

Ref No: Campus/19-20/0367

Date: 18-DEC-20

Anabothula Anusree
Andhra Pradesh
Dear **Anusree**,

A very warm welcome to the Polaris Family!

Polaris is an organization with Indian roots and a global outlook. We have a distinctive culture, and would like you to enrich and enhance this culture. This letter is our invitation to join us in building a truly global corporation. We are sure that with your coming onboard we will be adding to our Organization's strengths of competence, commitment and customer orientation.

The journey that lies ahead is filled with challenges and would require all of us to pool our resources together and work as a cohesive team. We trust that your credentials are well suited to this task of Organization building. Here we build relationship through openness, participation and non-hierarchical reaching out. We encourage transparency in all that we do; we do not put on "confidentiality", "position", and "exclusive" labels on our relationship with people. You are encouraged to reach out to people foster positive ideas, and seek clarifications on any issue that draws your attention. Within the Organization we recognize every one of our associates as our internal customer.

In order to guarantee an enriching career, the Organization has needed to invest in cutting-edge technologies, impart extensive and intensive training and provide world-class infrastructure and environment. This requires us to create a win-win situation. Against this backdrop we have orchestrated the **Advanced Learning Program**.

School of Financial Technology (SOFT) @ Polaris shall take care of your complete learning journey. A blend of programs ranging from technology, behavioral, language school, domain-related and much more is part of our offerings. The learning team also offers an assortment of e-learning modules to be updated with the current trends of learning. Focusing our programs on the basis of "The Learning Architecture", we are here to handhold you throughout your tenure at Polaris.

We are delighted to invite you to join our Advanced Learning Program. You would be required to sign a separate Agreement to Learn and Perform (ALP), as in order to enhance your role it is essential for you to undergo training programs for handling the high technology equipment and methodologies required for providing services. The Organization has estimated an investment for Rs. 200,000 (Rupees Two Lakhs Only) for your growth and to make you a trained associate to deliver High Performance, Technology Based, Business Applications, on Time and on Cost. In agreement with the above terms, the Organization expects you to serve Polaris for a minimum period of 36 months from the date of joining the Company. If you decide to leave the Organization before expiry of this period, the same amount of Rs. 200,000 (Rupees Two Lakhs Only) would need to be reimbursed to the Company at the time of your exit.

Polaris Consulting & Services Limited

Registered Office: Polaris House, 244 Anna Salai, Chennai - 600 005, India | Ph: +91-44-3987 4000, 3984 3400 | Fax: +91-44-2652 3280
 Corporate Headquarters: Foundation, 3411 Highway, Chennai - 603 103, India | Ph: +91-44-2743 5001, 3987 3000 | Fax: +91-44-2743 5166

Sydney • Tokyo • Hong Kong • Singapore • Mumbai • Dubai • London • New York • Toronto

www.polaris.com

CH/001/15/03/19/0367/02/102


PRINCIPAL

Sumathi Reddy Institute of Technology for Women
Ananthasagar (V), Hasanparthy (M)
WARANGAL - 506 371 (T.S.)



However, we are sure that you appreciate the opportunity being provided to you. Therefore, subject to your signing the Agreement to Learn and Perform (ALP), we are happy to invite you to join our Financial Technology Engineering Graduates Programme and extend an offer as **"System Trainee"**. You have now become one of over 10000 Polarites located in over 25 countries right across the globe. This is, at once, an immensely satisfying as well as humbling thought.

In addition to terms & conditions stated in this offer, the detailed terms & conditions of employment outlined under Annexure-II hereto shall be applicable to you with effect from date of joining.

COMPENSATION

You will receive a total compensation of **Rs. 300,000/- (Rupees Three Lakhs only)** per annum. The compensation package consists of:

CM1. Fixed CTC

CM2. Position Linked Benefits

CM3. Variable Pay (Annual Performance Driven Pay or APDP)*

CM4. Retention Bonus**

*You will become eligible for payment of APDP on completion of your first Anniversary and thereafter will be aligned to the payout cycles for each component. The quantum will be in accordance with the variable pay norms prescribed by Polaris. Associates on the rolls of the organization on the day of disbursement will be eligible for the same. The breakup of the compensation and benefits applicable to you is detailed in Annexure.

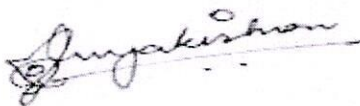
You will become eligible for payment of Retention Bonus of **Rs. 25,000 (Rupees Twenty Five Thousand only) per annum on completion of 36 months of continuous service with us. Retention Bonus payout is contingent to your continuous high performance and continuity in your current assignment with Polaris. In the event of your performance dropping below the category of P3, you will be automatically disqualified for the payout applicable for that performance review period.

Your Advanced Learning Program shall commence on your Date of Joining. You will need to report at Polaris Consulting & Services Ltd at 9.00 a.m. You are liable to be posted anywhere in India or around the globe. Please note that we shall not be in a position to provide you accommodation during the induction programme or thereafter, nor reimburse any travelling expenses that you might incur.

Please sign this offer as a token of your acceptance of the terms& conditions.

Once again, Welcome to Polaris!

With Warm Regards,
For Polaris Consulting & Services Ltd.,



Jayakrishnan Menon C.P
Senior Vice President-TAG

Annexure 1 – Compensation Breakup Details

CM1	Fixed CTC	(In Rs. p.a.)	CM2	Position Linked Benefits	(In Rs. p.a.)
CM1.1	Salary	Rs.200,118/-	CM2.1	Stay Connected	
CM1.1.1	Basic Salary	Rs.78,000/-	CM2.2.1	Telephone Reimbursement	Rs.0/-
CM1.1.2	Deployment Allowance	Rs.21,713/-	CM2.3	Protect Life	
CM1.1.3	House Rent Allowance (HRA)	Rs.39,000/-	CM2.3.1	Health Insurance Premium	Rs.5,400/-
CM1.1.4	Special Allowance	Rs.43,405/-	CM2.3.2	Personal Accident Premium	Rs.100/-
CM1.1.5	Other Allowance	Rs.18,000/-	CM2.4	Leave Travel Allowance	
CM1.1.5.1	Conveyance	Rs.9,600/-	CM2.4.1	Leave Travel Allowance	Rs.0/-
CM1.1.5.2	Medical Reimbursement	Rs.0/-	CM2.5	Additional Allowance	
CM1.1.5.3	Fuel Reimbursement	Rs.0/-	CM2.5.1	Additional Allowance	Rs.35,000/-
CM1.1.5.4	Special allowance – Bonus	Rs.8,400/-			
			CM2	Position Linked Benefits	Rs.40,500/-
CM1.2	Retirals	Rs.17,012/-			
CM1.2.1	Provident Fund	Rs.9,360/-	CM3	Variable Pay (APDP)	
CM1.2.2	Gratuity	Rs.3,752/-	CM3.1.1	Individual PDP	Rs.13,896/-
CM1.2.3	Superannuation	Rs.3,900/-	CM3.1.2	Team PDP	Rs.1,737/-
			CM3.1.3	Organization PDP	Rs.1,737/-
CM1	Fixed CTC (CM1.1 + CM1.2)	Rs.217,130/-	CM3	APDP	Rs.17,370/-

*Annual Performance Driven Pay is linked to performance and the payment terms will be as per the organization policy. Associates on the rolls of the organization on the day of disbursement will be eligible for the same.

*Payment of Gratuity and Superannuation will be in accordance with Statutory Acts and norms.

List of Documents to be Submitted On Date of Joining.

At the time of joining, you are requested to bring the below mentioned documents in original, with a copy of each.

1. Two reference letter
 - a) Reference letter from professor or faculty guide from college.
 - b) Reference letter from a known person who is a working citizen(No Relatives)
2. Copies of all **educational certificates and mark sheets** (10th, 12th, Degree)
3. Copy of **Passport** – first and last page (if PP is available)
4. Six Passport size and three stamp size photographs(**RED colour background is a must**)

Terms and conditions of Employment**1. Working Hours:**

Polaris observes a 5-day week with Saturday and Sunday as weekly holidays. The office hours are from 08:30 AM to 05:30 PM, with staggered lunch break of 30 minutes between 12:00 PM and 02:30 PM. Associates are expected to follow the client's working hours and holidays while on deputation to client's site in India/onsite. In the event an Associate fails to register their attendance consecutively for 3 working days, without any prior notice to their immediate manager or concerned HR, Polaris shall initiate appropriate disciplinary action against the Associate as per Polaris policy. Polaris reserves the right to registering a MAN MISSING complaint with the Police Department, in such cases.

2. Employment Terms:

a. Service Rules: Your services in Polaris shall be governed by the service rules and regulations, which are in force or which would be brought into force from time to time, as applicable to all Associates of the Company. All Company policies and Associate related guidelines are made available on the intranet of the Company. Any changes/amendments to these policies and guidelines are made taking into consideration Company's best interests from time to time. You are advised and instructed to go through these policies and adhere to them during your employment with the Company.

b. Full Time Work: Your position is a full time employment and you shall devote yourself exclusively to the business of the Company. You shall not take up any other work – part time or otherwise – or work in advisory capacity or be interested directly or indirectly in any other trade or business without the prior written consent from the Company during your tenure of association with the company. The Company reserves the right to alter or allocate different responsibility to you from time to time depending on the business needs of the Company.

c. Code of Conduct: You are expected to operate with the highest degree of initiative, economy, efficiency and responsibility. You will at all times act bearing in mind the best interest of the Company and will at no time do or say anything which compromises the Company's goal or reputation. If there is any breach of the same, or the terms and conditions laid down in this document, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein.

d. Past Record: If any declaration given or information furnished by you to the Company proves to be false/forged or if you are found to have willfully suppressed any material information, you will be liable to be removed from services without any notice or compensation whatsoever.

e. Responsibilities: You shall perform effectively to ensure achievement of required results and you will be required to work under the supervision of such officers as directed by the Company from time to time. Your performance in the assigned role will be periodically reviewed and the feedback will be shared with you. In the event of your performance not measuring up to the expectations of your supervisor, the Company reserves the right to take suitable recourse up to and including termination of your services.



f. Confidentiality: You shall maintain utmost secrecy in regard to affairs of Polaris and shall keep any information of Polaris, whether written or oral, confidential. Please note that the terms and conditions of your services with Polaris shall be treated as strictly confidential and you shall not divulge its contents to any associate of the Company or any person connected with the Company. With respect to the confidentiality obligations undertaken, you shall sign a Non-Disclosure Agreement on joining Polaris. If required by Polaris or its Clients, you will sign further confidentiality agreements or the like to further protect the interest of Polaris and/or its Clients. The confidentiality obligation will be perpetual in nature.

g. ALP agreement: As mentioned in the offer, Polaris will be incurring considerable expenditure on your training, you shall be required to sign an agreement to serve Polaris for a minimum period of 36 months after joining, failing which, you shall be liable to pay Polaris Rs.2,00,000/- towards the training expenditure.

h. Technical Competency: You are expected to be technically competent as per Polaris benchmarks at the time of joining Polaris.

i. Technical Induction Program: On your joining Polaris you shall undergo a technical induction program for such period as Polaris may decide.

j. Technical Assessment Test:

Your employment in Polaris shall be subject to your successful clearing of technical assessment tests. The marks scored by you in the technical assessment tests shall be considered final.

(a) You shall be required to clear the Base level technical assessment test (in line with Polaris benchmarks) within four weeks of Technical Induction schedule or within a maximum of two more additional weeks. i.e. total six weeks from the date of joining Polaris.

(b) You shall be required to clear the Advanced Technical Test within six months from the date of joining Polaris and your employment or your deployment on projects is subject to your successfully clearing the certification exams.

(c) It is mandatory for you to complete the Brain Bench certification within two years from the date of joining Polaris. Non-Adherence to this may impact your future project assignments

k. Termination of services: In case you fail to successfully complete the technical assessments as detailed in clause J (a), your employment with the Company shall be liable for termination without further notice.

L. Course Completion: Your employment with Polaris shall be subject to your successful completion of graduation & post graduation examination which includes completion of your final semester without any pending arrears/ back logs during the entire course duration.

3. Leave Eligibility:

You are entitled to Leave benefits during your employment with the Company. Annual eligibility of Earned leave will depend on the length of service of the Associate. Associates are also entitled to sick leave and a woman Associate shall also be entitled to Maternity Leave and benefits. Detailed terms and conditions relating to leave eligibility are provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.



4. Transfer of Associate

Please note that Polaris has the right to transfer you to other locations of Polaris or to transfer you to work for its Group companies or for its Clients, at their respective locations, whether in India or abroad as per the business requirements.

5. Medical Fitness

You are required to continuously maintain yourself in a state of good medical fitness so as to perform well and to discharge your assigned responsibilities adequately while in employment. If at any point in time, during your employment with the Company, you are found to be medically unfit for the job or the role assigned to you, then your services may be liable for termination as per the Company rules notwithstanding anything mentioned in this document or otherwise. You agree to submit yourself for any medical check-up at any time if called upon by Polaris or its clients when assigned to work at their premises.

6. Associate Representation:

Your appointment with the Company is solely based upon the representations, made by you, regarding your qualifications and/or experience, which the Company has relied upon. If it is found at any point of time that your representation regarding your qualifications and/or experience is incorrect and/or false and/or fraudulent and/or forged, the Company shall, WITHOUT PREJUDICE TO ITS ANY OTHER RIGHTS, terminate your services with immediate effect and without notice period & without incurring any liability whatsoever thereof. Notwithstanding anything contained herein, you shall indemnify and hold the Company harmless from all cost, losses, damages and liabilities that may have been caused to the Company due to such incorrect and/or false and/or fraudulent and/or forged representation. Company shall be entitled to seek specific performance or other injunctive or equitable relief as a remedy apart from claiming indemnity from you, without limitation, for hiring charges of Rs.500,000/- (Rupees Five Lakhs only). By signing this letter, you also irrevocably consent to the Company to initiate and perform all necessary background checks as may be required in and during the course of your employment, either by Company or through any third party authorized by the Company in this regard.

7. Probation & Confirmation:

You will be on probation for a period of six (6) months, during which your performance will be reviewed periodically. On completion of your probationary period and based on your performance outcome, the management may at its sole discretion confirm your services or extend the period of probation as deemed fit.

8. Notice Period & Termination:

This contract of employment is terminable by either party giving a 30 days notice during probationary period and a 90 days notice on or after confirmation or on payment of a Gross monthly salary in lieu of a notice period. While on a key assignment with any of our clients, in case associate wishes to leave the organisation during probation period, the notice period to be served will be 90 days. The decision to the effect of criticality will be decided by the reporting hierarchy.

The Company reserves the right to recover Gross Monthly Salary in lieu of any un-served notice period.



If at any time during your employment, you are found guilty of any act of misconduct or any willful breach or continuous negligence in the terms of this appointment letter or rules or dereliction of duties, disobedience of the instructions given to you from time to time, the management may, without any notice, or payment in lieu of notice, terminate your employment contract. You will be deemed to have brought about such a situation by your own misconduct compelling the management to terminate your contract and in addition you shall be liable for all losses/damages to the Company.

Also, In accordance with Clause 2(g), You shall be liable to pay Polaris Rs.2,00,000/- in case you fail to serve Polaris for a minimum period of 36 months after joining.

9. Intellectual Property Rights

You acknowledge and represent that the Intellectual Property Rights (IPR) in all the work(s) done by you during the time of your employment or contract or assignment in any manner with Polaris or its Clients will be deemed as work done for hire and it belongs to Polaris perpetually and without any claim from you. IPR shall include but not limited to rights in software, systems, documentations, designs, tools, inventions, patents, utility models, trademarks, knowhow, designs, drawings, specifications, reports, copyrights, source code, flowcharts, algorithms, moral rights, database rights, semiconductor topography rights, etc.

(whether or not, in each case, the right is registered and including applications for, and any right to apply for, such registrations) and all rights or forms of protection of a similar nature or having similar or equivalent effect to any of these which may subsist anywhere in the world, together with all renewals and extensions to such rights. As and when requested by Polaris, you shall sign all such documents and instruments including any actions that is required to effect the purpose of assignment of IPR to Polaris during your tenure with Polaris or otherwise.

10. Non-solicitation of Customer(s)

You shall not during the term of your employment with the Company and a period of 1 year thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly:

- (i) Assist, aid, induce, facilitate or cause any customer or client of the Company who is an existing client or customer of the Company or who had been a customer or client or who becomes customer or client of the Company during your term of employment with the Company, to cease, terminate, discontinue either any part or whole of its business with the Company;
- (ii) Solicit the business of any current or future client, customer or licensee of the Company either for yourself or for any other organization.

11. Restriction on Joining a Customer:

You agree that for a period of one (1) year following the termination of your employment with Polaris for any reason, you shall not: (a) accept any offer of employment from any customer of Polaris, where you had worked in a professional capacity with that customer in the one (1) year immediately preceding the termination of your employment with Polaris; (b) undertake a project or provide services to any such customer, either directly as an employee of the customer or as independent contractor or through any other company or agency, where you had worked in a professional capacity in the one (1) year immediately preceding the termination of your employment from Polaris;



You further agree to undertake that you will disclose information on the existence of conditions mentioned in this clause to the company or agency where you would seek employment or get employed within the period of one (1) year following your termination of your employment with Polaris for any reason.

12. Non-Solicitation

You shall not during the term of your employment with the Company and any time thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly abet, induce, facilitate, contact or deal with the employee(s) of the Company or its associated entities for the purpose of making such employee(s) leave the Company and/or hiring them either for yourself or for any other organization, entities, etc.

13. ISMS

You shall read and understand the information security training material(s) of Polaris and complete the ISMS Certification within one month of your joining Polaris, failing which appropriate disciplinary action as per Polaris policies may be initiated against you, including withholding of your salary till such period you complete the ISMS Certification.

14. Superannuation

You will retire in the normal course from the services of the company on attaining the age of superannuation, which would be the end of the month following your 60th birthday.

We wish you all the very best and look forward to a long and mutually beneficial association.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter.

Yours sincerely,
for Polaris Consulting & Services Ltd.



Jayakrishnan Menon C.P
Senior Vice President - TAG

I have carefully read and understood the above offer terms including the terms contained in Annexure I and agree that the provisions of this letter and the Annexures (Annexure – I & II) are reasonable and necessary, and accept the same irrevocably and unconditionally. I agree to update myself of all company policies and associate related guidelines available on the Company intranet and adhere to them during my tenure of employment with the Company.

Signature :

Name :

Date :