

18th Jul 2022
Akshay Upare
Pune

Dear Akshay Upare,

YAZAKI INDIA PRIVATE LIMITED
CIN U34300PN1997PTC015436
Corporate Office:
Manikchand Ikon,
Tower 'B', 6th Floor,
Bund Garden Road,
Pune- 411001. Board: 020-67872700
Website: [http:// WWW.Yazaki-group.com](http://WWW.Yazaki-group.com)

This has reference to your application for employment and the subsequent interviews you had with us. We are pleased to appoint you as Graduate Engineer Trainee-CDDC -CDDC, with our business unit, Yazaki India Private Limited, on the following terms and conditions:-

You will be on training for a period of one year commencing from date of joining and on successful completion of your training your appointment may be confirmed in writing.

At initial you will be posted at our Pune office. However, your services are liable to be transferred to any other department, work sites, offices, branches, factories associate or group companies anywhere in India/outside India depending upon the exigencies of work.

Matters pertaining to your remuneration are treated in strictest of confidence by the Company and the same is expected on your part. You shall maintain complete confidentiality in all the information herein disclosed to you. Any inconsistent action by you involving a disclosure of these details will attract strict disciplinary action.

Your appointment is subject to your being certified fit by our Medical Officer.

You will join the Services of the Company on or before 01st Aug 2022, you are requested to bring the following documents along with you, at the time of joining.


- (a) A photocopy of Certificates each of proof of Age, Qualification and Experience.
- (b) Five copies of your recent Identity Card size & one copy of stamp size color photograph.
- (c) A photocopy of Relieving letter from your previous Employer.
- (d) Photocopy of documents showing account number of Provident Fund & Family Pension Account if any.

Please contact HR Department at 09.00 a.m. on the date of joining, to complete the joining formalities.

Please sign and return a duplicate copy of this letter in token of your acceptance of the terms contained herein and let us know the date on which you will join our services.

We look forward to having a long-term association with you.

Yours faithfully,
FOR YAZAKI INDIA PVT. LTD.



Priyadarshee Pradhan
Assistant Vice President –Human Resources

I have read and understood the terms and conditions mentioned above and in the annexure I and II.I undertake that there would be no breach of this confidentiality agreement. I hereby accept the engagement on the said terms and conditions. By accepting this offer, I authorize YAZAKI India Private Limited to verify the documents from an outside Background Screening Agency, which includes my current/previous Employment history, Educational / Professional Credentials and my Criminal background check.

SERVICE CONDITIONS FOR EMPLOYEES IN STAFF AND EXECUTIVE GRADES**INTRODUCTION AND SCOPE**

The Service Conditions are intended to give a clear understanding of the conditions and regulations of employment at YAZAKI India Private Limited. Some parts of this annexure are descriptions of standards and expectations and are intended to guide employees. Other parts are rules and regulations governing the employment in the Company. In the spirit of continuous improvement, the service conditions may be modified at any time. In this event, all concerned employees will be communicated about the same from time to time.

These conditions are applicable to all employees in the Staff and Executive grades working in YAZAKI India Private Limited in India.

LEAVES AND HOLIDAYS

All employees are eligible to avail leave as per the leave rules applicable to the business unit / office to which they belong to. Employees are entitled to 8 paid holidays during the Calendar Year. The paid holidays for a calendar year will be announced prior to the commencement of the calendar year.

SHIFT TIMINGS, HOURS OF WORK & WEEKLY HOLIDAY

The working hours and the weekly offs depend on the business unit / office to which the employee belongs to.

DUAL EMPLOYMENT

The employees are expected to be in full time employment of the organization and therefore shall not engage in any other profession or business unless it's consented by the company in writing.

JOINING EXPENSES

Any joining expenses reimbursed by the Company will be recovered in the event you leave the organization within two year of joining.

TERMINATION OF EMPLOYMENT

You will be on probation initially for a period of 6 months / Year, which may be extended by the management at its discretion and without assigning any reasons. During probation / Training, either party could give notice of 45 days or payment in lieu of the same, terminate the employment, without giving any reason. On completion of the probation period to our satisfaction, you will be confirmed in your appointment in writing and until such communication, you will be deemed to be on probation. Employees who appointed in E1 and above Grades are confirmed from their date of joining with Yazaki India Pvt Ltd.

Post confirmation the services of an employee can be terminated, by 90 days' notice or 90 days Basic salary in lieu thereof. Employees are required to give 90 days' notice, and serve during the notice period. Early relieving by way of surrendering the balance leave or compensating Basic salary is at the discretion of Management. However, relieving from the company will take place after the company is satisfied that proper handing over of papers, documents, information, and assets is completed. The company will not be liable to pay notice pay in case the appointment is terminated on grounds of (i) Breach of confidentiality (ii) Gross negligence (iii) Violation of law or willful noncompliance of law (iv) Misconduct (v) Violation of the code of Conduct or (vi) Providing false information at the time of appointment.

UPKEEP AND MAINTENANCE OF ASSETS

The employees are responsible for safe keeping and return in good condition and order the company's property and / or equipment which they may be given or handed over for official use. The employees will return forthwith, as and when called upon to do so, in good condition and order, all property and / or equipment which may have come into their possession during the course of the employment.

LOCATION OF POSTING AND TRANSFERABILITY

An employee is liable to be transferred to any department, work site, office, branch, factory, associate or group companies within India / outside India depending upon the exigencies of work.

CONFIDENTIALITY AND NON-DISCLOSURE

An employee shall not disclose without written consent, any trade secret or confidential information concerning the financial arrangements or position of the Company or any of the dealings, transactions or affairs of Company's business. Without prejudice to the generality of this clause, the confidential information of the Company includes information concerning client lists, business, databases, marketing plans and strategies, sales, pricing and margin information, and everything else marked "Confidential" or which is otherwise indicated, explicit or implicit to be subject to an obligation or confidence.

Any commitment given by the Company, to third parties including collaborators, customers, and suppliers regarding confidentiality of information available to an employee will become automatically binding on such employee. Employees will have to give an undertaking to the company to ensure Protection of Intellectual Property Rights and Confidentiality provisions as mentioned above.

An employee may publish any articles or deliver any talk or be associated with any organization pertaining to his / her profession only with a prior written consent of the company.

INTELLECTUAL PROPERTY

It is a condition of the employment that the Company is the owner of all copyright and all other intellectual property rights of whatever nature in work, computer programs, and other projects incorporating intellectual property, which are created or developed by the employees during their employment.

To the extent that, by law, the employee does not have any legal or equitable interest in any work, including any computer program, databases, documents, artwork, film, or sound recording created or developed pursuant to the employment with the Company, the employee hereby irrevocably and unconditionally assigns to the company all intellectual property rights including copyright, in all such works.

RETIREMENT AGE

All employees shall retire from the services of the company on attaining the age of 58 years. Any extension to the employment beyond the age of 58 years shall be with mutual consent and on terms and conditions as agreed.

POLICIES AND PROCEDURES

All employees are liable to conform to Company policies and procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.

CODE OF CONDUCT

All employees are required to adhere to the Code of Conduct. The employees are required to sign a declaration in the requisite format undertaking adherence to the Code of Conduct.

JURISDICTION

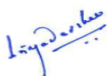
Any disputes arising out of and / or relating your employment with the company shall be subject to the jurisdiction of city of Pune only.

Name: Akshay Upare

Grade: GET

S. No.	Components	Per Month	Per Annum
A	GROSS PAY COMPONENTS		
1	Basic Salary	10840	130074
2	House Rent Allowance	4336	52030
3	Conveyance Allowance	2168	26015
4	Executive Allowance	2710	32518
5	Medical Allowance	904	10839
6	Leave Travel Allowance	904	10839
A	Total Gross pay (A)	21860	262315
B	ANNUAL BENEFITS		
1	Bonus		10000
B	Total (B)		10000
C	ANNUALIZED RETIRALS		
1	Provident Fund - Employer Contribution		21600
2	Gratuity Provision		6257
C	Total (C)		27857
TOTAL COST TO COMPANY (A + B + C)			300172

FOR YAZAKI INDIA PVT. LTD.



Priyadarshree Pradhan

Assistant Vice President –Human Resources

Following are the components included in the compensation and benefits structure in GET:

BASIC SALARY

The Basic Salary is the most important component of the compensation structure. The employer's contribution to the Provident Fund, Superannuation and provision for the Gratuity are calculated based on this amount. This component is also linked to the House Rent Allowance, Medical Allowance, Leave Travel Allowance and Performance Incentive.

HOUSE RENT ALLOWANCE

House Rent Allowance (HRA) is the component of the compensation structure which is aimed towards providing the employee with an amount capable of meeting the payment of monthly rents. In the compensation structure, the employee's eligibility is 40% of the employee's Basic Salary.

CONVEYANCE ALLOWANCE

This is an amount which the employee can use for commuting between residence and the work place. Such an amount up to Rs. 800 per month is exempt from income tax as per the present Income Tax rules. In the compensation structure, the employee's eligibility is a 20% of the employee's Basic Salary and the applicable percentage depends on the employee's grade.

MEDICAL ALLOWANCE

This is an amount which is provided to the employee as an advance amount to meet the expenses for medical treatment of the employee or the dependent family members. The employee is required to submit original bills as a proof of having incurred the expenses to be eligible for exemption from Income tax. As per the current income tax rules such expenses incurred by the employee up to Rs. 15,000 per annum are exempted from Income tax. In the compensation structure, the employee's eligibility per annum is equivalent to one month's Basic Salary.

LEAVE TRAVEL ALLOWANCE

Leave Travel Allowance is an amount which the employee can claim towards reimbursement of expenses incurred in travel to and fro a place where an employee went on vacation. The taxability of this allowance is as per the applicable Income Tax rules. In the compensation structure, the employee's eligibility per annum is equivalent to one month's Basic Salary.

EXECUTIVE ALLOWANCE

Executive Allowance is an amount which is 25% of the Basic Salary.

BONUS / EXGRATIA

Bonus is an amount which will be paid as per the applicable act. Employees who are not eligible for Bonus, an Exgratia amount will be paid.

PROVIDENT FUND CONTRIBUTION

This amount indicates the employer's contribution to the Employee's Provident Fund account and the Family Pension Scheme. Such an amount is typically 12% of the employee's Basic Salary

GRATUITY CONTRIBUTION

This amount is the employer's provision towards gratuity. Such an amount typically is 4.81% of the employee's Basic Salary. The benefits to the employee will be as per the employer's Gratuity Scheme where available, which is built based on the rules of Payment of Gratuity Act or as per the Payment of Gratuity Act, where employer's scheme does not exist.

Apart from the above compensation structure, the company provides additional benefits. A few of them are listed below:

- Medical Insurance, which the organization is paying an external agency for the insurance coverage for the employee, the spouse, two children and the parents.
- Group Personal Accident Insurance, which the organization is paying an external agency for the accident insurance of the employee.
- Any other insurances taken by the company on behalf of the employee.

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