



INTERNSHIP OFFER LETTER

20-07-2021

Dear Sneha Annadurai,

On behalf of Perficient India, we are pleased to offer you an Internship opportunity for a period starting from 09-08-2021 to 08-02-2022 reporting to Parvez Maideen. We are confident you will find Perficient to be an excellent company in which to invest your time, talents, and energy. Perficient invests in our people through training, the opportunity to work with advanced technologies, and to work with other creative people. You will make a great addition to the talented team that is building Perficient into one of the leading technology management consulting firms in the World.

On successful completion of the Training / Probation period, your employment with the company will stand confirmed subject to the Terms and Conditions as per rules, regulations and policies of the Company.

You will be paid INR. 27000/- as stipend during Internship period which will be paid after deducting PF and applicable taxes. On your joining, you are expected to enter into an agreement, which specifies the details of the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Perficient India Pvt. Ltd. (Refer Indemnity Bond).

The terms and conditions of this offer letter shall remain confidential and are not to be disclosed to any third party. To confirm please send your acceptance of the offer to GDCCHennaiHR@perficient.com on or before 22-07-2021. We request you to please carry a signed copy of the offer letter & other required documents (Annexure 1) on the day of your joining.

You will be going through various training including project shadowing during your probationary period. You are expected to complete assigned activities successfully.

Expected behavior: Attention to detail is required; Dependable and Commitment

Please review and sign to confirm acceptance no later than close of business on 22-07-2021. Sincerely,
Gayathri Hariharan

Director – Human Capital Management

I accept the above offer, and will begin on:

Signature: -----

Signature: -----

PERFICIENT INDIA PRIVATE LIMITED

Perficient Tower, Plot No: A17 & A 18, Thiru Vi Ka Industrial Estate, Guindy, Chennai – 600 032.
Phone: 9551650494 / 9551650496 || URL: www.perficient.com CIN NO: U72200TN2002PTC049576

Terms and Conditions

1. You will be working from Chennai, India. During the service, you will be liable to be transferred to any other location, department, function, establishment, or branch of the Company or its subsidiary, associate or affiliate Company. In such case, you will be governed by the terms and conditions of service applicable to the new assignment.
2. During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.
3. You will provide Perficient with any reports that are deemed necessary, including periodic summaries of your work-related activities and accomplishments.
4. Your designation may be changed at the discretion of the company depending on the work assigned to you.
5. Your performance will be reviewed annually. You may be eligible for an additional salary adjustment based upon accomplishment of goals and objectives as defined by your management team.
6. The working hours applicable to you will be the same as are observed depending upon your work place of posting and as amended from time to time. Further you should be prepared to work on any shift, as may be warranted by the Company's / Client's work requirement.
7. Your normal hours of work are from 0930 hrs to 1830 hrs Monday to Friday inclusive with a one hour lunch break. This accounts for 40 hours of minimum effective work per week. Depending on project contingencies, working hours for specific employees or groups of employees may be modified / altered from time to time.
8. If you are absent for a continuous period of 8 days leave without obtaining Manager's prior approval, your services will be terminated without notice.
9. You will not be eligible for any other benefits as offered to other Full-Time employees
10. **Probation Period:** You will be on probation/training for a period of **6 Months**, from the date of joining. Upon satisfactory performance during the probation/training period, your employment may be confirmed and accordingly communicated to you.
11. **NOTICE PERIOD:** Your services can be terminated by either party by giving to the other, a notice of 60 days in writing. The company however, reserves its right to terminate your employment by giving you salary for 60 days in lieu of the notice. The company reserves its right to recover an amount equivalent to 60 days salary on pro-rata basis if you fail to give to the company adequate notice of your intention to terminate your employment. Any termination by the Company for a cause will be without notice.
12. This offer of appointment is subject to successful background checks (which may include Criminal checks, Identity check, Education verification) being conducted either by Perficient or an appropriate third party, and the results of such background checks being favorable in Perficient's reasonable opinion. If this condition is not satisfied, then this offer of internship will be void or will

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become void, on notice by Perficient. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

- 13.** On termination of employment, you will immediately give up to the company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effects or records, backup copies of programs source / data, etc. belonging to the company or relating to its business and shall not make or retain any copies of the items.

14. RESPONSIBILITIES

- a.** In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Perficient, whether directly or indirectly.
- b.** You will be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the Company policy applicable to you.
- c.** Perficient is committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of the Company including the Code of Business Conduct and other policies of the Company as they form an integral part of the terms of employment with Perficient. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new Policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d.** Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head.

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GENERAL AGREEMENT

- a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement. You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event, the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts or misconduct or non-performance, your appointment with the company shall stand terminated/cancelled without any notice.
- b. Your Internship terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- c. These Internship terms supersede and replace any existing agreement or understanding, if any, between Perficient and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- e. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
- f. Your Internship with Perficient will be on at-will basis, and no contract for any specific term or for any specific condition is to be implied. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
- g. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

Name:

Signature.....

Date: __/__/__

Place:

Signature: -----

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CONFIDENTIALITY AGREEMENT

- a. During the term of your Internship, you will have access to confidential information of both Perficient and its customers. You will hold in trust, and not disclose to any party, directly or indirectly during your Internship with Perficient and thereafter, such confidential information. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please ensure that you maintain as secret and confidential all Confidential Information (as defined from time to time in the Confidentiality Policy of the Company) and shall not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Perficient and in the course of your Internship. This covenant shall endure even after cessation of your Internship with Perficient (irrespective of the circumstances of, or the reasons for the cessation).
- b. In your work for Perficient, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Perficient.

ASSIGNMENT OF INTELLECTUAL PROPERTY

During your tenure with the Company you shall disclose and assign to Perficient as its exclusive property, all developments developed or conceived by you solely or jointly with others that are related to the Company's business or that results from work that you perform for the Company or using the Company's equipment, supplies or facilities and shall comply with the Policies of the Company in relation to Intellectual Property.

NON-COMPETE

In the course of your Internship with the Company you will be providing services to customers or clients of the Company during which process you would be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company.

Name:

Signature.....

Date:___/___/___

Place:

Signature: -----

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CONFLICTS OF INTEREST

- a. You are required to engage yourself exclusively in the work assigned by PERFICIENT and shall not take up any independent or individual assignments (whether the same is part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Perficient.
- c. The Conflict of Interest Policy also refers to the need on your part, during your Internship and for a period of one year from the cessation of your Internship with Perficient (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of Perficient to terminate their Internship with Perficient or to accept Internship with any competitor, supplier or any customer with whom you have a connection.
 - ii. Any customer or vendor of Perficient to move his existing business with Perficient to a third party or to terminate his business relationship with Perficient.
 - iii. Any existing employee to become associated with or perform services of any type for any third party.
 - iv. In case of any conflict or doubt, please discuss the matter with your HR, to understand the position of PERFICIENT and resolve the conflict.

I have read and understood the above mentioned 'Conflict of Interest' policy and declare that there is no 'Conflict of Interest' in my Internship with Perficient. If any conflict arises in the future, I undertake to promptly inform my supervisor of the same.

Name:

Signature.....

Date:___/___/___

Place:

Signature: -----

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ANNEXURE – 1

Documents / Information required to be submitted on the day of Joining:

On the day of joining you are requested to bring the following original documents and certificates (For Verification purpose), along with 1 copy of each.

- ☐ Acceptance copy of Perficient India Pvt. Ltd. duly signed offer Letter.
- ☐ Certificates' supporting your educational qualifications along with marks sheets.
- ☐ Xth Certificate & mark sheets
- ☐ XIIth Certificate & mark sheets
- ☐ Graduation Degree Certificate & Semester/year-wise mark sheets
- ☐ Master's Degree Certificate & Semester/year-wise mark sheets
- ☐ Diploma/PG Diploma Certificate & Transcripts (If Applicable)
- ☐ Any other Certificate with supporting documents
- ☐ PAN Card (Mandatory)
- ☐ AADHAR Card (Mandatory)
- ☐ Passport size photographs 3 colored photos.
- ☐ Valid Passport – Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HCM Team. if you do not have a passport please apply ASAP and submit the acknowledgement.

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DRESS CODE

Dress is an integral aspect of an individual's personality and is considerably influenced by Context and occasion. The Perficient Dress Code Policy intends to ensure that you demonstrate the professional character of the company by the way you present yourself at work, and in a way that allows you to maintain your credibility and professionalism.

Guidelines:

You can dress in office casuals throughout the workweek. However, on certain occasions you will be required to dress formally. Employees in sales / client facing roles are required to be dressed in

formal attire. Employees while at client site are required to adhere to the dress code specified by the client. In all respects, office decorum AND decency has to be maintained.

Here is an indicative list of what is considered appropriate and not appropriate for MALE employees

Appropriate Dressing

- * Full / half-sleeved shirts (tucked in)
- * Formal / casual trousers
- * Formal shoes

Inappropriate Dressing

- * T-Shirts without Collar / Round neck T-Shirts with Casual Images / Motifs
- * Oversized/ unshapely shirts/T-shirts
- * Dhotis / Kurta-Pyjama
- * Short Kurtas
- * Shorts
- * Worn Out/ Torn jeans / Sandblasted Jeans/Jeans with flashy patterns/ Patches
- * Casual home wear slippers / Floaters/Flip flops
- * Bright and Flowery shirts with casual images/ motifs
- * Track pants

Here is an indicative list of what is considered appropriate and not appropriate for WOMEN employees

Appropriate Dressing

- * Saris / Salwar Kameez
- * Shirts
- * Trousers
- * Skirts
- * Formal shoes / sandals / formal slippers

Inappropriate Dressing

- * Slippers (Hawaii) / Casual home wear slippers / Floaters/ Flip flops
- * Clothes those are inappropriate/ revealing
- * Shorts
- * Worn Out Jeans / Sandblasted Jeans / Jeans with Flashy Patterns / Patches
- * Wrap-Around Skirts / Gathered Skirts
- * Track pants
- * Bright and flowery shirts with casual images/ motifs

Tips for a Professional look:

- Ensure that you look well-groomed, clean, polished and smart Wear the right colors that blend in - avoid colors that are too bright / gaudy.
- Differentiate between clothes to work and clothes elsewhere.
- Make sure that your dress does not hinder your working style.
- Know the kind of work of workplace you are in and dress to feel confident and Comfortable

Signature: -----

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