

JOINING KIT

"Capita

Welcome Onboard!

We look forward to have a fruitful association with you.

Employee Name: Ashish Aravind Navale

Process : BPMIca

Date of Joining : 07/08/2023



PERSONNEL INVENTORY RECORD

(Please fill details in block letters)

Employees Contact:	7666598162	Date of Joining (dd/mm/yyyy)	07/08/2023
Name:	Ashish Aravind Navale		
Gender:	Male	Location	Pune MGP
Designation:	Analyst-Business Planning & MI	Department/ Process Name :	BPMI
Date of Birth : (dd/mm/yy)	25/08/1996	PAN No.	BDCPN4621C
Father's/Husband's Name :	Aravind Rajaram I		
Blood Group :	AB +ve		
Emergency Contact Name & Number :	aravind 8087367859		

Signature of Employee:

Date: 07/08/2023

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Group Personal Accident and Term Life Insurance Nomination Form

Employee Code		Name	Ashish Aravind Navale
Date of Joining	07/08/2023	Father's/ Husband's Name	Aravind Rajaram Navale
DOB	25/08/1996	Marital Status	Single

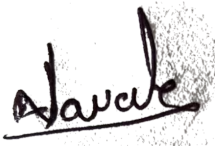
I hereby nominate person/s mentioned below to receive the amount, in the event of my death and direct the said amount shall be distributed among the said person/s in the manner shown below against their name:

Name of the Nominee/s	Nominee/s Relation with the employee	Age of Nominee	Share to be paid to each nominee/s (%) (*)
Aravind Rajaram Navale	Father	62	100 %

(*) - This column should be filled so as to cover the whole amount that may stand to the credit of the member
(Total of all should be 100%)

In case the nominee is minor then provide guardian details

Name of the Guardian	Guardian's Relation with the employee	Age of Guardia n	Share to be paid to each nominee/s (%) (*)



Signature of Employee

Date: 07/08/2023

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AUTHORISATION

Human Resources Dept.

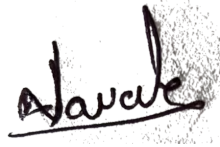
Dear Sir,

I Ms./Mr. **Ashish Aravind Navale** designation **Analyst-Business Planning & MI** department **BPMI**

Hereby authorize the Company that in the event of my death, the balance of my salary due for the period of leave and all other dues availed of shall be paid to **Aravind rajaram navale**. who is my (specify relationship) ~~father~~ and resides at **Sai Kunj Bhavan, room No. 104, First Floor, Ganesh Nagar, Kalyan East. Landmark - Near Ganpati Mandir PinCode- 421306**

The nomination shall remain in force until it is cancelled or revised by another nomination(s).

Signature of the Employee



Date: **07/08/2023**

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Information Security Do's

- Keep desk clear and paperless (as far as possible)
- Always shred confidential papers if no longer required
- Never leave confidential papers / information unattended. Always keep confidential papers under lock and key
- Always Lock your computer when away
- Ensure that important data is backed up regularly
- Always wear I-Cards visibly and swipe while moving in or out of office premises
- Report loss of ID card to the facility team immediately
- Promptly report information security incidents to the information security team
- Adhere to Information security policies and procedures and insist others to do the same.



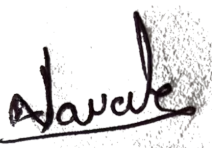
Information Security Don'ts

- Never share / write down your passwords
- Do not carry personal laptops or camera devices
- Do not tailgate
- Do not share your ID card
- Do not carry mobile phones on the floor if you are not authorized to do so. If you are allowed to carry phones ensure that if there are any account level restrictions imposed contractually on not using mobile phones and/or putting sticker on camera, the same will have to be adhered to.
- Do not carry company information / printouts outside the company premises.
- Do not take photographs within Capita India premises including the cafeteria, breakout zones, reception & meeting rooms
- Do not share organization information with others without proper authorization
- Do not use email / Internet facility to transmit confidential political, obscene or harassing materials



Note : All staff should undertake Computer Based Training (CBT) immediately post joining & at least once in a year

Date of Joining: **07/08/2023**

Sign.:  _____

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Employee Medical Declaration Form

Name:	Ashish Aravind Navale	Date of Joining: 07/08/2023
Designation / Dept:	Analyst-Business Planning & MI	Sex (M / F): Male
Address:	Sai Kunj Bhavan, room No. 104, First Floor, Ganesh Nagar, Kalyan East. Landmark - Near Ganpati Mandir PinCode- 421306	Blood Group: AB +ve
Date of Birth:	25/08/1996	Tel. No / Mobile: 7666598162

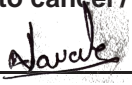
Condition	Yes/No
Have you consulted any doctor for surgical operations or been hospitalized or been advised to undergo any medical investigations / treatment for any major medical condition during the last 5 years?	No
Are you currently taking or in the past taken any treatment or medication for any condition for a continuous period of more than 12 months?	No
Are you currently suffering from or in the past have suffered any physical deformity critical illness / injury?	No

Have you suffered from or have been advised that you have any of the following conditions in the last 2 years:

Condition	Yes/No
Hypertension / High blood pressure	No
HIV Infection / AIDS	No
Fits, Blackouts or nervous disorders	No
Kidney problem or disease of reproductive organs	No
Musculoskeletal or joint disorders	No
Chest pain / Heart Attack	No
Diabetes / High blood sugar / Sugar in urine	No
Asthma, Tuberculosis, or any other lung disorder	No
Cancer / tumor or growth, cyst of any kind	No
Disorder of glands (e.g. Thyroid)	No
Digestive disorder (e.g. Ulcers, Colitis etc.)	No
Any other heart disease / problems	No
High cholesterol	No
Liver problems / Jaundice / Hepatitis B or	No
Stroke / Paralysis	No
Psychiatric or mental disorder	No

If answer to any of the above is 'Yes' please provide particulars in the below table:

Exact Diagnosis
NA

D: Declaration
<p>I declare that all the information given by me is true and I have not withheld any facts about my health. I hereby consent to Capita India seeking medical information from any doctor who at any time has attended me concerning any things which affect my physical and mental health and I authorize the giving of such information.</p> <p>I consent to allow Capita India to independently validate at any time the medical information submitted by me as part of this declaration. In which case, Capita India appoints a Doctor / panel of Doctors to conduct related medical tests and / or examinations for which I consent to make myself available.</p> <p>I do hereby agree and declare that these statements and this declaration shall be the basis of Contract of employment between my employer and me. If any untrue statement is to be contained therein, Capita India will have the right to cancel / withdraw offer of employment or terminate my employment.</p> <p>Signature:  Full Name: Ashish Aravind Navale</p> <p>Date: 07/08/2023 Place: Pune MGP</p>

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Code of Conduct

Employee Acknowledgement and Certification of Compliance

I hereby acknowledge and confirm that I have received, read and fully understand the standards expected of me by under Capita Code of Conduct.

- Employee Acknowledgement and Certification of Compliance
- Confidential and Sensitive Information
- Conflict of Interest
- Use of Electronic Facilities
- Third Party Intellectual Property Rights
- Data Security Compliance
- Professional Behaviour
- Abusive Substances
- Reports of Complaints, Litigation and Regulatory Inquiries
- Legal / Regulatory Compliance
- Anti - Bribery
- Communication
- Harassment
- Acceptable Usage Policy & E-mail, Internet Guidelines

I hereby agree that I will observe and abide by the ethical standards, policies, rules and procedures contained within this code. I understand that any breach of the above may lead to disciplinary action, including dismissal.

Signature : 

Employee Name : **Ashish Aravind Navale**

Date : **07/08/2023**

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USER DECLARATION ON INFORMATION SECURITY INCIDENT MANAGEMENT POLICY

What Is An Incident?

A violation or imminent threat of violation of computer security policies, acceptable use policy, or standard security policies

Incident is classified as

Severity Classification	Actionable
Misconduct	Misconduct is a term used to describe behaviour that warrants disciplinary action.
Gross Misconduct	Gross Misconduct describes behaviour that strikes at the root of the contract between Capita and an employee: where an individual has forfeited the trust we placed in them and is liable to be terminated.

Please note that should any Capita India employee be proved to be actively involved in the occurrence of any security incident, then disciplinary procedures shall be initiated against the employee along the lines documented in the Manager' Guide. For reference, we have categorized the scenarios under 'Misconduct' or 'Gross misconduct'.

Some of the common information security threat scenarios, which give rise to security incidents, are mentioned below but not limited to:

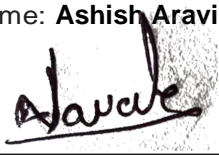
Sr. No	Threat / Incident scenarios	Disciplinary category
1	Being an accessory to a disciplinary offence such as failing to report an incident of gross misconduct you observed	Misconduct
2	Any attempt at logging onto systems without proper authorization	Misconduct
3	Any attempt to deliberately infect any device with viruses.	Gross Misconduct
4	Sharing of User ID, passwords and / or personal swipe / access cards	Gross Misconduct
5	Tail gating	Misconduct
6	Attempt to access restricted areas (Server room & Electrical room)	Misconduct
7	Using Capita network to make unauthorized entry into other network	Gross Misconduct

Sr. No	Threat / Incident scenarios	Disciplinary category
8	Take and / or send any Capita India confidential and proprietary information including any client's or third party information, outside the office without proper authorization.	Misconduct
9	Installation of unlicensed software on any Capita India IT device	Gross Misconduct
10	Attempt to intrude any system, network and / or company folder without authorization	Gross Misconduct
11	Rendering any infrastructure support devices (AC, DGs, UPS, Fire Alarm System, Physical Access System, CCTV), unavailable or non-operational	Gross Misconduct
12	Forge documents, conceal and / or provide misleading, inaccurate information at the time of recruitment	Gross Misconduct
13	Attempt to change the configuration or setting of Firewall, ACL, Router IP Route, Switch ACL, Windows 2000 Group Policy and / or IP Addressing scheme	Gross Misconduct
14	Attempt at email ID impersonation	Gross Misconduct
15	Deliberate sharing of Capita India confidential and proprietary information including any client's information	Gross Misconduct
16	Rendering any network devices and / or critical servers, non-available or not-operational	Gross Misconduct
17	Any browsing, accessing and / or downloading of any pornographic content	Gross Misconduct
18	Inappropriate email messages such as pornographic or offensive emails	Gross Misconduct
19	Corrupt or improper practice such as committing or assisting in fraudulent practices	Gross Misconduct
20	Misconduct in relation to Company documents such as defacing or amending company policies	Gross Misconduct
21	Installation of unlicensed software on an Capita - IT device.	Gross Misconduct

I declare that I have read and understood various misconduct and gross misconduct and if I fail to follow mandatory requirements outlined in the policy, I may be subject to disciplinary action, dismissal I termination of contracts.

Employee Name: **Ashish Aravind Navale**

Signature



Date: **07/08/2023**

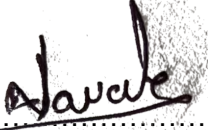


User Declaration On Information Security

I declare that I have read and understood Capita India Information Security Policy relevant to my job profile. Furthermore, I undertake that I shall:

- Use passwords and keep them secret.
- Create passwords that are at least ten characters long, have both letters and numbers as well as special characters, that do not spell a word or a name, and do not contain personal data.
- Protect sensitive data/ information by following applicable policies and procedures.
- Protect the confidentiality of information, both during and after contractual relations with Capita India.
- Protect my computer by logging off when I am gone for the day or leave it for 5 minutes or more.
- Do not bring personal bags, mobile phone and pager, Blackberry etc. in the shop floor area or its vicinity unless authorized by your immediate Manager.
- Protect equipment assigned to me by keeping it safe from any harm / damage.
- Scan all disks from external sources for viruses before using them on any computer.
- Not install any software unless authorized to do so.
- Use only authorized hardware and software.
- Protect my work area, media, and files, against all threats and report any incidents that occur to the Security Administrator.
- Not download software from the Internet unless specifically authorized to do so by the Management.
- Comply with all applicable laws and Capita India policies and procedures.

I agree that by signing this document I am declaring that I have read and understood the relevant Information Security Policy and that if I fail to follow mandatory requirements outlined in the Policy, I may be subject to disciplinary action /dismissal/ termination of contracts.

Signature : 

Employee Name : **Ashish Aravind Navale**

Date : **07/08/2023**

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DATE: 07/08/2023

Capita India Pvt. Ltd.

Consent Letter

I, the undersigned Mr./Ms. **Ashish Aravind Navale** working with **Capita** (the "Company") having employee number hereby provide my absolute and prior consent to the Company to install various software tools on the Company Desktop/Laptop or any other device ("IT System") and to access or secure access to the IT System provided to me for the purposes of (amongst others) monitoring my productivity, maintaining confidentiality of the Company and/or its clients' data and/or information ("Data") and to protect legitimate business interests of the Company.

I understand that the software tools installed on the IT System will (amongst others) (i) track my productivity by maintaining my log-in and log-out time on the IT System, my active hours spent on productive work, my non-active hours including time spent on browsing non-relevant applications and URLs and my idle hours of IT System between log-in and log-out time; (ii) enable desktop screen viewing rights of my IT System by my seniors/line managers strictly to ensure transparent handling of confidential data and/or information and to avoid misuse of any Data (and for no other reason).

I further consent that any data and/or information (including Data) tracked in my IT System through implementation of the software tools will be recorded and securely stored by the Company for future reference and will be accessible by only selected few employees within Capita.

I further understand that the IT System and any data and/or information (including Data) transmitted or stored through the IT System is the sole and absolute property of the Company or its clients. I also understand that the IT System is to be used solely for office work and by no means, for my personal use.

I further understand that in the event of any personal usage of IT System, if my personal data is inadvertently captured as part of the logs, the Company may monitor and retrieve the said data for the purposes contemplated above through the software tools and will not use my personal data, for any other purpose whatsoever.

Full name of the Employee : **Ashish Aravind Navale**

Employee no. :

Signature of the Employee :

Agreement on Non – Disclosure, Confidentiality, Conflict of interest and secrecy

Name : Ashish Aravind Navale

WHEREAS, I the Employee, am about to enter/continue in the employment of **Capita INDIA PRIVATE LIMITED** a Company incorporated under the Companies Act, 1956, and having its Registered Office at **Plant 6, Godrej & Boyce Complex, Pirojshahnagar, L.B.S. Marg, Vikhroli (West), Mumbai – 400079** (hereinafter called Capita INDIA) and whereas in such employment I will or may become informed as to many of its business procedural and technical information , needs, problems, developments and projects, as well as activities directed thereto.

NOW, THEREFORE, in consideration of the premises and of the said employment being given or continued and the compensation therein:

A) CONFIDENTIALITY:

1) For the purpose of and throughout this Agreement, "Confidential Information" includes , information which is disclosed to the Employee or to which the Employee has access or which the Employee becomes privy to as a result of his employment with **Capita INDIA** or otherwise a) which contains confidential and proprietary trade secrets and all other information belonging or relating to **Capita INDIA** 's business (b) which would disclose **Capita INDIA**'s products, processes, methodologies , systems , techniques ,programs , data , software ,know how, documentation of developed systems , improvements , developments, techniques ,business or marketing plans, strategies, forecasts, liscences, prices, or lists of **Capita INDIA** (c) which contains confidential information of third parties and (d) the terms and conditions of this Agreement. Confidential Information excludes information that (i) is or becomes publicly known through no wrongful act or breach of this Agreement on the part of the Employee (ii) has been approved in writing for disclosure by the Employee (iii) has been disclosed pursuant to a requirement of government agency or law (iv) has been disclosed in written, graphic or other tangible form unless clearly designated in writing as "confidential" or "proprietary"

2) All Confidential information remains the property of **Capita INDIA** including (a) copyrightable or copy righted material , any transactions , abridgements , revisions or other form in which an existing work may be recast , transformed or adapted ; (b) patentable or patented material , any continuation , re-issuance or improvement thereon ; and (c) material which is protected by trade secret and ,any new material derived from such existing trade secret material , including new material which may be protected by , copyright ,patent and /or trade secret law

3) The Employee hereby agrees that the employee shall not disclose such confidential information to (a) any other Employee unless so authorized by the supervisor of the Employee (b) any third party including but not limited to vendors, service providers, contractors of **Capita INDIA** and friends and relatives

B) INFORMATION SECURITY:

4) The Employee acknowledges that **Capita INDIA** has informed the Employee about the Information Security Policies and Procedures relating to the business of **Capita INDIA** and the Employee hereby agrees to comply with such policies and procedures as may be notified by **Capita INDIA** from time to time, more particularly the Employee agrees that he/she shall not without prior authorization form the supervisor

- (i) Share the various passwords assigned to him/her with any other employee or third party.
- (ii) Provide access to the workplace though the use of access card of the Employee to any other employee or third party
- (iii) Disclose confidential information to any other employee or third party
- (iv) Use **Capita INDIA**'s equipment for any access to job sites , pornographic sites or equivalents
- (v) Use any electronic or other storage devices such as floppy drives , tapes , CD drives , mobile phones , cameras , jump drives etc within the offices and other work places of **Capita INDIA**

5) Every employee is cautioned that the policy forbids accepting information from a source Outside **Capita INDIA** confidential" or trade secret" information. The Employee should use utmost care not to receive "confidential" or "trade secret" information and in case of question or doubt, contact the Secretary of **Capita INDIA**. immediately. Further, the Employee is not expected to and should not disclose to **Capita INDIA**. "trade secret" information obtained from a former employer.

6) Every employee is required to protect the confidentiality of all information pertaining to **Capita INDIA** both during and after his/her service contract/tenure with the company.

C) PROPRIETARY AND TRADE SECRET INFORMATION:

7) I further agree not to make any unauthorized use or disclosure during or subsequent to my employment of any knowledge or information of an unpublished confidential or proprietary nature respecting **Capita INDIA.**, or its inventions, designs, methods, systems, improvements, trade secrets or other private or confidential matter of **Capita INDIA.**, generated or acquired by me during the course of my employment.

D) COMPETITIVE ACTIVITIES:

(8) As an independent covenant, I further agree to refrain during my employment with **Capita INDIA.**, without the written permission of the Board of Directors of **Capita INDIA.**, from becoming interested in any way in the business of manufacturing, designing, programming, servicing, repairing, selling, leasing or renting of any new or used machines, articles, parts, supplies, accessories or services competitive with those furnished by **Capita INDIA.**,

(9) As an independent covenant, I further agree not to engage in any capacity in any business or organization competitive with **Capita INDIA.**, in the activity of selling, leasing, renting, servicing, or programming in customer-contact or prospective-customer-contact-related positions involving any accounts or within the geographical boundaries of any territory to which I have customers and prospects while in the employment of **Capita INDIA.**, This undertaking shall be enforceable by injunction or their process of law or equity.

(10) For a period of one year after termination of my employment with **Capita INDIA.** I undertake not to be employed with the customers or vendors of **Capita Offshore Business Services Private .Ltd.** or its group companies, with whom I have worked in the course of my employment with **Capita INDIA** or its group companies. I also undertake not to engage in the activity of selling, leasing, renting, servicing, or programming with **Capita INDIA** customers, or customer-contacts or prospective customers or prospective customer-contacts involving any accounts to which I have had the opportunity to deal with while in the employment of **Capita INDIA.**, This restriction shall run for a period of one year after the said termination, and if there shall be any violation hereof during the said period, then for a period of one year after cessation of such violation. This undertaking shall be enforceable by injunction or their process of law or equity.

E) PATENTS COPYRIGHTS AND INTELLECTUAL PROPERTY:

(11) I hereby agree, for myself, my heirs and representatives, to assign, transfer and set over, and I do hereby assign, transfer and set over to **Capita INDIA.**, its successors and assigns, all my rights title and interest in and to any and all creations which are or may become legally protectible or recognized as forms of property including all designs, ideas, inventions, improvements, writings and other works of authorship, thesis, books, computer programs, lectures, illustrations, photographs, motion pictures, scientific and mathematical models, prints and any other subject matter which is or may become legally protectible or recognized as a form of property which I, either solely or jointly with others, have conceived, made or suggested, or may hereafter conceive, make or suggest, during my employment by **Capita INDIA.**, or its successors and the six months period next following the termination of such employment , and which in any way relate directly or indirectly to its business, procedural, technical or commercial needs, problems, developments or projects or to its production, research or experimental developments and projects of every name and nature under consideration and/ or being carried on by or for **Capita INDIA.**, prior to termination of my employment.

(12) I further agree to execute, acknowledge, make and deliver to or its attorneys without additional compensation but without expense to me, any and all instruments, including Indian, United States and foreign patent applications, applications for securing, protecting or registering any property rights embraced within this agreement, powers of attorney, assignments, oaths or affirmations, supplemental oaths and sworn statements, and to do any and all lawful acts which in the judgement of or its attorneys may be needful or desirable to vest in or secure for or maintain for the benefit of **Capita INDIA.**, adequate patent and other property rights in India, the United States and all foreign countries with respect to any and all such designs ideas, inventions, improvements, and other creations embraced within this agreement, whether published or unpublished, and whether or not the subject of statutory industrial property or copyright protection.

(13) I further agree in connection with paragraph (11) hereof to disclose promptly to **Capita INDIA.** or its attorneys, any and all such ideas, designs, inventions, improvements, and other creations when conceived or made by me.

F) GENERAL:

(14) This agreement supersedes all earlier employee agreements with respect to confidentiality , conflict of interest and secrecy made between me and **Capita INDIA.,** without extinguishing or diminishing in any manner whatsoever rights heretofore acquired by it under any such previous or current contract or covenant or otherwise; and this agreement shall continue in full force and effect so long as I shall be employed by **Capita INDIA.,** under any present and/ or future contract(s), written or unwritten (and for the additional periods as set forth herein).

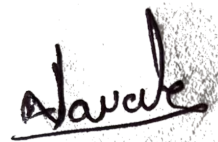
(15) The unenforceability or nullity of any of the foregoing provisions shall not render any other provision unenforceable or null and void.

(16) I hereby agree and confirm that the terms and conditions mentioned in the letter dated **07/08/2023** issued by **Capita INDIA.** are agreeable to me and I shall be bound by the same.

(17) The Employee acknowledges and agrees that violation of any of the terms and conditions of this Agreement shall be a cause for disciplinary action to be taken against the Employee including dismissal without notice

(18) It is understood that the term "**Capita INDIA**" wherein used in this Agreement shall include all its subsidiaries and group companies, whether situated in India or abroad.

IN WITNESS WHEREOF, I have hereunto set my hand at Capita INDIA this 07 day of August 2023.



(Signature)

IMP: - I hereby declare that the details mentioned in enclosed documents are true and the company has the rights to verify the information mentioned within it.