



Steria (India) Limited
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Burla Sai Charan

19-12-40/1/B
Nagendra Nagar
Warangal 506002
Telangana

18 October 2021
HRES_J_01/NS
Employee ID – 702687

Subject: Appointment Letter

Dear Burla Sai Charan,

Congratulations!

We are pleased to offer you the position of **Engineer Trainee** with Steria (India) Limited, a part of Sopra Steria Group ("Sopra Steria" or "Company").

Your date of joining with the Company is **18 October 2021** and your contractual location is **Chennai**.

This Letter is valid subject to your degree qualification, course completion with minimum of 60% aggregate marks. To ensure that you have a full understanding of the terms and conditions of your prospective employment with the company and the benefits available to you there are a number of enclosures to this letter which we hope you will find interesting and informative and have agreed to abide by them in form and substance.

Kindly convey your acceptance of the above by returning the attached copy with your signatures.

We welcome you to the family and wish you a rewarding and successful career with us.

Yours sincerely

A handwritten signature in blue ink that reads "Vimmi Chachra".

Vimmi Chachra
Chief Human Resources Officer (CHRO)

TERMS & CONDITIONS

This Statement of Terms and Conditions forms part of the Contract of Employment ('contract') between **Burla Sai Charan** and **Steria India Limited** ('the Company' or 'Sopra Steria'). This will be effective from the date on which you commence employment with us. Further information on Company's HR policies and procedures is available on Face2Face accessed via Company's intranet site, which shall be deemed to be binding upon you. The Company reserves the right to vary, delete or modify any or all of the terms and conditions of its employment policies and procedures from time to time which shall be binding on you.

JOB TITLE

Your Role Title will be **Engineer Trainee**, and your level will be **1'B** as per the Sopra Steria Career Framework. The Role Title may be modified or withdrawn at Company's discretion.

SALARY

Your Annual Cost to the Company is **INR 350,000** which will be paid to you monthly in arrears to your nominated Bank Account. The detailed compensation structure is as per the enclosed annexure.

All taxes in respect of your income, including income and professional tax, will be deducted from your salary and will be credited to your account. Salaries will be reviewed as per the yearly salary review guidelines.

HOURS OF WORK

Working hours may vary across the business depending upon the role or project you are assigned to and are guided by the hours defined by the organisation. Some specified roles may also require shift working outside of normal working hours in order to fall into line with overseas working hours. While working on projects overseas working hours and notified holidays of the client location will apply.

LOCATION

Your base location is **Chennai**. Your initial place of work will be **Chennai**. The Company reserves the right to change your place of work to any location / subsidiary / associated companies in India or Europe depending upon business requirements. In the event of a change that reasonably requires you to relocate your primary residence, you will be entitled to the benefits in force at that time. If on an on-site assignment, you will be additionally governed by the Rules, Regulations and Conditions of Service of that location.

PROBATION PERIOD

You will be on probation for a period of six months from the date of your joining, which may be extended at the absolute discretion of the Company. You would be deemed to be on probation until you receive written communication confirming the successful completion of your probationary period. During probation period, either party (you or Company) will be entitled to terminate the employment contract upon giving not less than one month's notice in writing to the other party. However, in the cases of gross misconduct/unsatisfactory or non-performance, the Company reserves the right to terminate your employment contract immediately without giving any notice.



TERMINATION OF SERVICES & NOTICE PERIOD

After satisfactory completion of your probationary period and confirmation in writing, your employment can be terminated by the Company or by yourself, without assigning any reason, by giving Two months' notice to the other party, as applicable. Notwithstanding the foregoing, the Company has the right to terminate your services by serving upon you Two months' notice or by payment of basic salary in lieu thereof. The Company reserves the right to waive off the notice period and payment of salary in lieu thereof. The Company further reserves the right to terminate your services immediately without giving any notice or salary in lieu thereof, on disciplinary grounds.

SERVICE BOND

On joining, you will be required to execute a Bond, along with a surety, for a sum of **INR 200,000** to serve the Company for a minimum period of **36 months** (exclusive of notice period, if any) from the date of your joining, in consideration of the Company imparting specialised on-job training and incurring/bearing all the expenses involved in the said specialised training.

BACKGROUND VERIFICATION

The company further reserves the right to conduct a third party background verification on the information supplied by you during your selection process and if upon verification, at the time of appointment or at a later date, it is found that you have furnished wrong information, your services with the Company will be liable for termination without giving any notice or salary in lieu thereof.

DRESS CODE

It is expected that employees appreciate the importance of proper behaviour and appearance in business life and they ensure their dress, grooming and appearance are appropriate to professional business life. Your dress, grooming and appearance should reflect favourably upon other team members in the Company. Employees are expected to adhere to corporate dress code guidelines.

LEAVE

You would be entitled for leaves as per Company policy, as applicable.

PERFORMANCE MANAGEMENT

Your performance within the Company will be managed through 'Performance and Development Interview (PDI) process. It is an opportunity to gain feedback on performance as well as planning career progression. This is done by asking employees to participate in a mid-year and annual review meeting with informal reviews at appropriate intervals.

BENEFITS

You will be entitled to benefits during the course of your employment in the Company subject to the rules of the Company. Details of the benefits applicable to you are available on the Company's intranet site which can be viewed after joining.

MATERNITY

Maternity benefits will be provided to all eligible female employees as per the provisions of the Maternity benefits act 1961 and the rules therein.



RETIREMENT

You will retire from the services of the Company on attaining the age of 60 years. Date of birth entered in your service record will be considered for the purpose of determining your date of retirement, which cannot be altered. If eligible, you will be covered under the Employees' Provident Fund Act and the Employees' State Insurance Act. You will be entitled to Gratuity as per law.

PERSONAL STANDARDS

The Company expects its employees to demonstrate the highest standards of professional behaviour, conduct and integrity at all times. Additionally, employees should behave in a pleasant, co-operative and professional manner whether with the general public, customers, business contacts or work colleagues.

DISCIPLINARY AND GRIEVANCE

The organisation has a formal Disciplinary Policy with which you are required to familiarise yourself.

EQUAL OPPORTUNITIES

The Company has an Equal Opportunities Policy which employees must follow at all times. Breaches may be dealt with under the Company's Disciplinary Procedure and could lead to the termination of your employment.

HARASSMENT

You are required to familiarise yourself with this policy and comply with it at all times. Any instances of harassment are regarded as serious issues and non-compliance may lead to disciplinary action being instigated against you which could lead to the termination of your employment.

JOB RESPONSIBILITIES

The Company reserves the right, at any time during your employment, with reasonable notice, to require you to undertake any reasonable, alternative duties which are within your capabilities.

EXPENSES

You are entitled to claim reimbursement for out of pocket expenses incurred on Sopra Steria business, which will always be subject to Company policy in this regard and Management approval.

CHANGES TO TERMS AND CONDITIONS OF EMPLOYMENT

The Company reserves the right to change the Terms and Conditions of Employment, including changes that may be required to comply with tax, employment and other legislation, or as a consequence of changes to administration procedures.

You warrant that:

- a. in accepting this appointment and performing your obligations and services under it, you confirm that you are not and will not be in breach of obligations under any other employment or appointment and that you are free from any contractual restrictions. And that all relevant exit terms and conditions of your current employer have been complied with prior to accepting this offer or starting work on the above mentioned date.



- b. you will, prior to accepting this appointment, intimate to the Company any external education and training courses being undertaken by you.
- c. you will, prior to accepting this appointment, disclose to the Company any prior medical history or illness which could affect your work in the Company.
- d. you will abide by the policies and practices of the Company during your tenure of employment with the Company.
- e. your appointment that is based on the information & document supplied by you in your application for employment will be treated as null or void if in the opinion of the Company, a material error is discovered and/or due to non-disclosure of relevant information about you to the Company.
- f. In the event you are sent overseas for a Knowledge Transfer assignment or some specialised training, within or outside India, the Company reserves the right to ask you to sign an agreement/bond associated with the assignment. In the event of any breach of the conditions associated with the said bond, the Company has a right to invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond.
- g. This Appointment Letter is subject to receipt of employment references deemed satisfactory to the Company. Your employment could be liable to termination where references, which are unsatisfactory to the Company, are received after employment has commenced.



NON DISCLOSURE AND CODE OF PRACTICE AGREEMENT

In line with standard Company practice, you are required to adhere to specific practices and policies, as laid down below, relating to non-disclosure and code of practice:

- i. Confidentiality - ownership :- Any confidential information, compilation of otherwise public information in a form not publicly known, technical processes, designs, know how, inventions, developments, improvements, trade secrets relating to the business, dealings, transactions or finances of the Company (wherever referred to herein includes where the context so admits the Company and companies which are owned or controlled by the Company or its holding Company and/or its/their customers/prospective customers) which may come to your knowledge or which you may make, create, discover, develop, introduce or invent during the course of or incidental to your employment, shall be the exclusive property of the Company.

Confidential information, whether produced or received by you during the course of employment with the Company, pertaining to the organisation or clients, must not be disclosed without written permission. You shall be required to familiarise yourself with and abide by the requirements of prevailing Data Protection Policy at all times as an employee.

- ii. Non-disclosure:- You shall not divulge to any person any information referred in para 1 above.

- iii. Non- Competition :- You shall not, without the prior written consent of the company, whether by yourself, your employees, agents, or otherwise, howsoever and whether on your own behalf or for any other person, firm, company or organization, directly or indirectly in India or elsewhere, be employed or engaged or otherwise interested in any business except by way of holding shares up to 2 percent in the share capital of the company listed on a stock exchange.

- iv. Post-employment restrictions:-

Post-employment restrictions are in force to protect the legitimate business interests of the organisation, partners, associates and clients.

- (a) You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or after your employment with us, use or disclose to any person, firm or corporation any information relating to the Company, its business, clients or trade secrets which have come into your possession in the course of your employment with us.
- (b) In the event of your separation from the Company for whatever reason, for a period of one year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect, from any organisation which is, at the date of separation, a client or a Prospect with whom negotiations are underway, neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company or its group Companies.
- (c) You shall not, except with the consent of the Company on severance, take up any employment or contract, whether directly or indirectly, for a period of one year with a customer of the Company.
- (d) You undertake that for a period of one year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment upto six months preceding your severance.



- v. Customer Restrictions:- You shall, at the request of the Company, enter into a direct agreement or undertaking with any customer to whom you may be seconded accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.
- vi. Proprietary Rights in Name and Association:- You shall not, at any time after separation from the Company:
 - a. engage in any trade or business or be associated with any person, firm or Company engaged in any trade or business using the name(s) "Sopra Steria"
 - b. in the course of carrying on any trade or business claim represent or otherwise indicate any association with the Company.
- vii. Records:- All documents, papers and records of every kind (written or recorded), whether originals, copies or reproductions and whether prepared by you or by others, relating to the business and finances of the Company shall be the sole and exclusive property of the Company. You will not remove any of the above materials and will not, at any time, give or disclose such materials to any unauthorised person, or entity. Upon separation, you will return to the Company all such materials including copies.

The Company expects you to respect all matters which are Intellectual Property Rights of your current employer and strongly discourages you to bring in to Sopra Steria , manuals , documents, papers , memos, files etc. which are classified . The Company is recruiting you for your inherent experience, skills, knowledge and attitude that you have exhibited at the time of selection process.

- viii. Company IT security policies: You are required to familiarise yourself fully and comply with the company policies on Information security, Data Protection Act, etc., as amended from time to time, and the guidelines on appropriate use of the Company and their clients' Internet and email systems, all of which are outlined on company's intranet. Failure to adhere to Company's IT security policies or engage in inappropriate use of the Internet, telephone and email systems will be dealt with under the Company's disciplinary procedure and could lead to the termination of your employment. You shall be responsible for using the Company / client provided internet access and e-mail services only for business reasons. You shall ensure that you:
 - do not download or use any unapproved personal software (including games and screen savers) that has not been issued by the Company's internal IT department
 - do not send offensive messages, or messages which may contravene the Company's Equal Opportunities policy, and access, download, or forward inappropriate material from/on the Internet/email systems. The Company uses scanning/monitoring tools which are designed to identify inappropriate use, and will always escalate such incidents to senior management for investigation. You should therefore note that privacy cannot be guaranteed when using business PCs, though every effort has been taken to ensure the software employed only identifies breaches of Company policy and to limit the number of employees involved in the monitoring processes.
 - do not send or forward e-mails containing messages or images that are considered defamatory, profane, obscene or derogatory
 - do not use Company or client land lines or mobile phones to call, text (send SMS messages), or picture message individuals with messages, pictures or video clips which are in contravention of any Sopra Steria policies or applicable legislation.
 - do not send the electronic mail system to send / receive messages with religious or political, sexual implications, racial slurs, gender specific comments
 - use broadcast mail with caution and only after the required authorisation
- ix. Remedies:- In addition to any other remedies which the Company may have at law or in equity, both parties agree that the Company shall have the right to have all provisions of this agreement specifically performed.



The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.

- x. Personal Consequences:- In the event of gross misconduct, financial irregularities, breach of confidentiality/ non-disclosure, unauthorized absence , refusal to carry out reasonable instructions and the like, you will be subject to immediate dismissal and the Company will not be liable to give you pay for any notice period. The Company, further reserves the right to other legal recourse as it deems fit to protect its legitimate interests.
- xi. Jurisdiction:- Even though the Company may depute you overseas for on-site work, the jurisdiction concerning your present employment will be with the courts in Noida, which you undertake not to contest.



Vimmi Chachra
Chief Human Resources Officer (CHRO)

I have gone through the terms and conditions in the above pages of the Appointment Letter & Non-Disclosure and Code of Practice Agreement and here below append my signature in acceptance of the same. I have also initialled the previous pages as my acceptance of the terms. I also agree to abide by the policies, rules and regulations of the Company as enforced by the Company from time to time.

Burla Sai Charan

Name.....

Signed..... Date.....

Address.....



Annexure

Name	Burla Sai Charan
Role Title	Engineer Trainee
Level	1'B
Employee Code	702687

Details of Total Remuneration

SALARY COMPONENTS		AMOUNT IN INR PER ANNUM	MAXIMUM LIMIT (INR P.A.)
Basic Pay		180,000	
Provident Fund (Employer's Contribution)		21,600	12% of Basic Pay
Internet Connectivity Allowance		7,200	
Special Allowance	FLEXI COMPONENTS*	51,200	Balancing figure
House Rent Allowance (HRA)		90,000	Up to 50% of Basic pay
Leave Travel Assistance (LTA)		0	INR 36,000
Food Coupons		0	INR 13,200
National Pension Scheme (Employer's Contribution)		0	Up to 10% of Basic pay
COST TO COMPANY		350,000	

Other Benefits**		Company Contribution (Average Premium)	Coverage Amount
Group Medical Insurance (Mediclaime) Policy		10,606	500,000
Group Term Life Insurance Policy			1,000,000
Group Personal Accident Policy			1,000,000

Footnotes on Asterisked Items above -

* The eligibility of these components is guided by the respective Company Policies for each Level except for Special Allowance.

** In Addition to the above, you will also be entitled to participate in the Company's Group Personal Accident Policy (GPAP), Group Term Life Insurance Policy as per the Schemes existing in the Company. The participation in Group Medical Insurance for self is mandatory and company contributes to the premium as per the policy. The premium amounts are indicative and may change annually basis the changes in policy and other market factors.

***Actual Net take home will depend on the flexi basket the employees chooses, type of Insurance scheme that the employees might opt for, monthly reimbursements that the employees might claim for and other necessary tax deductions as per the Indian IT laws.

You will also be eligible for Gratuity as per the Payment of Gratuity Act

Vimmi Chachra

Vimmi Chachra
Chief Human Resources Officer (CHRO)

