

MDP/2021/PC120



Mindtree

A Larsen & Toubro Group Company

To

Sirivolu Pranati
INDIA

Dear Sirivolu Pranati,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity
2. We take pleasure in informing you that you have been selected for ENGINEER in the Salary Grade C subject to the following terms and c

2.1. a) You should complete the Degree which you are now pursuing have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as

(Total of marks obtained in all the subjects from
Aggregate = $\frac{\text{Total of marks obtained in all the subjects from}}{\text{Total of maximum marks in all the subjects}}$

Aggregate % = Aggregate * 100

c) Provide a copy of the degree certificate or provisional degree certificate sheets of all semesters on your day of joining.

2.2. You shall initially undergo training at Mindtree, Kalinga, Bh Learning Programme conducted by Mindtree, Kalinga which helps of technology solutions. The details of the programme are provided sepa

2.3. Your joining location would be Mindtree Kalinga, Bhubaneswar and subsequent mails.



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2.4. The period of Orchard is for about 60 days and on successful completion shall be deployed at a location as per the business requirement of Mindtree.

2.5. The other terms and conditions of your appointment at Mindtree will be governed by the rules, regulations and policies of Mindtree at the time.

2.6. You shall also execute a Service Agreement along with a surety for a minimum period of 24 months. Please go through the terms and conditions and also the terms and conditions stated in the specimen of the Service Agreement.

2.7. You shall bring with you the following documents at the time of joining at Mindtree, Kalinga, Bhubaneswar, for completing the joining formalities:

- Signed Service Agreement in originals
- 10th, 12th and graduation (all semesters) mark sheets or
- Degree completion/provisional certificate originals and 2
- Pan card originals and 2 photocopies
- Aadhaar card originals and 2 photocopies
- Voter ID / Driving license originals and 2 photocopies
- 4 passport size photographs

If the above terms and conditions are acceptable, you may confirm this offer within 5 days from the date of receipt of this mail and offer.

If you have any questions or need any clarification, please email at campus@mindtree.com

We wish you a long and successful career with Mindtree.

I personally look forward to working with you soon.

Thank you,
For Mindtree Limited

Rosalee

Rosalee M Kombial
Vice President-People Function



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Enclosed: Annexure to your Offer of Employment

Acceptance of the offer

I, Sirivolu Pranati, agree to accept the employment on the terms and conditions of Employment and the annexure.

Your Signature	
Your Name in Capital letters	SIRIVOLU PRANATI

Annexure 1

Compensation stack during the Orchard Learning Program (from the confirmation)

Name : Sirivolu Pranati
 Salary Grade : C
 Designation : JUNIOR ENGINEER
 Stipend : **INR 21,100** per month.

Payment will be after deduction of below amount from the monthly stipend

- INR 6000 per month covering for accommodation on twin share basis (excluding food expenses)
- Food expenses will have to be borne by you.
- Premium for Insurance which is INR 550 per month
- Applicable taxes like Professional tax and Income tax, prevailing at the time of joining.

You will be covered for Insurance benefits as prevailing at the time of joining. Coverage for 2021 - 2022 for your reference. You will get more details at the time of joining.

- Group Medical Coverage (GMC) for you and your family. The standard coverage is INR 500,000 per annum per family. Family means your spouse and children. Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,00,00,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 2,00,00,000.

More details will be provided at the time of joining.



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Annexure 2

Compensation stack effective from the date of confirmation

Name : **Sirivolu Pranati**

Salary Grade : C

Designation : JUNIOR ENGINEER

Detailed break up of your CTC components is given below (all figures

Basic	18
HRA	4
Provident Fund	3
Gratuity	
Insurance Benefits*	
Annual Gross	26
Bonus / Variable Compensation**	3
Annual Cost to Company	29

*The Insurance coverage provided to you at the time of joining will be per the prevailing insurance policies at the time of your confirmation. This is part of your CTC.



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Additionally, you will be provided with the following options for enhancement:

- You will be given an option to increase the coverage from INR additional/higher insurance coverage are available as per policy. If premium for the increased coverage will be deducted from your salary or
- You will be given an option to cover your Parents or Parents-in-law. If additional premium for the parental coverage will be deducted from your

More details on these options will be provided to you at the time of you

**The bonus component per annum is 12% of CTC. This amount is guaranteed to you in equal monthly installments. The amount thus payable is inclusive of Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of any changes in the structure arising out of changes in the Income tax rules or compensation philosophy changes. However, the CTC amount will be provided



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Annexure - 3

Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mi campuses are referred to as Campus Minds of the particular batch identification.
2. The term, 'the Company' refers to Mindtree Limited.
3. This letter contains broad terms and conditions of service governing it to change from time to time and shall have to be read along with policies of the Company.
4. You are also bound by the terms relating to Non - Disclosure, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto Agreement (Annexure 3) and Mindtree Code of Conduct. You are documents carefully and understand the terms thereof before sending
5. You are requested to contact the People Function for any clarification which are applicable to you. Salary details are personal to you and confidential. We expect you to keep the salary details confidential at all
6. Orchard Learning Program
 - 6.1 On joining, you will be part of our Orchard Learning Program. They consist of new age methods that enable you with real world problem solving
 - 6.2 Orchard Learning Program spans for about 60 calendar days. It is shortened or extended based on the business requirements and an individual projects as determined by Mindtree.
 - 6.3 The Orchard Learning Program is intensive and fast paced, requiring you to learn effectively and demonstrate capabilities expected by Mindtree. You must have 100% availability and undivided attention during the tenure of the program
 - 6.4 You will be continuously assessed and given feedback by experts. You will be provided opportunities to demonstrate the acquired skills in communication, design, programming, problem solving, presentation and business and social projects. You must clear a set of mandatory capabilities on the successful completion of Orchard Learning Program. The details are communicated to you through a Learning Advisory Document



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separately. Your continued employment with Mindtree is subject to you during and at the end of the Orchard Learning Program. If you meet the completion of the Orchard Learning Program, your employment with Mindtree shall be sent to you. If you do not meet the qualification, leave the services with no further assurances, risk or liability of Mindtree writing, you will be deemed to be under the Orchard Learning Program.

7. Confirmation of Employment

7.1 Upon confirmation, your designation will be JUNIOR ENGINEER and continue. The date of confirmation is reckoned as the start date of service including statutory requirements. Date of confirmation is the start date of tenure calculation for performance management cycle, increments, promotion, general policy, loans and other benefits etc.

7.2 The Service Agreement signed by your guarantor, witnesses and you joining.

7.3 All confirmations will be aligned to the 16th of the same month or post successful completion of the Orchard Learning Program. For e.g. Orchard Learning Program any day between 1st to 15th during the month of confirmation will be 16-Sept-2016 or if you successfully complete the day between 16th to 30th of September 2016, the date of confirmation will be 16-Sept-2016.

7.4 The duration between the successful completion of the Orchard Learning Program and confirmation is considered as part of the Orchard Learning Program.

7.5 On confirmation, your work location will be decided based on the expected to report at your work location as advised.

7.6 Your joining may be revoked or your confirmation will be withheld formalities, for e.g., submission of all marks cards, degree certificates, complied with.

7.7 Determination of adequacy and authenticity of the proofs submitted to the Company.

8. Background check & references

We would be conducting a background and reference check prior to or after to validate your identity and the address provided by you and to conduct



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Your employment with us and your continuation in service is contingent upon a satisfactory report on the background check conducted by our approved agency in your application etc. and (ii) your eligibility to work for the Company without any restrictions.

If any of the information provided by you is found to be inaccurate now or in the future, Mindtree at its sole discretion can take necessary action, including termination of employment with or without notice or compensation. In such event, we may request additional checks, which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications. We understand that you shall provide proofs of such qualifications as applicable when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, non-submission of requested documents and lack of response to calls from us, at our sole discretion, choose to terminate the employment contract between Mindtree and you without notice or compensation.

9. Compensation and benefits

9.1 During the Orchard learning program, you will be paid a stipend as per the offer letter. Refer Annexure 1 for details. On successful completion of the Orchard learning program with Mindtree confirmed. On confirmation, your total compensation will be as per the offer letter. Refer to Annexure 2 for details. All payouts are aligned to salary payable on the last day of the month, unless otherwise mentioned. Any payment will be after the 15th of the month prevailing at the time of payout.

9.2 You will be covered under insurance from the date of joining, as detailed in the offer letter.

9.3 You will be eligible for relocation benefits for the relocation from your current location, as per the existing relocation policies for Campus Minds.

9.4 The performance management and career progression will be as per the offer letter.

9.5 You will not be eligible for any loans or advances during the Orchard learning program. You will be required to be on the rolls of the Company and not serving the notice period. In case of forsanction of loans and salary advance, payment of year-end payout or other benefits like gratuity, compensation revisions, promotions etc. You will have to refund any amounts received from the Company entitled for the same.

9.6 Duration of unpaid vacations will not be considered while the Company is on leave. Benefits like gratuity, compensation revisions, promotions etc. which have been accrued will be considered amongst other criteria.



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10. Vacation and leave

10.1 No leaves are allowed during the Orchard Learning Program except Mindtree official holidays applicable to the Orchard Learning Program.

10.2 Any absence during the Orchard Learning Program due to any reason shall be dealt on a case to case basis and will be considered as loss of pay on a pro-rata basis. Recovery of the amount towards loss of pay during the absence shall happen either during the Orchard Learning Program itself or the first settlement on cessation of employment, as the case may be.

10.3 On confirmation, you will be eligible for leaves as per the general policy of the Company from time to time.

11. Termination of employment

11.1 During Orchard Learning Program

a) Termination for cause

Your employment with Mindtree will be terminated without any notice or compensation if you are found guilty of any of the following reasons or if you are found guilty of any of the following reasons or if you are found guilty of any of the following reasons:

- Failing to meet the qualification criteria during the Orchard Learning Program
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary rules

Examples of acts which cause termination on disciplinary grounds are: submitting false bills for any reimbursements, submitting false documents, misuse of access cards, not being available in office for unreasonable durations, not clearing background verification checks, misuse of Company policies & Code of Conduct, indulging in acts of sexual harassment, attending the learning sessions without valid reasons, being absent without permission, becoming insolvent, absconding etc. This list is only indicative.

If Mindtree terminates your employment, for reasons other than your performance during and at the end of the Orchard Learning Program) and you are terminated from employment with immediate effect and return Mindtree assets.

b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you must notify your resignation in writing. On acceptance of your resignation, you will be given a relieving date and you are expected to comply with all separation procedures, return of the Mindtree assets, within two working days.



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11.2. After confirmation

a) Termination for cause

Mindtree may terminate your employment, with immediate effect, with compensation in lieu of notice, on disciplinary grounds, which may include Examples of acts which cause termination on disciplinary grounds are assessments, submitting fake bills for any reimbursements, submitting fake documents, misuse of access cards, not being available in office unreasonable durations, not clearing background verification checks, mis of Company policies & Code of Conduct, indulging in acts of sexual harassment attending the office without valid reasons, becoming insolvent, absconding and not comprehensive. In event of termination due to such reasons, you shall not apply. In case of your unauthorized absence, without intimation of leave, or being absent beyond the period of leave originally granted period of 10 working days or more, it shall be considered that you are employment with the Company, in such a case, it shall be deemed services. In such an event, the management shall terminate your services with compensation in lieu of notice.

b) Termination for convenience

1. If you wish to terminate your employment, you will be required to (3) months, in writing to the company. If at your request, Mindtree agree the full notice period, you will be liable to pay to Mindtree, the salary along with other amount payable by you to Mindtree, including the amount due under the Agreement if last date of employment is within 2 years from the date of agreement that this amount is fair and legally enforceable in the event Mindtree, at its sole discretion, may provide waiver on the notice period to comply with the separation procedures within a reasonable time from Termination on disciplinary grounds. If Mindtree terminates your employment on disciplinary grounds, you will be given an advance notice of three months.
2. If Mindtree decides to relieve you before the completion of the notice period, the balance notice period would be paid to you after adjusting the amounts payable by you.
3. Salary for the purpose of notice period means the two components (basic salary and applicable), in your compensation at the time of termination of your employment.



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11.3 Common guidelines to be complied with, on termination for a your employment

- a) On termination of your employment for any reason, you shall comply with Mindtree's separation procedures, sign all required documents with you. Mindtree will not be bound to pay the final dues, if any, separation procedures and returned all the payments that Mindtree may loans, liens, or borrowings you may have made.
- b) If there is any failure to comply with the separation procedures with it may be handled as termination on disciplinary grounds based on assessment.
- c) Mindtree, at its sole discretion, may extend the time frame of notice

12. Nature of employment

12.1 The offer of appointment has been made on the basis that the decision selection process and subsequently at the time of joining are complete and you have concealed any information which have material bearing on made any wrong declaration, your employment may be terminated with in lieu of notice. The Company reserves right to have your back through an outside agency and by accepting the terms of appointment deemed to have been given.

12.2 The employment at Mindtree is exclusive and you shall devote the roles and responsibilities entrusted to you. You shall not take up full time for consideration or on honorary basis without the prior written during Orchard Learning Program or after your confirmation.

13. Other Agreements

You may be required to sign necessary agreements with Mindtree and its various formalities as per those agreements at the time of joining Company. You may also be required to sign other agreements with the decide from time to time, in order to secure the interests of the Company performance and adherence to all terms, conditions, rules and regulations



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On the date of joining at Mindtree Kalinga Bhubaneswar, you shall execute the Service Agreement. You should read the Service Agreement thereof before confirming the acceptance of this Offer. Please note that conditions of the Service Agreement are not acceptable to you, your signing of the offer letter would be deemed a voluntary and fully executed Service Period mentioned in the Service Agreement.

14. Transfer

14.1 You could be transferred to any of other offices/branches/subsidiaries abroad, should the need arise. You will abide by the Company's rules, be in effect from time to time with respect to your function, grade or location.

14.2 On confirmation of your employment through the successful completion of the Program, relocation from Mindtree Kalinga to the work location will be in accordance with the policy for Campus Minds.

15. Retirement and retirement benefits

15.1 Subject to your confirmation after the completion of training, the Company's offer is valid till the date of retirement (last day of the month of purpose the date of birth as declared in the application form for selection).

15.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of joining.

15.3 Compliance will be as per the prevailing statutory requirements with Mindtree.

16. Intellectual property

If you conceive any new or advanced methods of improving process/operation of the Company or an intellectual property in course of developments will be fully communicated to the Company and the Company shall have sole right/property of the same. You hereby assign all intellectual property to Mindtree.



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17. Mindtree's Code of Conduct and Policies

17.1 Mindtree has a 'Code of Conduct' that is applicable during your stay at the Center at Mindtree Kalinga, Bhubaneswar, for the Orchard program as well as at any other Mindtree premises. The Code of Conduct also applies to you from the completion of the training at Kalinga and your employment at Mindtree at a Mindtree customer location.

17.2 You will be requested to sign your acceptance and adhere to these policies.

17.3 Any subsequent updates of the Policies and Code of Conduct during your employment with Mindtree. You are required to keep yourself updated with the latest updates and Code of Conduct.

18. Tax implication

You are solely responsible for declarations and implications arising from the training and employment purposes.

19. Reimbursement of travel expense for joining Mindtree

Expenses incurred by you for joining at Mindtree Kalinga will be reimbursed by Mindtree.

20. Personal Safety and conduct

You understand that Kalinga is a residential facility and you shall account for your outings or otherwise. You have the responsibility of informing your whereabouts. While you are outside the Kalinga Campus or outside a residential facility, you shall be responsible for your conduct and personal safety. You shall not be held responsible for any claims, legal or financial arising out of or indulging in activities that endanger your personal safety and release of your family arising from your acts or omissions.

End of Annexure 3



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Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct. This document is to lay the ground rules for professional and disciplined behavior at client locations. Mindtree cannot anticipate all situations that may arise. In doubt about an appropriate course of conduct, please contact your representative.

Your employment with Mindtree is subject to your acceptance of the Code of Conduct. Mindtree Minds are required to read, understand and sign the Code of Conduct when hired.

Objective:

To define guidelines on the professional code of conduct and work environment at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is applicable.

1) Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a potential conflict of interest arises between your personal interests at the expense of the company. In such situations, your personal interests of the company first. When in doubt, please check with People Function representative.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises, or use for Mindtree's business any confidential information that belongs to anyone other than Mindtree. You should not make use of any confidential or proprietary information of a third party for your job duties or services, nor include or incorporate any such information into your work. You should not create, design, or develop for or on behalf of Mindtree in third party services unless you have the prior written consent of Mindtree. Respect the confidentiality of Mindtree's clients, vendors and partners as well.

3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or acting as a consultant, adviser or as a member of board of directors of any other organization for such outside work. Please contact your People Function representative for such outside work.

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4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the immediate family members can be a vendor of Mindtree. You shall presents in kind or cash from a vendor of Mindtree with a value gre from a vendor with a value greater than \$25, or if a vendor engages i please inform your reporting manager or ask People Function for gu

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its ass work. In addition, you should not abet, entice, motivate, help, or coe and assets for outside or personal work that could reasonably be cor Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be of Mindtree. This calls for extra-sensitivity to confidentiality of possibility that the closeness in relationship could lead to inadverter You are requested to be aware of the potential conflicts that might accordingly.

If you are a member of an Enabling function such as People Functio immediate family member employed in another function/role in N approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment Company seeks to have the best available individual(s) in every 1 discrimination based on race, color, citizenship, religion, sex, natio marital or veteran status, or any other characteristic protected by fed

Mindtree is committed to complying with all applicable laws provic regardless of race, color, citizenship, religion, sex, national origin, veteran status, or any other characteristic protected by law. This involved in the operations of Mindtree and prohibits unlawful di including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree M from this policy or for cooperating in an investigation. Any Mindtre Mindtree Mind for reporting a possible deviation from this policy or be subject to disciplinary action, up to and including termination of

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal r provision is not intended to prohibit such relationships. However, c can interfere with the smooth operation of its business. Some of the or potential disclosure of confidential or sensitive information an Mindtree reserves the right to determine when a relationship present

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Without limiting its discretion to address problematic relationships following guidelines:

During working time and in working areas, employees must keep peers are not distracted or offended, and so that productivity is maintained. Lunches, breaks and before and after work periods, employees may be in non-work areas as long as their conversations and behaviors are not uncomfortable to a reasonable person. Employees are strictly prohibited from any behavior that would be deemed inappropriate by a reasonable person while on campus they are working at the time.

Mindtree generally considers employee off-duty conduct as private, but problems within the workplace. Exceptions to this principle, however, exist for relationships between supervisors and subordinates (regardless of the nature of the relationship) and sexual relationships between any employee in the People Function and any employee. Both employees involved in a relationship in either of these categories must disclose to Mindtree the existence of a romantic or sexual relationship in writing to People Function. People Function will provide an opportunity for the employee to make this disclosure may result in disciplinary action up to and including termination. This disclosure will enable Mindtree to determine whether, given the facts involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one employee to transfer to another position, location, or project. If a transfer proposed by Mindtree determines that the situation cannot be adequately addressed by transfer of one or both employees, Mindtree has the sole discretion to determine the appropriate action to address it. Accordingly, Mindtree is not limited to transfer and discipline.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with competitors or others because you are the brand ambassador of Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. There are categories of inappropriate conduct that may lead to disciplinary action or termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on basis of national origin, sexual orientation, race, color, religion, political affiliation, etc.; includes forwarding/ viewing pornographic material at work or on work premises; insubordination, disobedience, absence without leave, habitual tardiness; willful damage of company property, disclosing/divulging trade secrets, processes/methodologies, unfair dealing with parties, false recording/reporting of information, drunkenness, riotous behavior, sexual harassment, offense(s), aiding or abetting any act listed herein, willful breach of confidentiality, working under the influence of alcohol or illegal drugs, creating a hostile work environment, etc."

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In the event Mindtree receives information suggesting that you may be involved in the activities described above, People Function personnel may require tests/assessments/inquiry as appropriate. You will be expected to comply with any tests/assessments/inquiry that People Function or Mindtree management conducts or directs. Mindtree reserves the right to conduct tests for drug and alcohol use for cause or when a client requires testing.

11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets. You shall not disclose or divulge any of these assets without permission. You shall not misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property of Mindtree includes the following -

- Product of ideas and hard work
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.

You will also ensure that company confidential information is not disclosed to:

- Benefiting a third party.
- Having reciprocal dealings for personal benefits.
- Acquiring pirated, illegal unlicensed software.
- Receiving or giving extensive gifts/presents.
- Following any practices that lead to monopolies or restrict trade.
- Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information is not intentional disclosure. Hence you are directed not to disclose Mindtree confidential information (including fellow employees, if you are unsure of whether to divulge) unless permitted by law or directed by Mindtree management.

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Mindtree

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12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. Area clean at all times and should put away any papers, books, files for the day. You must ensure that you maintain minimum noise level. Please be conscious of Mindtree's Green council policy while using e-like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking & please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD) from illegal or willfully negligent acts. It is a serious violation to remove a personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of confidential information. Trade secrets may include information on processes, products, know-how and technology. If in doubt about what should be considered confidential, please contact your supervisor or

Mindtree Minds should not speak to the media on Mindtree's behalf. All media inquiries should be handled by the designated spokesperson/public relations personnel.

You must be aware that Mindtree subscribes to the provisions and guidelines under ISO 27001 in the current form and with any subsequent changes. You must adhere to the defined compliance under the security policy. Any breach may result in disciplinary action up to and including termination of employment.

14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available at <https://www.mindtree.com>.

Agreed and Accepted

Signature :

Name :

Date :

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Jul 13, 2021

Rajarshi
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