

12/12/2020

P.Raveena

H.NO: 27-3-197, NEHRUNAGAR, HASANPARTHY,
HANAMKONDA..

Dear P.Raveena

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as Associate Professional Software Engineer at DXC Technology India Private Limited of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 06/30/2021. Your job level at DXC is 3.

Your appointment with DXC Technology India Private Limited is on the following terms and conditions.

Kindly note that considering the current pandemic situation, you are required to work from home. Once the situation normalizes, as determined by DXC, you would be required to report to any of DXC offices across the country based on information provided by your manager.

Compensation and Benefits

1.1 Basic Pay

You will be eligible for a Basic Pay which will be INR 180,000.00.

1.2 Provident Fund

1.3 Gratuity

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

1.4 Insurance

Medical Insurance coverage is extended to employee, spouse and up to two children on a family floater basis for INR 500,000. You have an option to top it up by INR 200,000 or INR 400,000 or INR 600,000 or INR 800,000 by paying an additional premium. You can also cover parents/in laws by paying premium in the same floater. Group personal accident insurance (GPAP) coverage is 3 times of Fixed Gross Salary

**PRINCIPAL**

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

or INR 1,000,000 whichever is higher. Group term life insurance coverage is 2.5 times the Fixed gross salary. The premium payable for these insurance benefits forms a part of your compensation.

ESIC coverage is as per the provisions of the Employee State Insurance Act, 1948

1.5 Flexible Benefits

You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the amount as mentioned in Fixed Gross Salary after allocation to (1) Basic Salary, (2) PF, (3) Bonus Advance, if applicable. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

Probation:

You will be on probation for a period of six months from the date of joining. At the end of the probation Period of six months your performance will be assessed and your employment with the Company will be confirmed subject to your satisfactory performance.

The company reserves the right to extend your said probation period for a further period of three months. During your probation period, your employment may be terminated by either party with one month notice in writing or payment of one month salary in lieu of notice period.

Working Hours

The work timings are at the sole discretion of the Management and would normally consist of a 45 hours work week. These are subject to change as per business requirements. Same numbers of work hours are expected even when you are on an assignment abroad unless communicated otherwise by an entity of the company. The general working hours will be 9:00 am to 6:30 pm., Monday through Friday, with half hour break for lunch. Employees may also be expected to work in shifts based on business requirements.

Annual Earned Leave:

You are entitled to 15 days leave of absence on full pay per year and un-availed leaves are accumulative as per current Company policy. Other terms and conditions will be applicable to you as per the prevailing Leave Policy.

Paid Casual Leave:

The entitlement is for 12 days in a year. Other terms and conditions will be applicable to you as per the prevailing Leave Policy.

Holidays:

The Company observes 12 holidays in a year which may consist of fixed days of holidays and flexible ones and may be availed as per policy in force.

Transferability:

During your employment with the Company, your services can be transferred to any of the locations in India or abroad or any function or department or platform or technology within company offices or client locations or any associate or subsidiary company of the Company whether existing or to be set up in future on the same terms and conditions at the sole discretion of the Management. The benefits linked to such transfers will be governed by the respective Company policy in force from time to time.

Non-Disclosure:

Due to the proprietary nature of our products and services, all employees are expected to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to the Company. Your salary details are confidential; failure to maintain confidentiality will

invite disciplinary action and may even result in termination of your services as per the policy of the Company.

Business Code of Conduct and Ethics:

All employees are expected to maintain the highest level of ethical conduct and are required to sign our Code of Ethical Business Conduct / Conflict of Interest certificate. Any instance of improper conduct including but not limited to misconduct, gross negligence or abandonment of the position to which you have been appointed shall constitute sufficient grounds for immediate termination of your services without any notice or payment in lieu of.

Information Security:

All employees are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. Employees are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. Employees are responsible for maintaining information security outside the premises of organization and outside the normal working hours.

Notice for Termination:

The written notice required for termination of employment by either party will be in accordance with the following:

1. 2 months for Level 1 to 6
2. 3 months for Level 7 and above

For clarity purposes, please note that your notice period will be dependent on your Level at the time of your separation with the Company irrespective of the reason for separation. You would be required to serve the stipulated notice period and early release would be at the sole discretion of the Management. In case you leave your employment without giving requisite notice, no relieving letter will be issued and settlement of dues will be at the sole discretion of the Management. However, under the Company's disciplinary procedure your services can be terminated without any notice period.

Service Agreement:

Post your joining, should you accept any specialized training whether in India or abroad, you will be required to commit to serve the Company for a minimum period of 12 months as per the Company policy. You will be required to enter into a Service Agreement, as per the Company's policy on Training, supported with a Guarantee in the form and manner decided by the Company. You are under no obligation to accept any training requiring a commitment to serve the Company on your part. However, once accepted by you, it will be a binding contract.

Retirement Age:

All employees on rolls of the Company will retire from the services of the company on reaching the age of 60.

Non-Smoking Policy:

Smoking is prohibited in the office premises other than the specifically assigned zones, if any.

Joining Requirements:

You are required to contact the HR department on the date you report for work and submit to them a copy of the following documents for joining:

- Relieving letter(s) / Acceptance of resignation from all your previous organizations
- Experience letter(s) from all your previous organizations
- Photocopies of all educational certificates (Class X onwards)
- Mark sheets / Consolidated mark sheets of all educational qualifications (Class X onwards)

- Three recent passport size photographs
- All relevant pages of your Aadhaar card, Passport, Driving License and PAN card
- Last month Pay-slip of your last organization / Form 16 of the last financial year / Last month bank statement depicting salary credit from your last organization

Please bring originals of all documents which will be returned to you after verification except service agreement which will be retained by the Company (if applicable).

This offer/appointment is subject to the condition that you indemnify and also certify that all the information (like educational qualifications, work experience, past salary drawn and all other information) supplied by you to the Company to get an employment with the Company, is accurate and nothing has been given untrue. If it is later found that you had supplied inaccurate/untrue/false information, then the Company reserves the right to terminate your services without any notice and seek appropriate damages or reimbursement of financial expenses incurred towards your training, relocation, any other allowances, etc. This is without prejudice to any other rights which the Company may have against you.

The Company reserves the right to change the terms and conditions of your employment and its policies and procedures at any time.

Please sign a duplicate copy of this letter confirming your acceptance of the above terms and conditions of appointment and return it to us for office records.

We are excited about your decision to join the company and wish you a long successful career with the Company.

Annexure II

Flexible Benefits Plan Guidelines

Upon joining, subject to total salary entitlement, employee has the option to re-structure the flexi salary by selecting from a pool of allowances given below.

House Rent Allowance

0 - 50% of annual basic salary. To be supported by at least one receipt per quarter (as proof of rent paid) from the landlord.

LTA

Can be claimed for Income Tax benefit twice in a block of 4 yrs as declared by IT Ministry. Maximum amount of Rs 2,00,000 per annum can be allocated.

Meal Coupon

Maximum of Rs 26,400 per annum. The entire amount becomes tax free.

Transport Allowance

Maybe used to opt for Company Car Lease if in levels Professional 1 and above. If car not availed, tax exemption as per conveyance allowance limits in tax rules are provided.

Fuel, Maintenance & Chauffeur Allowance may be claimed from Transport Allowance for both company car and self-owned car subjects to limits defined in the policy.

Telephone / Broadband Reimbursement

Telephone and broadband expenses reimbursement can be opted from within kitty from flexible benefits as per policy.



- Three recent passport size photographs
- All relevant pages of your Aadhaar card, Passport, Driving License and PAN card
- Last month Pay-slip of your last organization / Form 16 of the last financial year / Last month bank statement depicting salary credit from your last organization

Please bring originals of all documents which will be returned to you after verification except service agreement which will be retained by the Company (if applicable).

This offer/appointment is subject to the condition that you indemnify and also certify that all the information (like educational qualifications, work experience, past salary drawn and all other information) supplied by you to the Company to get an employment with the Company, is accurate and nothing has been given untrue. If it is later found that you had supplied inaccurate/untrue/false information, then the Company reserves the right to terminate your services without any notice and seek appropriate damages or reimbursement of financial expenses incurred towards your training, relocation, any other allowances, etc. This is without prejudice to any other rights which the Company may have against you.

The Company reserves the right to change the terms and conditions of your employment and its policies and procedures at any time.

Please sign a duplicate copy of this letter confirming your acceptance of the above terms and conditions of appointment and return it to us for office records.

We are excited about your decision to join the company and wish you a long successful career with the Company.

Annexure II

Flexible Benefits Plan Guidelines

Upon joining, subject to total salary entitlement, employee has the option to re-structure the flexi salary by selecting from a pool of allowances given below.

House Rent Allowance

0 - 50% of annual basic salary. To be supported by at least one receipt per quarter (as proof of rent paid) from the landlord.

LTA

Can be claimed for Income Tax benefit twice in a block of 4 yrs as declared by IT Ministry. Maximum amount of Rs 2,00,000 per annum can be allocated.

Meal Coupon

Maximum of Rs 26,400 per annum. The entire amount becomes tax free.

Transport Allowance

Maybe used to opt for Company Car Lease if in levels Professional 1 and above. If car not availed, tax exemption as per conveyance allowance limits in tax rules are provided.

Fuel, Maintenance & Chauffeur Allowance may be claimed from Transport Allowance for both company car and self-owned car subjects to limits defined in the policy.

Telephone / Broadband Reimbursement

Telephone and broadband expenses reimbursement can be opted from within kitty from flexible benefits as per policy.



Thanking You,
Yours Sincerely,

Lokendra Sethi

Lokendra Sethi, 20th Feb 2023 14:23:54 (UTC+5:30)

Lokendra Sethi
Vice President - Human Resources

I accept the above referred Pay and Benefits and the general terms and conditions of employment

P.Raveena

Candidate Physical Signature (to be completed first day of work):

I accept the above referred Pay and Benefits and the general terms and conditions of employment

First Name Middle Name Last Name

Date

Place

Annexure III

P.Raveena

Please note that you must submit a copy of your Permanent Account Number (PAN) card on your date of joining at company. By acknowledging this document, you undertake that you shall be solely responsible



for any consequences arising due to non submission of your PAN copy and company shall not be responsible for the same, in any manner whatsoever.

P.Raveena

FOR Company

Lokendra Sethi

Lokendra Sethi (Jain) - S, 19921 48 21 GMT-5.00

Lokendra Sethi

Vice President - Human Resources

FOR Employee

Name : P.Raveena