



Date:12-Feb-2022

Dear **Narmatha P,**

We are pleased to offer you an “Internship” with Olam Information Services to help you expand your knowledge and skills on the following terms and conditions. Please note that you shall under no circumstances be considered an employee of the Company and this is not an employment contract:

1. Your internship will commence on **22nd February 2022** and will cease on **19th August 2022** unless specifically extended in writing. The granting of any such extension shall be at the sole discretion of the Company.
2. You will be paid a stipend of **INR 20,000/- (Twenty Thousand Only)** per month
3. Your internship and schedule would be as per the instructions and discussions with your guide.
4. Your internship hours would be from 9.30 am to 6.30 pm.
5. During the period of Internship, you may have access to information/material or other Company goods, which shall be deemed to be the property of the Company. You shall hold in strict confidence and not divulge to any person or persons any information about the Internship, the internship material provided to you by Company, this Internship contract, including the terms and conditions herein as also any information and documents (in physical or machine readable form and whether marked as confidential or not) about the Company that may be provided to you during the Internship period, trade secrets, copyright materials, intellectual properties, operational procedures, methods, know-how, techniques and processes, any information concerning the business affairs or finances strategies, any confidential report or research commissioned by or on behalf of the Company or any of its respective clients in connection with the business or affairs of the Company or its subsidiary companies, suppliers, or clients (“Confidential Information”). Upon termination or sooner determination of this contract or at any time prior to that if the Company requests, you agree and undertake to return all such Confidential Information of the Company (whether in written, electronic or other form) immediately.
6. It is clearly understood that you shall undertake this Internship at your own risk and the Company shall not be responsible for any liability of whatsoever nature arising out of this contract. You are aware that there may be risks of harm or bodily injury, death or property damage arising out of or related to or associated in the internship, provided to you by the Company. You accept and assume full responsibility for such risks whether caused to you during such internship including due to any negligence. You agree to comply with the safety instructions rules and policies provided to you from time to time by the Company during such internship. You represent that you have no known physical or mental disability that restricts your ability to undertake such internship. You hereby acknowledge that the internship may be dangerous and involve the risk of serious injury and/ or death and/ or property damage. You here by release, indemnify and hold harmless the Company (and all of its employees, agents, and successors in office), to the extent permitted by applicable law, from any and all claims and liabilities (including legal counsel fees and litigation costs) arising out of or caused to persons or property caused in any manner by you during such internship. You agree to waive of all your rights, claims, all cause of action and/or complaints of whatsoever in nature against the Company (and all of its office bearers, employees, agents, ad successors in office) for any injury or damages caused to you or arising out of the acts or omissions of yourself, the Company or any other person.

You agree to fully assign any intellectual property developed by or to which you have contributed during your internship exclusively to the Company without receipt of any consideration for that purpose and the acceptance of this letter is sufficient compliance for transfer or assignment of all the intellectual property in favour of the company forever. Unless terminated in accordance with the provisions hereof, this letter shall be valid and effective for a period commencing from the date hereof till the expiry of the Internship period as specified in Clause 1 hereinabove. You hereby agree that the occurrence of any of the following events shall constitute an event of default on your part and shall be construed as a breach of this Internship contract:

- (a) Failure to abide by the applicable rules, regulations, policies and procedures, in relation, inter alia attendance, conduct and your responsibilities;
 - (b) Causing disruption of the Internship program or any other administrative work of the Company or causing or threatening to cause injury or otherwise preventing any other intern from undertaking his/her Internship or staff of the Company from carrying on his/her work or any other act likely to cause such prevention or disruption;
 - (c) Damaging or defacing any property, tangible or intangible, of the Company or performing any act which is likely to cause damage or defacement to such property;
 - (d) Engaging in any conduct which is detrimental to the Company's purposes, objectives or reputation;
 - (e) Drinking, gambling, littering, consuming or being in possession of illegal drugs and substances at the premises of the internship or indulging in any other form of anti-social act or behavior;
 - (f) Engaging in any political or unauthorized activities, which are inconsistent with the purpose of the internship;
 - (g) Abandoning the Internship prior to the expiry of the Internship period as specified in clause 1 above;
 - (h) Breach of the terms and provisions of this Internship contract; or
 - (i) Engaging in any act of misconduct, not otherwise specifically mentioned above.
7. Upon the occurrence of any of the events of default specified in Clause 6, the Intern shall be served a notice of default of seven (7) days. If by the expiry of such notice period you do not rectify the default or provide explanation of your conduct to the satisfaction of the Company, then this Internship contract shall stand terminated with immediate effect without liability on the Company to pay any compensation, damages or loss or any other amount on any account whatsoever including issuance of internship certificate.
8. You hereby undertake that during the Internship period you shall,
- (a) attend the Internship program for the specified duration to fulfill the Internship requirements;
 - (b) efficiently, honestly and diligently take part in the Internship program;
 - (c) diligently complete the Internship within the Internship period;
 - (d) immediately upon your knowledge, inform the Company of any act of dishonesty and/or any action prejudicial to the interests of the Company on the part of any other person;
 - (e) obey and comply with the directives, guidance and counseling given to you by the Company; and
 - (f) obey all the rules, regulations, procedures and policies of the Company, in relation to the Internship, for the time being in force or the rules, regulations, procedure and policies of the Internship institute, as applicable.



9. You undertake and agree that you shall indemnify and keep harmless the Company in respect of any loss, damage, or injury that may be sustained by the Company on account of any breach by you of your obligations as set out in this Internship contract.
10. This Internship contract shall be governed by laws of India. The competent courts at Chennai only shall have exclusive jurisdiction in the event of any dispute arising between you and the Company in respect of this Internship contract.
11. If any provision of this contract shall be prohibited by or adjudicated by a court to be unlawful, void or unenforceable such provision shall to the extent required be severed from this contract and rendered ineffective as far as possible without modifying the remaining provisions of the contract and shall not in any way affect any other provisions or the validity or enforcement of this contract.
12. The relationship of you and the Company is that of a trainer and a trainee only and none of the provisions of this letter shall be deemed to constitute a relationship which exists between an employer and an employee. Nothing in this letter shall be construed or interpreted as constituting an employment contract, a partnership or agency between you and the Company.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance of the terms and conditions of your Internship with the Company.

Wishing you the very best

Yours faithfully,

For Olam Information Services Pvt Ltd.

A handwritten signature in black ink, appearing to read "Arvind Raj. B", written over a light blue horizontal line.

Arvind Raj. B
Vice President – Human Resources

Acceptance of Internship

I have read and fully understood this Internship Contract and the terms and conditions of internship and the same are acceptable to me. As a token of my acceptance, I append hereto my signature.

Name :

Signature :

Date :