

SIMULATION LAB

Research & Development
THINK INNOVATE EXPLORE



INTERNSHIP OFFER LETTER

Date: 26th Oct 2020

To,
Mr. Arjith Praisson

Subject: Letter of Internship

Dear Arjith,

It is with great pleasure that we invite you to join the exciting world of Simulation Lab n open, independent and non-consulting R&D company. As we continue to evolve, we look for people who are committed to leadership and our culture of innovation.

Your scope of responsibilities will include those for which you are engaged, as well as any other duties given to you by your Manager from time to time. In accepting this offer of employment you will be required to perform all responsibilities assigned to you with due care and diligence and in compliance with the direction of management. You are also required to perform these tasks during business hours and such reasonable additional time as may be necessary.

This has reference to the discussion we had with you and pursuant thereto, we are pleased to offer you an “**Work From Home Internship**” in our organization as “**Product Development Intern**” w.e.f 28th Oct 2020 – 27th Apr 2021 on the following terms and conditions:

1. Commencement of Internship:

- a) Your internship period shall be for a period of **6 months** in which first **3 months** will be Probation period ,beginning from **28th Oct 2020 – 27th Jan 2020** , which can be extended further or terminated with 3 days’ notice on either side, without assigning any reason.

2. Duties & Responsibilities:

- a) Your main responsibility shall be to get involved in the projects and product development works going on in the organization or any other work or duties assigned time to time by Simulation Lab.
- b) The normal working hours are Monday through Saturday and Sundays depends upon the works to be completed. You will be required to work in such a way that the work assigned to you must be completed before the deadline. If necessary you

may be asked to work additional hours based on the importance of the work assigned.

- c) Working Hours for interns are as follows:
Monday – Friday (minimum 6hrs)
Saturday – Sunday (minimum 8hrs)
(Note: For a month minimum 100hrs of working is mandatory excluding all your leaves and holidays)

3. Leaves and Holidays:

- a) Leaves taken during internship days will be considered as leave and extension will be added in the end days.
- b) All public and Government holidays are considered non working days for company.

4. Termination:

- a) This internship may be terminated by the organization with notice given 3 days prior in written or mail.
- b) Incase if the intern resigns on his/her own interest, The company has the right to release him/her prior to the notice period, taking into consideration business needs and work exigencies.
- c) Company shall be entitled to terminate an intern without prior notice upon following incidents
 - i) If an intern damages the reputation of SL or its customer
 - ii) If the intern causes substantial loss or damage to SL
 - iii) In case of gross negligence or gross misconduct during performance of assignment
 - iv) For any kind of misconduct then the employer may take the decision of terminating the intern with immediate effect
 - v) If the intern commits an act or omission which constitutes a breach of contract or breach of trust
 - vi) In case the intern remains absent for three consecutive days without any prior information or intimation, the company reserves the right to terminate that intern stating “ABSCONDED” and he/she will not be liable to an intern certificate.

5. Company Property:

- a) You will always maintain the company’s property in good condition, which may be entrusted to you over the course of your internship for official use and you shall return all such properties to the company prior to the relievement of your charges, failing which the necessary action will be taken in order to recover from you by the company.

6. Confidential Information:

- a) During your internship with the company you will devote your whole time, attention and skill to the best of your ability to the company’s business. You shall not, directly or indirectly, engage or associate with, be connected with, employed

- or engaged in any other business or activities or any other post or work part/full time/work from home without prior permission from the company
- b) During the course of internship you will deal with some important or confidential information/material either of the company or client. You will, at all times, observe secrecy and confidentiality and will not divulge, disclose or make known to any unauthorized person within or outside the company, nor you will make any unauthorized usage of the information in respect of manufacturing, technical trade, business data (including process, technical know-how, customer information, business plans and like matters) which are necessarily confidential and have come to your knowledge and possession. It is understood that you will not part with this information to anyone at any point of time without the written consent of the company.
 - c) At no time, will you remove any confidential information from the office without permission
 - d) You will be responsible for the proper care of all hardware, software and other related valuables entrusted to you
 - e) It will be your responsibility to keep yourself and comply with the code of conduct and all company policies which are updated from time to time
 - f) Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the company may have against you in law

7. Conflict of interest:

- a) You are required to take up work given by the company and shall not take up individual responsibilities or assignments (whether part time or full time) directly or indirectly without the written consent of the company.
- b) You must ensure that you shall not, directly or indirectly, engage in any activity or interest in or perform any services for any person who is involved in activities, which shall or is of conflict with the interest of SL projects.

8. General:

- a) We trust you have not provided us with false declaration or willfully suppressed any material or information. If you have you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, orally or written, which you have entered into and which relate to your commitments under this agreements
- b) You warrant that you are not prevented by court or by any other administrative or judicial order from providing the services required under this agreement
- c) Your offer for internship has been approved based on the information given by you. However we have the right to re-look at the documents provided to review our offer for this internship
- d) You will be required to comply with the rules and regulations as framed by the company from time to time
- e) The internship is related to an educational purpose and there is no guarantee or expectation that the activity will result in employment with the Company.

- f) The education received by the Intern from the internship is for the express benefit of the Intern.
- g) The Intern does not replace or displace any employee of the Company.
- h) The Intern will receive direct and close supervision by an appropriate supervisor.
- i) The Company does not derive an immediate advantage from the activities performed by the Intern.
- j) Intern is not entitled to wages or any compensation or benefits for the time spent in the internship.
- k) Company is not liable for injury sustained or health conditions that may arise for the unpaid intern during the course of the internship

9. Governing law or jurisdiction:

- a) Your contract with the company is subject to indian laws. All disputes shall be subject to jurisdiction of Indian Court only.

10. Acceptance of our offer:

The Intern specifically agrees to and acknowledges the following:

- a) This internship is educational in nature and there is no guarantee or expectation that the internship will result in employment.
- b) Company may at any time in its sole discretion, terminate the internship without notice or cause.
- c) Intern will maintain a regular internship schedule determined by the Intern and their supervisor.
- d) Intern will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- e) Intern will obey the policies, rules and regulations of the Company site and comply with the Company's business practices and procedures.
- f) Intern will furnish his/her supervisor with all necessary information pertaining to my unpaid internship, including related assignments and reports.
- g) Under no circumstances will Intern leave the internship without first conferring with Intern's supervisor.
- h) Transportation to and from the internship site is the responsibility of the Intern.
- i) While Intern is on the Company premises/work from home or till date employed in the organization, he/she is considered an employee or agent of Company for any purposes, including but not limited to workers compensation.
- j) Intern assumes all of the risks of participating in the internship program. In consideration of the opportunity afforded to the Intern to participate in the internship program, Intern hereby agrees that he/she, his/her assignees, heirs, guardians, and legal representatives, will not make a claim against Company or any of its affiliated organizations, or either of their officers or directors collectively or individually, or any of its employees, for the injury of death to Intern or damage to his/her property, however caused, arising from his/her participation in the internship program. Without limiting the generality of the foregoing. Intern hereby waives and releases any rights, actions, or causes or action resulting from personal injury or death to him/her, or damage to his/her

- property, sustained in connection with his/her participation in the internship program.
- k) Please accept this offer by signing this letter and submitting a photocopy of the same

We look forward to receiving your acceptance of this offer and joining our team.

Your's sincerely

For Simulation Lab
Nikhil Bhamare
Founder & CEO

Acceptance of Employment/Internship Offer

I have read and understood all the terms and conditions contained in this internship letter. The forgoing reflects my understanding of the terms and conditions of my internship with the company and I agree to accept the internship with the company

I have not relied upon any other promises, understanding or representation in choosing to accept internship with the company.

I agree to abide by the rules, regulations and other company policies as applicable, enforced, amended or altered from time to time during the course of my internship and abide by any agreement entered between myself and the company

(Signature of Intern)

Name:

Date:

Place: