

24th June 2021

Manjusha Ghanvat,
Pune.

Internship Appointment Letter

Dear Manjusha,

Vendekin Technologies Private Limited is pleased to offer you an internship opportunity. This position is located in **Pune**.

You will be paid a stipend of **Rs. 15,000/-** as for the internship monthly. You will also be given an Internship letter after successful completion of your internship.

Your schedule will be approximately 9 hours per day beginning **1st July 2021**. Your internship will conclude on **31st December 2021**. Based on your performance, your internship could be extended further.

The terms and conditions of your internship shall be as follows:

a. Working Hours:

Standard weekly working hours of the company will be 45 hours although occasionally additional hours will be required of you.

b. Confidentiality Obligations:

You shall be required to maintain organizational secrecy and confidentiality in respect of information and procedure followed in the organization. You shall not disclose any information about Company's business affairs, and inventions, techniques, that are intellectual property of Vendekin Technologies Pvt Ltd., its associates companies or clients.

Upon resignation or termination of your internship, you will return to Vendekin all papers and documents which may at that time be in your possession. This includes all type of materials related to the business of Vendekin or any of its associates or branches, and you will not retain any copies or extracts therefrom.

c. Non – Competition:

You will not be allowed to carry on same or similar activity as undertaken by Vendekin Technologies Pvt Ltd in any capacity elsewhere without prior consent and notice of the Directors of the Company.

During the term of your internship with Vendekin, you will not engage in any other employment, occupation, consulting, or other business activity related to the business in which Vendekin is now involved or becomes involved during the term of your internship. You will not engage in any other activity that conflicts with your obligations to the Vendekin during the term of your internship and for five year thereafter without the prior written consent of Vendekin.

d. Termination and Resignation:

Vendekin reserves the right to terminate the internship as per the disciplinary policy of Vendekin

- a.** Under ordinary circumstances, the internship agreement is terminable by either party without cause by providing 30 days' notice or stipend payable in lieu of the notice period.
- b.** The internship can be terminated by the Company, with or without notice, and/or stipend in the following cases:
 - a. If you engage in an act of insubordination and /or any act of disobedience /conduct, constituting behavioural misconduct or contravening the organizational policies laid down from time to time.
 - b. You cause damage to the physical or intellectual property of Vendekin or any of its clients/ associates.
 - c. You are found guilty for any sexual harassment act, then necessary actions as per the provision of sexual harassment policy shall be applicable.

e. Return of Assets:

Upon resignation or termination from the company, you are required to return all assets and properties of the Company such as documents, hardware, software, machines, data files, etc.

f. Non - Disclosure:

You shall be bound by the Non-Disclosure Agreement (NDA). The Agreement shall always be read in conjunction with the NDA and Code of Conduct and collectively constitute the entire understanding between the company and you. The company shall be entitled to make policy declarations from time to time pertaining to any matters, and may alter the same from time to time at its sole discretion.

g. Code of Conduct:

During the course of your internship, you will engage yourself efficiently, honestly and faithfully and to the best of your ability, and shall devote your whole time and attention to promote in the interest of the Company and carry out duties and work as assigned to you and shall obey and comply with all the lawful orders and directions given to you by the concerned superiors in the Company.

You are expected to deal with the company's property and documents with utmost honest and professional ethics. Your internship may be dispensed with, any time without any prior notice if you are found guilty of gross indiscipline, fraud, and misappropriation or acting against the interest of the company.

You will not give anyone, by word of mouth, writing, facsimile, or any devices or otherwise, any particulars or details, which you acquire during the course of your internship, of our working systems, technical know-how, security arrangements, administrative and or organizational matters of Vendekin Technologies and its clients, whether confidential, secret or otherwise, either during your internship with the company or afterwards. Vendekin Technologies considers confidential violations concerning its technology and other activities very seriously, and will take legal action in case of any violations.

h. Governing Law and Jurisdiction:

This agreement shall be governed by and interpreted, construed, and enforced in accordance with the laws of India. Courts at Pune alone shall have the Jurisdiction to deal with and adjudicate any disputes arising out of or in relation to this Agreement

Kindly return a copy of this letter duly signed by you to the HR department.

Congratulations and Welcome to the team.

For Vendekin Technologies Pvt. Ltd.



(Digital signature)

Lakshmi Babhale
HR Manager

I have carefully read the terms and conditions of my internship. I have understood the same and accepted them entirely.

Name: Manjusha Ghanvat

Signature
Pune

Date:

Place: