference within 2 weeks of joining the organization, failing which the company can take punitive actions, including and up to termination of employment. FactSet retains the right to terminate any employee who has indulged in or has legal proceedings for misrepresentation or crimes. By accepting this offer you are accepting FactSet's policy on background verification.

### **2. Probationary period:**

For the first **6 months** from the actual date of appointment you will be deemed to be on probation and during this period either party may terminate this agreement by giving **15 days'** notice in writing or salary in lieu thereof. On completion of the said 6 months, you will be advised by your manager in writing if your performance does not meet company's standards and you will be advised on further action. In case of no such notice received for 2 weeks after confirmation due date, your probation will be deemed to have been successfully completed.

### **3. Personal Particulars:**

You will keep us informed of any change in your residential address, your family status or any other relevant information / details. You would also let us know the name and address of your legal heir / nominee and an emergency contact.

#### **a. Privacy:**

In respect of the personal information collected during the joining process, you hereby consent to (a) the use and processing thereof by the organization and its authorized third parties for a number of purposes connected with the management of our personnel; and (b) the sharing of the personal information with other members of the FactSet group (including in countries in the United States of America and the Philippines), as well as to third parties or vendors, for the same purpose. You may refer to the organization's privacy policy for more details.

### **4. Nature of Work:**

Your nature of work mainly includes all the aspects of the duties and responsibilities mentioned in your job description as well as any other ad-hoc duties assigned to you from time to time. You will work at a high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your immediate manager from time to time.

### **5. Working Hours / Shift Hours:**

The normal working hours of the Company are from **9:30 AM- 6:30 PM** from **Monday to Friday** including lunch break and tea breaks. As the Company works **24 / 5** and depending on organizational requirement or project contingencies, working hours and days for specific employees or groups of employees or all employee may be modified / altered from time to time which will be communicated to you by your Manager. Further, you should be prepared to work on any shift, as may be warranted by the Company's work requirements.

### **6. Salary Payment:**

Regular Employees in India are paid their monthly salary through bank transfer on the last working day of the month for which employees must open a bank account in the Company's corporate bank. You are requested to note that processing of monthly pay will be subject to submission of Permanent Account Number (PAN) details to the Company. In case you do not have a PAN, please initiate the application process for the same immediately and carry the acknowledgment as issued by the Income Tax

authorities with you while coming for joining. A copy of the acknowledgement would need to be submitted by you for our records.

#### **7. Dual Employment:**

You are required by the Company rules not to undertake any employment or enter into any other type of association, even on part-time basis whether for any consideration or not. Contravention of this will lead to termination of your services from the Company without any notice, with no liability on the part of the Company for payment of any compensation in lieu of such notice. Further, this contravention will be deemed as voluntary termination / resignation by you of your services without the required notice having been given. However, if you want to associate yourself with a charitable non-profitable organization during non-business hours or days, you will have to disclose the details with your direct manager & Human Resources Department, allowing your participation at the disclosed charitable non-profitable organization.

#### **8. Leave / Holidays:**

You are entitled to **12 Casual / Sick leaves** and **15 Privileged / paid leaves** every year. The leaves will be credited to your leave balance @ **1 Casual and 1.25 Privileged leaves per month**. The eligibility for the paid leaves will be on completion of 6 months. You are also eligible for **10 paid Holidays** every year including the government mandated holidays. The Company follows strict time schedule and late comings are discouraged, unless otherwise notified by you in advance.

#### **9. Overtime Payment / allowances:**

Employees may be required to work on holidays and weekends depending on the nature of the project. Such employees shall be eligible for compensatory off or overtime allowance as detailed in the Policy. This allowance will be paid through monthly payroll and shall be subject to deduction of Income Tax at source.

#### **10. Training:**

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the Company's expense.

#### **11. Performance Reviews / Appraisal:**

The Company also has a policy of half- yearly performance appraisal. You may be eligible for a salary appraisal under this policy based on your individual ratings as well as the performance of the team and the performance of the company for the fiscal year. Performance reviews take place in the months of March and September and the revised salaries get affected in the months of April and October.

#### **12. Intellectual Property Right:**

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process / method likely to result in more efficient operation of any of the activities of the Company, the Company shall be entitled to use / utilize such improvement and you

shall assign all rights thereof to the Company for the purpose of seeking any patent rights or for any other purpose. The Company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of your association with the Company including but not limited to the creative concept that you may develop during your association with the Company.

**13. Secrecy / Confidentiality:**

You will not during the course of your employment with the Company or at any time there after divulge or disclose any confidential information to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the Company, of any information or knowledge obtained by you during your employment as to the business or affairs of the Company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

**14. Restrain:****a. Access to Information:**

Information is available on need to know basis for specific groups. Access to this information is authorized through privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

**b. Restriction on Personal Use:**

Use of Company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the Company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of Company information for personal benefit will result in immediate termination of employment without notice and / or legal action for misdemeanor as deemed fit by the Company. You shall be liable to reimburse the Company for any losses incurred due to misuse of Company data.

**15. Security:**

Security is an important aspect of our communication and office infrastructure. Security of the Company resources is maintained by controlling physical access to computer system, by disabling all the work stations, usb drives and other measures. Please refer the Security policy for more details on IP protection.

**16. Termination of Service:**

- Employment with the Company will stand terminated at the end of the month in which you attain the age of superannuation (58 Years). Termination of employment may also be initiated earlier by either party by serving prior written notice to the other, as per the notice period stipulated in this offer.



- In the event of termination of services by either party, the applicable notice period will be **60 days** for all the employees. The Company is also entitled to either waive the notice period in part or in full at its sole discretion or require payment of equivalent base salary with applicable taxes in lieu of the unserved notice period. The Company further reserves the right to terminate with sooner effect by tendering equivalent base salary in lieu of the notice period subject to the employment history / terms applicable as per the Company's exit policy.
- In the event of your serving on the Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the General Terms and Conditions of Employment in force at that point of time, subject to the satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties. The details of this policy are available on our HR website.
- Unauthorized absence or absence without permission from duty for a continuous period of **7 days** would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- You will be governed by the laid down code of conduct of the Company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the Company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

#### **17. Changes to the Employment Terms & Conditions:**

From time to time the Company reserves the right to make necessary changes or modifications to any of the terms and conditions of employment, policies due to its dynamic work environment. By accepting this offer, you hereby acknowledge and accept to comply with company rules, regulations and policies in existence together with any changes or modifications made thereof.

#### **18. Company Policies:**

You acknowledge that the Company operates in a dynamic environment which may, from time to time, require the Company to make changes to its policies.

You also agree that the Company, at its discretion, may accordingly revise, modify, add, delete or replace any of its current policies and that you agree to be bound by all such changes.

#### **19. Appointment in Good Faith:**

It must be specifically understood that this offer is made based on your proficiency on technical / professional skills you have declared to possess as per your application for employment and your ability to handle any assignment / job independently. In case at a later date any of your statements / particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the Company, the Company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the Company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matters you will be governed by the rules of the Company as shall be in force from time to time.

If you have any queries / clarifications regarding your offer or joining please contact your Recruiter. **We welcome you to our FactSet family and wish you a long and successful career with us.**

## **DOCUMENTS TO BE SUBMITTED ON THE DAY OF JOINING:**

You will be required to submit to our HR Department, a certain set of documents, etc. (as per the below checklist), at the time of reporting for duties and hence you are advised to come prepared accordingly, without fail. Please note that the Company reserves the right not to accept you into the rolls or after such acceptance, to discharge you from the rolls, in case you do not fulfill the requirements as specified in the checklist, particularly submission of documents in proof of your qualifications, experience etc.

### **1. Copy of the Educational certificates.**

- a. 10th Standard Marks Memos / Pass certificate.
- b. Intermediate Marks Memos / Pass certificate.
- c. Graduation Marks Memos / Pass Certificate.
- d. Post-Graduation Marks Memos / Pass certificate
- e. Certificates of other Qualifications if any.

### **2. Copy of Service certificates / Relieving letters from the previous employers.**

### **3. 3 most recent Pay slips.**

### **4. Copy of PAN and Aadhaar card.**

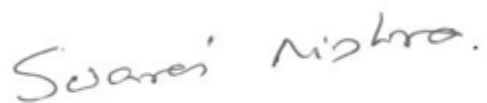
### **5. Residential proof (Telephone / Electricity / License / Passport copy).**

### **6. Form-16 / Form-12B from the last previous employer.**

### **7. 4 Passport Sized Photographs.**

**FACTSET** › SEE THE ADVANTAGE

Sincerely,

A handwritten signature in dark ink that reads "Swaraj Mishra." The signature is written in a cursive, flowing style.

Swaraj Mishra

Regional Director, Human Resources