



Date: 13-Sep-2021

Appointment Letter

To,
Gedda Pavan Avinash
4-194/A, Nandhiveedhi, Yeleswaram,
Eastgodavari, Andhrapradesh-533429.

Dear Gedda Pavan Avinash,

With reference to your application and recent interview with us, we are pleased to appoint you as **Trainee Software Engineer** in our Company with effect from **13-Sep-2021** under the following terms and conditions:

1. Probation & Employment:

You will be on probation for 120 days from the date of your joining, which can be extended up to another 60 days in certain cases. Being a growth-oriented company there will be a performance review at the end of the probation period. On your successful completion of the probation period as described above, your employment with the company will be confirmed.

During the period of probation, services could be terminated from either side by giving 30 days of written notice. After confirmation, in the event of your resignation or termination of services, either side will have to give a notice of 60 Days or payment of 60 Days gross salary in lieu of such notice. In the event of resignation, your dues and final settlement would be credited to your bank account held for Ivy Salary on the last working day of the following month along with payroll. If you have any Annual Leave balance, it will be encased in the settlement.

During your employment with the Company, your terms of employment will be governed by the policies and rules of the Company framed from time to time. These rules will cover Provident Fund, Leave Travel Assistance, Medical, Indiscipline, Misconduct or any other matter pertaining to company policies and rules.

2. Non-Disclosure Agreement:

On the date of joining, you will be required to sign a comprehensive non-disclosure agreement with suitable non-compete clause as per the draft that will be provided to you by the company. Such NDA shall be in full force during the tenure of your employment with the company on probation as well as on confirmed employment. You will be required to fulfill all the terms and conditions of such non-disclosure agreement. Any failure or violation on your part of any of the terms and conditions of the NDA will entitle the management to terminate your services without giving any notice and also claim for damages from you as provided in the above NDA.



3. Place of Work:

At present your place of work will be in Hyderabad. However, during your employment with the Company, you may be required to travel to other locations in India or abroad, without any change in the terms and conditions of your employment. If you are required to travel for effecting official business of the company, you will be eligible for travel allowance etc., as per the rules of the Company.

4. Fitness:

In order to perform your duties towards the company, you are required to keep yourself in good health and fitness both physically and mentally. The company may subject you to medical checkup at regular intervals. If it is found on your medical checkup that you are not physically or mentally fit to perform your duties towards the company, your services will be liable to be terminated.

5. Training Programs and Conferences:

As an employee of the company, you may be required to undergo various training programs and attend various conferences as the management of the company may deem fit to keep you abreast of latest developments and to develop/improve your skills. The company may also require you to go abroad for some special training programs or attending conferences. Once you are directed to do so, you should immediately consent to the company about your joining the training program or attending the conferences. If the company sends you abroad for some special training program, the company may require you to sign a 'minimum period of service contract' with the company and you shall not be eligible to refuse execution of such agreement.

6. Emoluments and Employee Benefits:

- a. You will be paid as per the enclosed salary structure.
- b. In addition to the salary mentioned in point 6 (a), Ivy Software Development Services Pvt Ltd has a Discretionary Bonus under the Group Bonus Scheme. The quantum and applicability of bonus will be as per company policy and entirely at the discretion of management. For employees who are part of the Statutory Bonus scheme, the Group Bonus Scheme is not applicable.
- c. Please note any payment under this scheme will be entirely at the Company's discretion. Payment of bonus in respect of any particular year does not guarantee payment of such bonus in successive financial years.
- d. Any bonus shall be paid only if, you are still employed by the Company, and you have not given or received notice of termination on the due date for payment. The Company reserves the right to amend the scheme without any prior notice.
- e. The terms of this scheme are set out in this letter, and the bonus percentage, performance criteria, Bonus Scheme Rules are applicable for **2021** only, and you will be notified of subsequent bonus schemes and rules for future years.



- f. Please ensure you read the scheme rules on the intranet so that you fully understand the scheme. Should you have any questions, please speak to your Line Manager or your HR representative.
- g. In addition to the salary, you will also be eligible for other employee benefits as per the rules of the company, which at present are – (i) Employer's Provident Fund Contribution; and (ii) Medical Insurance, Personal Accident Insurance and Term Life Insurance.
- h. Tax on your salary will be deducted at source as per prevailing Income Tax rules. Your salary as described in point 6 (a) will be reviewed on periodical basis depending upon your performance, and the management at its own discretion may revise your salary or consider such other incentives as it may deem fit as per the policy of the company.

7. Tipping Off:

In the event that, during the exercise of your duties under this Contract of Employment, you are required to participate in; become aware of; and/or suspect the existence of any regulatory or legal investigation into the actions of a person or entity (whether the person or entity subject of such investigation is a, supplier, partner, agent, employee, officer, shareholder or holds some other relationship with the Company) under no circumstances shall you make the subject of such investigation aware either intentionally or recklessly, whether directly or indirectly, of the existence of such investigation (or their suspicions thereof) nor shall you reveal, whether knowingly or recklessly, directly or indirectly, to the subject of such investigation, any information which is likely to prejudice such investigation.

8. Whistle Blowing Policy:

The Company seeks the highest ethical standards in carrying out its business activities, thus corrupt practices of any sort will not be tolerated. The Company is committed to tackling malpractice and it is the responsibility of every employee to manage and reduce the risk of malpractice in their business.

The Company actively encourages individuals, where they believe that malpractice has taken place, to make protected disclosures internally. Employees will be protected where they have reasonable grounds to believe that their employer, another worker or a third party has committed serious malpractice and make a disclosure in good faith.

You should raise a concern as soon as possible if you become aware of a situation or matter which you reasonably believe might show any of the following malpractices.

- A criminal offence, such as theft, fraud, assault, falsification of accounts, bribery or collusion.
- Danger to the health and safety of any individual.
- Failure to comply with legal obligations.
- Damage to the environment.
- A miscarriage of justice.
- The deliberate concealment of information about any of the above.



The malpractice may be past, present or likely to take place and can be those of the Company, one of its employees, consultants, agency workers or any other third party. It does not matter where the malpractice occurs. You do not have to prove that it has taken place or is about to take place, but you should have reasonable grounds to believe that the disclosure you make is true. You are required to send an email to our secure and confidential mailbox: whistleblowing@gvcgroup.com. The mailbox is the responsibility of the Audit Committee and your mail will be delivered to a representative of this committee who is independent of the day-to-day workings of the Company.

9. Professional issue:

In course of your employment with the company, you are expected to exert high degree of professionalism in discharging your duties towards the company and in dealing with other employees of the company including your superiors. All your actions must be directed towards the best interests of the company. Your services will be liable to be terminated without any notice in case you are found guilty of dishonesty, disobedience, misappropriation, moral turpitude or misdemeanor.

10. Data Privacy:

The Company may, in connection with the Employee's employment, collect personal data including Sensitive Personal Data relating to him/her. Such data may be received from the Employee and some limited personal data may be recorded directly or indirectly by internal security systems or by other means. Company may process the Employee's personal data for relevant and limited purposes. By signing this Agreement, the Employee expressly consents to the following:

- a. the collection, use, processing and storage of sensitive personal data by the Company for purposes set out in the Company's Privacy Statement;
- b. the disclosure / transfer worldwide of personal data held about him/her by the Company to other employees and offices of the Company's worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of his/her personal images and voices in marketing material, videos, etc.;
- c. reading and understanding the Company's Privacy Statement in relation to the collection, processing, use, storage, disclosure and transfer of personal and sensitive data and agreeing to the terms thereof; and
- d. treating any personal data to which the Employee has access in the course of his/her employment strictly in accordance with Company policies and procedures and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to him/her.

Sensitive Personal Data or information ("SPDI"), as defined under the Information Technology Act (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011 ("Current Law"), is defined as and which includes passwords, financial information such as bank accounts, credit cards, debit cards,



physical, physiological and mental health condition, sexual orientation, medical records and history and biometric information.

The above terms and conditions are subject to Company's Policy. All other terms and conditions of your employment will be governed by the employment policy of the company being in force at the relevant period.

You are requested to sign and return to us the attached copy of this letter in confirmation of your having read, understood and accepted the employment on the above terms.

Yours truly,

For Ivy Software Development Services Private Limited,

A handwritten signature in black ink, reading "Anil Kumar Murari". The signature is written in a cursive style with a horizontal line at the end.

Anil Kumar Murari
Head - Human Resources & Administration (India)

I accept the appointment on all the above terms and conditions:

Signature: _____

Date: ____/____/____



ANNEXURE – A

Name	: Gedda Pavan Avinash	
Designation	: Trainee Software Engineer	
Date of Joining	: 13-Sep-2021	
SALARY STRUCTURE		
Gross Salary Components	Monthly (INR)	Annual (INR)
Basic	27084	325008
HRA	10834	130008
Special Allowance	12492	149904
Lunch Allowance (Meal Card)	1500	18000
LTA	2257	27084
Gross Salary (A)	54167	650004
Other Components	Monthly (INR)	Annual (INR)
Snacks Allowance	700	8400
Provident Fund company contribution [#]	1800	21600
Statutory Bonus	0	0
Gratuity ^{##}	1302	15624
Other Components (B)	3802	45624
Total Cost (A+B)	57969	695628
Annual Total Cost (A+B) in words	Six Lakh Ninety Five Thousand Six Hundred Twenty Eight	
Standard Deductions		
Provident Fund	As per Law	As per Law
Professional Tax	As per Law	As per Law
TDS	As per Law	As per Law



You are eligible to participate in the discretionary bonus plan, the 2021 Annual Bonus. Your bonus percentage for 2021 performance year will be 10% of your Gross Salary (A) and you will accrue bonus from 13/Sep/2021. The performance criteria for the 2021 scheme is based on the Group achieving the target.

Provident Fund company contribution up to maximum of INR 1800 per month

Gratuity as per the prevailing Gratuity law will be payable as per the applicable provisions contained therein.

You are also covered under various insurance schemes (Medical, Term Life & Personal Accident); Please refer to policy document for more details.

For details of bonus scheme and work-related reimbursements please refer to policy document.

Date: ____/____/____

Employee Signature:



ANNEXURE – B

No.	Scheme	Coverage Amount	Eligibility
1	All Employee Transport Plan	Home pick up and drop facility will be provided to all employees	All Employees
2	Medical Insurance - Regular	INR 5,00,000/-	Employee + 5 Dependents
3	Personal Accident Insurance	INR 10,00,000/-	Employee
4	Term Life Insurance	1.5 times of annual gross salary	Employee
5	Provident Fund Contribution	Company contribution is capped at INR 1800/-	Employee
6	Employee Deposit Linked Insurance and General Insurance	INR 5,00,000/-	Employee
7	Gratuity	As per the prevailing Gratuity laws	In accordance with the provisions of the Gratuity laws in force.
8	LCSA (Life cum sum assured) linked with Gratuity	Varies based on Annual salary	Employee
9	Annual Health Checkup	As per company policy (once in a year)	Employee
10	Crèche Benefit	INR 16,000/- per annum	For employees having children less than 3 years
11	Annual Leave	24 Days	Employee
12	Maternity Leave	As per the maternity Act (26 weeks for up to 2 children)	Employee
13	Paternity Leave	7 Days	Employee
14	Public Holidays	12 Days	Employee
15	Internet and telephone	INR 3000/- (Rupees three thousand only) as telephone/mobile and internet allowance every month (subject to applicable tax deductions)	Employee