



Date: 25-Aug-21

Sunku Malakonda Sai Rakesh
16-391, 1st Floor, Ramalingeswar Enclave,
Grama Panchayat Office Road,
Yanamalakudhuru New Bridge, Vijayawada - 520007

Dear Sai Rakesh,

Congratulations and Welcome to Trianz.

Pursuant to your application and the discussions we had with you, we are very happy to offer you a position at **Trianz Digital Consulting Pvt. Ltd**

You will be designated as **Software Engineer Trainee (Grade-A)**. Your Total Compensation Package will be **INR 3,80,000/-** per annum. The details of your compensation and benefits are given in Annexure – I.

The offer will be valid till **30-Aug-2021**. If for any reason you are not in a position to join us on or before **30-Aug-2021**, and unless explicitly communicated about the same to us, this offer letter will be invalid and automatically withdrawn by Trianz,

This offer of appointment with Trianz is subject to satisfactory reference checks and background verification.

Your initial work location will be **Hyderabad**. However, your services are transferable to any other place or office of the company or to any subsidiary or associate company. Such transfer/deputation will be in accordance with the company's rules.

Please return the signed duplicate of this letter mentioning the date of joining as a token of acceptance of the offer / appointment letter.

We expect you will strictly follow all the information security policies and procedure of Trianz. On the date of Joining you will be signing the forms of Information Security Code of conduct, NDA and Conflict of interest as an acceptance of them.

For Trianz Digital Consulting Pvt. Ltd.

Sujit Sahoo.
Vice President – Human Capital

Candidate Name: Sunku Malakonda Sai Rakesh

Signature:

Date: 30-08-2021

Refer to:

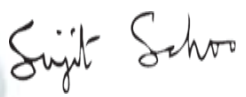
ANNEXURE I- SALARY STACK-UP
ANNEXURE II – TERMS AND CONDITIONS
ANNEXURE III - OUR CULTURE, VALUES, PHILOSOPHY AND KEY POLICIES
ANNEXURE IV - DOCUMENTS TO BE SUBMITTED ON THE DAY OF JOINING
ANNEXURE V – DECLARATION ON PENDING EDUCATION DOCUMENTS SUBMISSION
ANNEXURE VI – TRAINING AGREEMENT SNAPSHOT
ANNEXURE VII – LEARNING PROGRAM DETAILS

Trianz Digital Consulting Pvt. Ltd

2nd Floor, Building No.14 K Raheja Mindspace. Hitech City, Madhapur, Hyderabad - 500 081

Ph: +91 40 4664 0000 | CIN: U72900KA2019FTC124891 | www.trianz.com

ANNEXURE I – SALARY STACK-UP

Employee Name	Sunku Malakonda Sai Rakesh	
Date of Joining	30-Aug-2021	
Designation Level	Grade-A	
Designation	Software Engineer Trainee	
Salary Component (Amt in Rs.)	Monthly	Annual
Basic	15,000	1,80,000
House Rent Allowance	6,000	72,000
Ex-Gratia/Bonus	3,000	36,000
Special Allowance	5,117	61,400
Fixed Component	29,117	3,49,400
Employer PF Contribution *	1,800	21,600
Gratuity (5% of Basic)	750	9,000
Retirals	2,550	30,600
Potential to Earn (Fixed+ Retirals)	31,667	3,80,000
 Sujit Sahoo Vice President – Human Capital		

Note: The sub-totals of the components might not sum-up due to decimal rounding off.

Benefits:

- LEAP Program Assessment Completion:** Your salary will be increased by 10% of your Potential to Earn as a bonus in the event of you completing the LEAP Program Assessment with a minimum score of 75%. Refer Annexure VII for details.
- Ex-Gratia/Bonus:** It is an employer initiated voluntary payment offered as a mark of goodwill. The above specified Ex-Gratia amount is defined as per the company standards and is a fixed and taxable component compensated on monthly basis. If the employee is covered under Payment of Bonus Act, this component will be 'Bonus' otherwise it will be 'Ex-Gratia'.
- Employer PF Contribution:** Employer PF contribution is over and above employee's self-contribution towards PF.
- Medical Insurance Benefit:** Medical Insurance benefits are company sponsored expenses towards employee group medical cover. You are covered under the Medical Insurance coverage scheme for Self, Spouse, 2 Children (1+3 dependents) for up to Rs.300000 per annum. Premium for this will be paid by the company. You have the option of availing Trianz negotiated rates to cover your parents under a separate Insurance plan up to Rs.100000 per annum.

The premium for parental insurance need to be paid by employee. In addition, employees are also covered under a free Personal Accidental and Group Term Life coverage sponsored by the company.

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5. Compensation paid to employees is subject to statutory deductions as applicable in India. Such deductions mainly consist of PF Employee Contribution and withholding taxes as applicable.

Additionally, you will be eligible for the following benefits:

6. **Flexible Benefits Pay:** We are offering the employees, flexibility in structuring certain components within the overall fixed compensation. Broadly this is carved out from your bucket of Special Allowance and this can be claimed against Conveyance, LTA, Medical Reimbursement, Car Maintenance etc. The eligibility is as laid out in the policy document, which may be referred to for further details.

ANNEXURE II – TERMS AND CONDITIONS

1. Conditions of Appointment:

Your appointment shall be treated as withdrawn in case:

- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
- ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
- iii. For Graduates - You have not scored minimum aggregate marks of 60% in your graduation
- iv. For Postgraduates – You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
- v. You have any pending backlogs/arrears on the date of appointment.

Please note that at any stage, whether during your online test and / or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect, and we reserve our rights to take suitable action against you as we may deem fit.

2. Exclusive Employment:

We expect that you will not engage in or do any other business or render any professional services on a full time or part time basis during the course of your employment with us.

We expect you to keep your work strictly confidential and not divulge or disclose to any outsider or others either during your employment or after, any information related to the company, its employees or associates. We expect that you will not act in any manner, which may tend to be prejudicial or detrimental to the reputation of the company and its associates.

3. Non-Solicitation:

You agree that you will not directly or indirectly recruit, solicit or otherwise induce or attempt to induce any employee of Trianz to terminate his or her employment with the company or otherwise to act contrary to the interests of Trianz.

You further agree that you will not directly or indirectly solicit competitive business from any client or customer of the organization including any potential client of Trianz that was contacted solicited or served by me or about which I received confidential information while I am employed by Trianz. You will not involve yourself in performing similar functions or acting in a similar capacity as employed with Trianz.

4. Leave:

You will be eligible for 18 days of Earned Leave per annum, which will be credited to you monthly on a pro-rata basis from the date of joining. Apart from earned leave you are also eligible for 6 days of Contingency cum Sick leave per annum. While we encourage you to avail of this facility, we urge you to plan your leave with your superiors and team members such that work does not suffer in your absence.

5. Transfer and Deputation:

The company, at any time of the employment, reserves its right to transfer you to functions, departments, offices or operations of both Trianz and any client site, in any part of the world.

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6. Working Hours:

Regular work hours are between 9.00 a.m. and 6.00 p.m., however this may be changed based on the work allocated. Employees would be required to work on a shift basis, during non-regular work hours, based on the work allocation and the job requirement.

7. General Data Protection Regulation Compliance.

As an associate of the firm, you acknowledge that, prior to signing this Offer or at a reasonable time thereafter, you have read and fully understand the Firm's Privacy Policy posted on the Firm's website/ Intranet. You agree to strictly comply with said Privacy Policy at all times, during your employment with the Firm. You agree to not knowingly or negligently cause the Firm to breach its commitments under said Privacy Policy. Specifically, from time to time, you will have access to and/or be required to process Personal Data, which is data about an identified or identifiable individual within the European Union and the European Economic Area, or any other countries where operations of the firm is provided. You expressly agree that you will process such data only for limited and specified purposes as required during your employment with the Firm. You agree to provide at least the same level of privacy protection as is required by the Firm under its Privacy Policy. You acknowledge that, from time to time, the Firm has the right to inspect and/or take any appropriate actions as deemed necessary to ensure your compliance with the Firm's Privacy Policy. You are required to promptly notify the Firm, if you determine that you can no longer provide protection for the personal data as is required by the Firm. When you cause or become aware of any breach, including but not limited to, unauthorized access, unauthorized disclosure, and/or unauthorized processing of the Personal Data, you agree to take all reasonable and appropriate actions to stop and remediate such breach, and to promptly notify the firm of the breach.

8. Notice Period:

Company and the employee have a right to terminate the contract of employment with 60 days' notice, without assigning any reasons thereof.

Employees are required to serve a minimum notice period of 60 days on resignation from the services of the Company. Notice period shall commence from the date of resignation. Trianz, may at its absolute discretion, either reduce this notice period or, permit the employee to compensate Trianz to the extent of the notice period or reduce the notice period, as the case may be, computed at the Basic salary of the employee.

9. Jurisdiction

The employment shall be governed for all purposes by the Laws of India and will be subject to Hyderabad jurisdiction. In the event of any dispute between the company and the employee it shall first be resolved mutually between the Company and the employee, failing which the dispute shall be resolved by binding arbitration by a single arbitrator appointed by the Company. Arbitration shall be in accordance with the provisions of the Arbitration and Conciliation Act of 1996. The venue for arbitration shall be Hyderabad and the decision of the arbitrator shall be final and binding.

For Trianz Digital Consulting Pvt. Ltd.



Sujit Sahoo.

Vice President – Human Capital

I have gone through the Offer letter and the Terms & Conditions. I accept the same,

Candidate Name: Sunku Malakonda Sai Rakesh

Signature:



Date: 30-08-2021

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ANNEXURE III - OUR CULTURE, VALUES, PHILOSOPHY AND KEY POLICIES

1. Employee Relations:

Trianz believes in being a fair and transparent Employer. If there are any issues or queries, relating to working conditions, we urge you to have a discussion with your Supervisor or HR department. Kindly ensure that the discussion and the result of the discussions are confidential.

2. Equal Opportunity Employer:

Trianz enters into employment contracts on the basis of the applicants' merit, qualifications and ability. We do not discriminate employment opportunities on the basis of race, color, creed, gender, religion, marital status, age, national origin, physical or mental disability, medical condition, sexual orientation, or any other consideration.

3. Confidentiality and Intellectual Property:

As part of employment condition, you are obligated not to divulge or disclose to any outsider or others either during your employment or thereafter, any information related to research papers, notes, templates or models that are created and used at Trianz. Any breach of this clause would lead to strict legal action.

Your employment with Trianz is a whole-time employment and is "work for hire". Accordingly, all copyrights and inventions that are created or arise during your employment with Trianz are the sole intellectual property of Trianz or its Clients, as the case may be.

4. Conflict of Interest:

Your employment with Trianz overrides all other occupational/consulting interests you may have. You are expected to obtain a written approval from the Chief Executive Officer of Trianz before you embark on any assignments outside Trianz.

5. Rules and Policies:

During the course of employment, at all times, you are required to abide by the rules and policies of Trianz. The rules and policies of the Company are available at the Company's Intranet and it is obligatory for every employee to read, understand and follow the same. No employment manual can anticipate every circumstance or question about policy. Trianz reserves the right to revise, supplement, or rescind any policies or portions of the Trianz Employment Manual from time to time as it deems appropriate, in its sole and absolute discretion.

6. Business Courtesy:

No employee may directly or indirectly accept from or provide to any representative of any organization with which Trianz has a business relationship any gift or favor other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favor. This is viewed very seriously as an abuse of trust placed by Trianz in the employee and would attract severe penal action from the Company.

7. Change of Personal Information:

In the event there is change in status, like advancement of educational qualification, residential address, marital status, or nominees for insurance and provident fund, it is imperative that you inform your Human Resources representative appropriately.

8. Harassment:

Trianz is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, and sexual orientation will amount to violation of the company policy and would attract strict disciplinary action from the company, including termination of services of the employee.

9. Use of Internet and E-mail:

Trianz encourages you to use e-mail and Internet for education and effectiveness on job. However, these facilities should not be miss-used for sending/receiving off-color Information that is either sexually explicit or is against any race, sex or nationality. Such acts will result in disciplinary action.

10. Culture and Values:

Trianz believes in teamwork, open communication, trust and drive.

Trianz believes in fair dealing and ethical conduct with all its stake holders and expect the same in return from all our employees, in their dealings with other employees, as well as with the external world of customers and other agencies. Trianz will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

ANNEXURE IV - DOCUMENTS TO BE SUBMITTED ON THE DAY OF JOINING

You need to submit the following mandatory documents on the date of joining:

1. A copy of all your Educational Certificates (starting from 10th Class to Highest Qualification) - Originals are required for physical verification & copies for our HR records.
2. Copy of Aadhar Card: Required for PF remittance as per the government mandate. This information will be retained for the duration of administrative formalities to be fulfilled by Trianz as an employer.
3. Copy of Photo ID and Address Proof (Driving License / Voter ID / PAN / Passport)
4. Copy of PAN card.
5. Copy of last 3 months' Pay Slip
6. Relieving/Resignation acceptance letter from your immediate previous employer
7. Relieving / Experience Letter from all the previous companies
8. Recent 4 Passport Size Photographs.

ANNEXURE V – DECLARATION ON PENDING EDUCATION DOCUMENTS SUBMISSION

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and provisional or convocation degree certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the company's eligibility criteria and submission of the above-mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above-mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the company.

ANNEXURE VI – TRAINING AGREEMENT SNAPSHOT

As part of your smooth transition from campus to corporate, the company shall be providing you extensive training through learning interventions. You shall be provided an opportunity to learn in classroom/remote learning, on the job-training, and / or customer specific tools and technology learning. Through this extensive training the company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of at least **18 months commencing** from the date of your joining. In case you choose to leave the company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company liquidated damages of upto **INR 50,000** in the manner defined in the training agreement, signed by you with the company. You also understand and acknowledge that the organization will not be able to practically substantiate or provide proofs of this amount directly to the training expenses

ANNEXURE VII – LEARNING PROGRAM DETAILS

All campus hires will undergo a series of trainings to acclimatize to a professional setting in corporate life. Among these are:

1. **Mandatory trainings**

All new hires are expected to mandatorily undergo the assigned e-learn modules on Prevention Of Sexual Harassment (POSH), Infosec, General Data Protection Regulation (GDPR) and New Hire Orientation (NHO). These are available in our LMS (Learning Management System) and are to be completed within 15 days from Date of Joining.

2. **New Hire Orientation**

This is an extensive 5 day training program that focuses on various aspects of the transition from Campus to Corporate, also including detailed overviews to various practices and enabling functions that are in the organization. This program is designed to get all campus recruits a smooth transition into corporate life.

Attendance for these sessions is mandatory.

3. **LEAP Program**

LEAP is an experiential learning program initiated for campus hires, that focuses on identifying technical flair and business aptitude in associates. It combines an approach of theoretical learning modules via online courses and practical learnings via mentor-mentee aided mini projects. This is enabled along with continuous evaluations throughout the program lifecycle.

These evaluations help to identify our associates' strengths and align them for delivery, product developments and other organizational roles. Additionally, it is expected to prepare a pool of well skilled associates to ensure role rotations. LEAP is put in place to enable engineering graduate to carve out the path of their journey in the organization and ensure alignment of individual & organizational goals.

Associates are expected to adhere to the timelines and complete the allocated assignments on time. Regular Assessments along the duration of the LEAP program of 3 months aims for alignment of candidate skills and competency to project opportunities. All candidates scoring at 75% in these assessments at the end of the program, will have their compensation revised to an additional 10% of the annual salary, and a confirmed assignment to projects. Multiple attempts are allowed for these assessments for a maximum period of 12 months from date of joining. Performance in these assignments allows us to assess skill level and assign to projects and opportunities.

4. **The First 90 days**

The First 90 days program is a tool-enabled program enabled for all new hires. The objective of this program is to effectively assimilate a new hire in the organization with access to all key information in one place. This platform also provides a quick guide on the activities to be carried out through the initial 90 days in the organization.

Associates are expected to complete all the activities on time.

Candidate Name: Sunku Malakonda Sai Rakesh

Date: 30-08-2021

Signature:



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