



Address: 330, 27th Main Road, 2nd Sector, HSR Layout, Bangalore - 560102.

Ph no : 080 2258 2616 , Website : [www.xboom.in](http://www.xboom.in)

Dear Vishnu K,

Congratulations! Welcome to Xboom Utilities Pvt. Ltd.

Pursuant to the discussions that were carried out during the interview, we are happy to offer you a position as a Supply Chain executive at Xboom Utilities Pvt. Ltd., hereafter referred to as Xboom.

You shall hold this designation with the CTC of Rs. 4,56,000 per annum The details of the CTC breakup will be given under Annexure - 1

Your joining date is 19th September, 2022.

Do note that this offer of appointment at Xboom is subject to satisfactory reference checks and background verification.

Your job location will be Bangalore, however, your services are transferable to any other place or office of the company or to any subsidiary or associate company. Such transfers/deputation will be according to the company, which leads to your confirmation on the roles of this organization. In case your performance is found to be unsatisfactory, the probationary period shall either be extended or may be terminated, at the sole discretion of the organization. We expect you to understand that you will not engage in or do any other business or render any of your professional services on a full time or part-time basis during your tenure with us. We expect you to keep all your work and the company's information confidential and not disclose it to any third party either during your tenure or even after. We expect that you will not act in any manner, which may tend to be prejudicial or detrimental to the reputation of the company and its associates.

Please return the signed copy of this letter mentioning the date of joining as a token of acceptance of this role. We expect you to follow all the security policies and procedures at Xboom. On the date of joining you will be signing the forms of information security Code of Conduct, NDA and Conflict of Interest as an acceptance of them.



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#### ANNEXURE-I

##### CTC BREAKUP

Employee Name	Vishnu K	
Date of Joining	19th September, 2022	
Designation	Supply Chain Executive	
Grade	Grade 1	
Salary component	Monthly	Yearly
Basic	19000	228000
HRA	7,600	91200
Special Allowance	8,400	100800
Transportations allowance	2000	24000
Mobile/Internet allowance	1000	12000
<b>Gross Pay</b>	<b>38000</b>	<b>456000</b>
Professional Tax	200	2400
<b>Net Pay</b>	<b>37800</b>	<b>453600</b>
Vishal Saurav CEO		



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## TERMS AND CONDITIONS OF THE EMPLOYMENT

The terms and conditions that govern this employment are stated below:

### 1. Probation:

Your probation will be for a period of six (6) months at the end of which, based on your performance, Xboom, may confirm your employment. If your performance is found to be unsatisfactory, Xboom may either extend your probation or terminate your employment at its sole discretion. Employees are not entitled to get any incentives in the first three months of employment.

### 2. Leave:

You will be eligible for 16.5 days of Earned Leave per annum, which will be credited to you. First three months, 1 leave in a month after which an employee is allowed to take 1.5 leave in a month . Apart from earned leave you are also eligible for 5 days of Contingency cum Sick leave per annum. While we encourage you to avail of this facility, we urge you to plan your leave with your superiors and team members such that work does not suffer in your absence.

### 3. Transfer and Deputation:

The company, at any time of the employment, reserves its right to transfer you to functions, departments, offices or operations of Xboom.

### 4. Working hours:

Your probation will be for a period of six (6) months at the end of which, based on your performance, Xboom, may confirm your employment. If your performance is found to be unsatisfactory, Xboom may either extend your probation or terminate your employment at its sole discretion.

### 5. Employee Relations:

Xboom believes in being a fair and transparent employer. If there are any issues or queries, relating to working conditions, we urge you to have a discussion with your Supervisor or HR department. Kindly ensure that the discussion and the result of the discussions are confidential.

## 6. Equal Opportunity Employer:

Xboom enters into employment contracts based on the applicant's merit, qualifications and ability. We do not discriminate on employment opportunities based on race, color, creed, gender, religion, marital status, age, national origin, physical or mental disability, medical condition, sexual orientation, or any other consideration.

## 7. Confidentiality and Intellectual Property:

As part of employment conditions you are obligated not to divulge or disclose to any outsiders or others, either during your employment or after that, any information related to Xboom, its employees or associates. Any breach of this clause would lead to strict disciplinary actions.

Accordingly all copyrights and inventions that are created or arise during your employment with Xboom solely belong to the Company. Notice period shall commence from the date of resignation. Xboom, may at its absolute discretion, either reduce this notice period or permit the employee to compensate Xboom to the extent of the notice period or the reduce the notice period, as the case may be, computed at the prevailing salary of that employee.

## 8. Conflict of Interest:

Your employment with Xboom overrides all other occupational/consulting interests you may have. You are expected to obtain a written approval from the Chief Executive Officer of Xboom before you embark on any assignments outside Xboom.

## 9. Rules and Policies:

During your employment, you are required to abide by the rules and policies of Xboom. The rules and policies of the Company are available at the Company's Intranet and it is obligatory for every employee to read, understand and follow the same. No employment manual can anticipate every circumstance or question about policy. Xboom reserves the right to revise, supplement, or rescind any policies or portions of the Xboom Employment Manual from time to time as it deems appropriate, in its sole and absolute discretion.

**10. Business Courtesy:**

No employee may directly or indirectly accept from or provide to any representative of any organization with which Xboom has a business relationship any gift or favour other than an ordinary business courtesy or social amenity. No employee may solicit any gift or favour. This is viewed very seriously as an abuse of trust placed by Xboom in the employee and would attract severe penal action from the Company.

**11. Safety to self and Company equipment:**

Xboom expects you to follow all the safety norms for protecting yourself and the company's equipment. If you ignore these norms, the company has the right to initiate disciplinary action against you, commensurate with the misconduct.

**12. Change of personal information:**

In the event there is change in status, like advancement of educational qualification, residential address, marital status, or nominees for insurance and provident fund, it is imperative that you inform your Human Resources representative appropriately.

**13. Notice Period:**

Company and the employee have a right to terminate the contract of employment with one(1) month notice, without assigning any reasons thereof.

Employees are required to serve a minimum notice period of one (1) on resignation from the services of the Company. Notice period shall commence from the date of resignation. Xboom, may at its absolute discretion, either reduce this notice period or permit the employee to compensate Xboom to the extent of the notice period or the reduce the notice period, as the case may be, computed at the prevailing salary of that employee.

**14. Harassment:**

Xboom is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, colour, national origin, age, religion, disability, sexual orientation will amount to violation of the Company policy and would attract strict disciplinary action from the company, including termination of services of the employee.

#### 15. Use of Internet and e-mail:

Xboom encourages you to use e-mail and the Internet for education and effectiveness on the job. However, these facilities should not be miss-used for sending/receiving off-colour Information that is either sexually explicit or is against any race, sex or nationality. Such acts will result in disciplinary action.

#### 16. Culture and Values:

Xboom believes in teamwork, open communication, trust and drive.

Xboom believes in fair dealing and ethical conduct with all its stakeholders and expects the same in return from all our employees, in their dealings with other employees, as well as with the external world of customers and other agencies. Xboom will comply with all applicable laws and regulations and expects its employees to conduct business according to the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

#### 17. Jurisdiction

The employment shall be governed for all purposes by the Laws of India and will be subject to Bangalore jurisdiction. In the event of any dispute between the company and the employee it shall first be resolved mutually between the Company and the employee, failing which the dispute shall be resolved by binding arbitration by a single arbitrator appointed by the Company. Arbitration shall be in accordance with the provisions of the Arbitration and Conciliation Act of 1996. The venue for arbitration shall be Bangalore and the decision of the arbitrator shall be final and binding.

### COMPANY RULES AND REGULATIONS

1) The work timings are 9:00 AM - 7:30 PM, Monday to Friday.

Please note that you have to be at the office and Check-in maximum by 9:15 AM.

Failing to do so will result in your attendance being considered for Half Day.

2) Dress code for all days is Smart Casuals, however, if there is any formal meeting or meeting with clients Formal wear is necessary.

3) Purposeful destruction of office furniture or equipment will lead to disciplinary actions.

4) When applying for a Leave, inform the HR, and get it approved., you must apply at least 2 days in advance to ensure smooth functioning at work place.

5) When working for half a day, your attendance for that would be considered if you have worked for 5 hours.

6) Please avoid any workplace politics, and maintain healthy work relations.

- 7) Please maintain cleanliness at the workplace, inclusive of your work desks.
- 8) Theft of any of the company belongings will result in disciplinary actions.
- 9) Sexual harassment of any form is strictly prohibited, if anything such is seen or reported, it shall lead to strict disciplinary actions.
- 10) Usage of company email, and internet is strictly for company usage, or work purpose. Please do not use it for personal use or explicit usage.
- 11) Lunch timings are: 2:00 PM - 2:45 PM  
and a Tea/ Coffee break of 15 minutes in the morning  
and a Refreshment Break of 15 minutes in the evening



For Xboom Holdings Pvt. Ltd  
Vishal Saurav  
CEO

I have gone through the Offer letter and the Terms & Conditions. I accept the same,

Candidate Name:

Signature:

Date:

