

24th December, 2020

Y.Venkata Sai
Komatigunta Kalla Mandalam west godavari Dist Ap

Re.: Internship with HCL Technologies Limited

Dear **Y.Venkata Sai**,

Congratulations!

This is in response to your application for internship dated **4th January, 2021**.

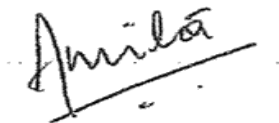
We are pleased to offer you an internship in **HCL Technologies Limited** ("HCL" or "Company").

You are required to report to **Sathya Durai** at the following Address **HCL Technologies Ltd, Chennai-SEZ, SDB2 Sholinganallur 602/3** on **4th January, 2021** at **9:00 AM**.

The internship shall be governed by the terms and conditions as laid down hereunder in this internship agreement as stated in **ANNEXURE 1**.

We extend a warm welcome to you as an 'intern' in our establishment.

For HCL Technologies Limited,



Amrita Das
Vice President, Head-Global Rewards

Internship Agreement - ANNEXURE 1

1. The duration of your internship would be **6 months**. Your internship shall come to an automatic end on **4th June, 2021**. Please note that this internship is not an offer for employment by the Company and doesn't create any employer and employee relation and neither of us intends any employment relationship to be created either now or at any time in the future, accordingly regulations governing employment with the Company will not apply to you.
2. As an intern, your position shall always be that of a 'learner', who is conducting an organizational study, while the Company shall hold the position of a 'teacher' or 'instructor'.
3. During your internship with the Company, you will be paid a stipend of **INR 18,000** per month, subject to deductions as per applicable tax laws.
4. You will be off on all weekends, public holidays as per the published Holiday calendar for **HCL Technologies Limited**, accessible through **www.myhcl.com**. You may take personal leaves in exigencies and you should keep your mentor and HR Partner informed.
5. During the internship, you would be required to conduct the study during the normal working hours from **9:00 am to 6:30 pm** on Mondays to Fridays. You may also be required to attend trainings in shifts as permitted by law. The shifts and timings are subject to change and will be communicated to you from time to time.
6. The company expects you to undertake, attend and complete your internship with high standards of integrity and to maintain appropriate standards of behavior at all times.
7. Your continuation in internship shall be subject to the satisfactory verification of your credentials, testimonials, etc. and the details given by you in your Application Form/ Declaration. Your internship shall be liable to be terminated summarily if it is found at any time that you have concealed any material information or given any false information/ particulars or convicted of or pleaded guilty of any offence or crime.

For the avoidance of doubt, your signature in this Letter constitutes your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary.

8. You will be required to maintain utmost secrecy and shall not divulge or disclose to anyone in any manner, particulars or details of any information or data that you may come to possess by virtue of your association with the Company, including details of the trade secrets, manufacturing or research process, financial, administrative and /or organization matter or any transaction or affairs of the Company of confidential nature.
9. You are expected to acquaint yourself with the governance related Company policies which are available at the Company's online portal or may be acquired from the HR representatives at the respective premises. If at any time in the opinion of the Company, you are found to be guilty of fraud, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, or any other conduct considered by to be deterrent to the Company's interest or of violation of one or more terms of this internship letter, the Company reserves the right to terminate your internship without notice. The decision of the Company in this regard shall be final.
10. All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your internship, shall be deemed to be the exclusive property of the Company and you hereby waive any and all rights, title or interest, if any, in the same in favour of the Company. Further, it is expected that you to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive during the internship.
11. You will be responsible for safekeeping and return in good condition and order of all Company assets, which may be in your use, custody or charge; failing which the Company shall be entitled to recover the costs of the same from you.

12. You expressly agree and undertake to fully indemnify, compensate and hold the Company harmless from and against any and all claims, demands, damages, injuries, expenses and liability arising directly or indirectly from your acts or omissions. You further agree that you will defend at your own expense and will indemnify and hold the Company harmless from and against any and all damages, demands, expenses, claims, liability, injuries, suits and proceedings asserted or brought against the Company on a claim that any material, software or other writings or articles developed by you for the Company during the course of your internship with the Company constitutes and infringement of any patent, copyright or other third party intellectual property right.
13. Your continuance on this internship with the Company is subject to your remaining physically and mentally fit. You are expected to undergo medical examination as per the directions of the Company, if required unless prohibited under law.
14. The Company is an equal opportunities Company and has a detailed equal opportunities policy, a copy of which is available at our internal portal. You are required to read the policy and take all necessary steps to ensure that it is properly observed. Failure to comply with the terms of the policy may result in disciplinary action and, in serious cases, termination of internship.
15. Data Protection : You shall at all times be under a duty to provide and update the Company with your personal particulars, including but not limited to residential address, residential telephone number, mobile phone number, identity card number, driving licence number, income tax reference number, name(s), date(s) of birth and contact details of spouse, next of kin, and children.
16. You consent to the Company monitoring and recording any use that you make of the Company's electronic communications systems for the purpose of ensuring that the Company's rules are being complied with and for legitimate business purposes. You shall comply with any electronic communication systems policies, if any, that the Company may issue from time to time.

17. Right to search

- a) The Company reserves the right to search you or any of your property held on the Company's premises, at any time, if the Company believes that you are under the influence of alcohol or restricted drugs or carry a weapon, which could be hazardous to other occupants of the premises or if it believes that you may have committed a criminal offence.
- b) The Company may take assistance of the local government agencies or any other authorized agency for conducting the necessary search as stated above.
- c) If you refuse to comply with the Company's search procedure, such refusal will be treated as misconduct and will entitle the Company to take disciplinary action.
- d) If you use your personal laptop or phone for office purposes, the Company has the right to inspect, take a back-up of the data, and/or submit the laptop and/or phone for forensic analysis on ground of any suspicion or misconduct.

18. Further, during the period of your internship with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti-Bribery & Anti-Corruption, Business Gift and Entertainment policy and Health and Safety policies and failure to do so shall entitle the Company to take appropriate disciplinary action which may lead & include up to termination of your internship with HCL at any time without notice. Copy of such policies is accessible through **www.myhcl.com** or you can also contact your HR Partner.

19. You would be required to submit the below stated documents on the date of your reporting for your internship.

- a) Qualification certificates
- b) Date of birth certificate
- c) Photographs – 7 no's
- d) Copy of ID Card / Passport.
- e) Proof of your education with <name of university>
- f) Letter from University recommending you for internship.

If all the above terms and conditions of internship are acceptable to you, please confirm your acceptance by signing and returning to us the duplicate of this Internship letter.

No commitments other than what is mentioned in this Internship Agreement will be applicable to you or entertained by us.

I accept the above terms & conditions

Student's Name:

Signature :

Date :