

31st May, 2023

Rushikesh Hiraman Rathod
Sisodiya Lay-out, Arni tq. Arni
Dist. Yavatmal, Maharashtra 445103

Subject:Letter of Engagement – Associate

Dear Rushikesh,

With reference to your application and subsequent interviews you had with us,we are pleased to engage you as an **Associate** with us on the following terms and conditions;

1. Your engagement duration shall be for a period of **1 year** starting from **02nd May, 2023** till **01st May, 2024**. Out of which first 1 month **02nd May, 2023** to **02nd June, 2023** will be on probation or else it may get extended based on your performance.
2. While on probation you will be paid a fixed stipend of Rs.9000/- based on your performance.
3. On completion of probationary period your performance will be reviewed on defined parameters and on successful completion your remuneration will be revised as per Annexure A
4. Statutory benefits such as Provident Fund (PF) & Employee State Insurance (ESI) shall apply and its deductions shall be made from your remuneration accordingly.
5. You will be required to submit your educational certificates such as school / degree / diploma certificate/ mark sheet (including school certificate as evidence to prove your date of birth), passport size photograph, address proof etc.
6. You have been allowed as an Associate on the presumption that the particulars furnished by you in your application, and resume are correct. In case, the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, the engagement with the company will stand terminated / cancelled without any notice.
7. During your engagement with the company, you will be liable to get transferred or deputed to any of the offices/ departments, manufacturing units of the company, Associates/Subsidiary/Group Companies, whether existing or to be setup/acquired anywhere in India, on similar terms and conditions of engagement.
8. During your engagement with the company, you will be governed by the service rules & regulations of the company in force or as introduced or amended from time to time. You will be governed by company's policy&rules regarding misconduct, indiscipline and other matters
9. You are required not to divulge, communicate or pass on any information in any aspect of the company to any one not employed by the company. Indulgence in such activity shall render you liable for termination with immediate effect notwithstanding any other terms mentioned in this engagement letter including the fixed period of engagement.



10. property with utmost honesty and professional ethics, if you are found guilty at any point of time of moral turpitude or dishonesty in dealing with the property of the company or of theft or of misappropriation regardless of the value involved, your engagement shall be terminated with immediate effect notwithstanding any other terms & conditions mentioned in this letter.
11. You are required not to engage yourself in any other gainful commercial employment, business or activity, part time or full time, directly or indirectly simultaneously as long as you are engaged with **Tikona Infinet Private Ltd.** or engage yourself directly or indirectly in any other profitable business connected with the dealing or activity of the company in any way. Any action to the contrary shall render your engagement liable for termination not with standing any other condition in this letter.
12. Every tool, equipment, machine, materials which you would use, shall always be treated as in trust with you and any damage except normal wear and tear, caused to any of these things shall be treated as breach of trust on your part rendering you liable for such action.
13. Your engagement as Associate will not give you any right of appointment or lien for any permanent employment in the company.
14. Your engagement is liable to be terminated without assigning any reason. In the event of your resignation or termination of engagement, either side will have to give **30 days'** notice or basic pay in lieu thereof.
15. The company will expect you to work with high standard of initiative, efficiency, loyalty & economy.

Please read the document carefully and return one signed copy of the 'Engagement Letter' & 'Code of Conduct' (Annexure – B) in acceptance to the same.

You may ask the Human Resources Manager, any questions pertaining to the 'Engagement Letter'.

Yours sincerely,

For **Tikona Infinet Private Limited**

Accepted



Human Resource

Carol Lobo

Rushikesh Hiranman Rathod

Annexure – A

Name of Associate :Rushikesh Hiranman Rathod
 Title :Executive
 Department :Customer Care
 Location :Mumbai
 Effective Date :02nd May, 2023

Particulars	Entitlement PM (INR)	Entitlement PA (INR)
Part A – Salary		
Basic Pay	12,962	155,544
House Rent Allowance	648	7,776
Advance Bonus	1,134	13,608
Special Allowance	25	300
Total Salary	14,769	177,228
Deductions		
Employee’s Contribution to PF	1,558	18,696
Employee’s Contribution to ESI	111	1332
Insurance premium	750	9000
Professional tax	200	2400
Total Deductions	2,619	31,428
Net Salary	12,150	145,800
Part B – Benefits*		
Employer’s Contribution to PF	1,688	20,256
Employer’s Contribution to ESI	480	5760
Insurance		0
Total Benefits	2,168	26,016
Cost to Company (A+B)	16,937	203,244

Notes:

- Income Tax will be deducted at source if applicable as per Income Tax rules.
- * As per applicable statutory rules / policies of the Company.
- Compensation related information is strictly confidential. It should not be shared with anyone other than your reporting manager/HR.
- CTC structure & components may vary as per applicable statutory amendments.



Annexure B

Code of Conduct

- 1) Associates will be personally responsible and accountable for their own performance, comply with all applicable policies and procedure and provision of Code of Conduct. Associates should promote a positive, safe and healthy environment in the conduct of their work.
- 2) Associates are expected to be punctual and regular in their attendance and in case of any unavoidably absent from work due to sickness or any other reason, the associate would be require to inform their manager. Managers may exercise their responsibility to contact associates who have not contacted them directly within a reasonable timeframe to ascertain the reasons for that individual's absence.
- 3) Associates are required to undertake their duties in a professional, responsible, conscientious and ethical manner and to act in the best interests of the Company. They are expected to act honestly in all of their duties when dealing with clients, suppliers, contractors and fellow Associates etc.
- 4) Associates should take all possible care when using Company's property, goods, intellectual property and services and ensure they are used efficiently, carefully and honestly. Unless permission has been granted by the associate's manager, Company's resources are not to be used for private purposes. In case any damage except normal wear and tear, caused to any of Company's properties shall be treated as breach of trust on defaulting associate's part rendering him/her liable for corrective action and penalty for same.
- 5) Associates have an obligation to ensure that professional information is secured against loss, misuse or unauthorised access, modification or disclosure. Associates have a duty to maintain the confidentiality, integrity and security of official information for which they are responsible.
- 6) Associates should not accept a gift, secret commission or a benefit from a person or organisation outside the Company, if the intent of the gift or the benefit is to induce the associate to waive or reduce requirements or to extend a financial or other benefit to a person or organisation outside the Company to the detriment of the Company's interests.
- 7) No associate shall elicit the improper influence or interest of any person to obtain promotion, transfer or other advantage.
- 8) Associates should also comply with legislative and industrial obligations and administrative policies of the land.
- 9) Associates should not harass or discriminate against Associates or in work practices on the grounds of sex, pregnancy, race (including colour, ethnic background or national identity), marital status, disability, sexual preference, political or religious belief, or age.
- 10) Your engagement as Associate will not give you any right of appointment or lien for any permanent employment in the Company.



COMPANY

CODE OF CONDUCT

STATEMENT OF ACKNOWLEDGMENT

I Mr./Msacknowledge that I have received and read the COMPANY Code of Conduct and understand the policies and standards contained therein. I acknowledge that as a resource on deputation in COMPANY, its subsidiaries or divisions, it is my obligation to:

- i) Never knowingly violate the policies and standards contained in the "Code of Conduct".
- ii) Seek advice where I have a question concerning the interpretation or application of the policies and standards contained in the "Code of Conduct".
- iii) Promptly report any matters that are known to or believed to present a violation of the Code of Conduct or law and comply with any action requested by the Associates

I understand that I should report any possible violation of the Code of Conduct and raise any question or concern I have relating to compliance with the code through discussion with the management or with Associate's legal or human resource.

I further understand that my failure to comply with the policies and standards contained in the Code of Conduct may lead to disciplinary action up to and including probable termination of my assignment/ deputation.

Signature: _____ Date: _____

Name: _____

Associates/Local Division: _____

Location: _____

Name of Personnel authorized to receive this signed code of conduct.....

Signature.....

Date of receipt..... Name of Department.....

Tikona Infinet Private Limited

Registered Office: 'Corpora', 3rd Floor, LBS Marg, Bhandup (West), Mumbai - 400078.

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