



HR Operations  
barclays.com

30/10/2024

**Private and Confidential**

Gaurav Babbar  
, S-1/320, Sector 3A, PNB Road,  
Vaishali,  
201010

G01279984

Dear Gaurav,

We are writing to acknowledge that you are leaving Barclays Global Service Centre Private Limited (the "Company") effective 07/11/2024 and would also like to take the opportunity to thank you for your service and contribution to Barclays.

You will likely have a number of questions as you prepare to leave Barclays and so we have set out below details that we hope provide you with the information that you need.

Your last working date will be 07/11/2024 (the "Last Working Day") and your last employment date will be 07/11/2024 (the "Last Employment Day").

You are not required to work after the Last Working Day and are not permitted to enter any Barclays group premises (except Barclays sites for the purposes of your personal banking) from this date. You must also not access any official system or emails nor contact any Barclays officers, directors, employees, suppliers, partners and clients or customers in a work capacity, unless otherwise specified by your people leader.

Nothing in this letter is intended to or shall prevent you from raising concerns in line with the Company's internal reporting processes or prohibits you from reporting possible violations of law or regulation to appropriate governmental bodies, law enforcement authorities, governmental agencies, and/or regulators. If you do have any concerns these can be raised through the normal Raising Concerns or Grievances processes.

**1. Final pay and benefits**

The Company will continue to pay you your fixed pay and allowances (where applicable) less any deductions required by law or otherwise authorised for the period up to and including your Last Employment Day. Payments are subject to withholdings for any tax or social security purposes and employment not being summarily terminated (for misconduct, or otherwise, in line with Barclays' processes). For discretionary bonus incentive awards, if you voluntarily resign before the payment / delivery date, you are not eligible to be considered and will not receive a payment.

Any final documentation (such as tax-related forms, pension options, where applicable) will be sent to your personal email address and/or home address after your Last Employment Day. In addition, please contact Barclays HR to update your personal contact details (email, contact number and home address) if it changes in the future. In addition, you should also update us should any of your contact details change in the future.

Most benefits cease as of your Last Employment Day; please refer to the particular benefit terms and/or the HR Hub for exact details on how leaving Barclays will affect your benefits. Alternatively, where access to benefits information is via an external portal, you should access this portal.

If you have been in receipt of any conditional payments e.g., relating to tuition, qualifications, immigration application legal fees or relocation etc., you may be required to repay all or some of the payment and will be contacted separately on arrangements for this.

## **2. Expenses**

To ensure that any outstanding expenses you have incurred are processed in a timely manner, you should immediately reconcile / submit any outstanding expenses in line with the Company's expenses policy. You are also expected to have paid all outstanding personal expenses which you owe or owed to Barclays prior to the Last Working Day.

Any outstanding balances on any Company credit or charge card or otherwise owing in connection with your employment will be deducted from any amounts owing to you from any part of Barclays including, but not limited to your final pay, any vesting of any deferred compensation, or will be a balance due to be paid by you to the Company as a debt.

## **3. Company property**

You must return to your people leader or IT (as applicable) on or before your Last Working Day any Company mobile phone, laptop, PC, security pass, keys, Barclays papers and data (or any copies of these) including files, software, records, computer access codes, instruction manuals that you have in your possession or control no matter where these are located, and any other Barclays (or Barclays-related) property, including anything that has been provided to work remotely e.g., monitors, keyboards. This includes confidential information, including information received from third parties under confidential conditions, and other technical, marketing, business or financial information, or information relating to personnel or former personnel of the Barclays Group; or governmental or regulatory information and/or confidential supervisory information you encountered during your employment with Barclays. Your use of any such items is not permitted from and after your Last Working Day. You can read more about returning your kit on the Leaving Barclays HR Hub page. Please also ensure that you have provided appropriate password details to any documents or files to those persons who are authorised to have access.

If you are in Company provided residential accommodation, this must be vacated and the keys handed over to the Company no later than your Last Employment Day.

## **4. On-going obligations to the Company**

You are still employed by the Company until the Last Employment Day and therefore are not permitted to commence employment with any other organisation until after that date, unless you have approval via the relevant approval process (the Outside Affiliations approval process). Your ongoing obligations to the Company are set out in Appendix 1 to this letter.

## 5. Annual leave

If you have not done so already, you must confirm with your people leader, HR or log (in line with your local process) your annual leave balance for the current annual leave year, as accrued up to your Last Employment Day. To learn more about any potential payments or deductions, read the Annual Leave topic on the HR Hub or raise a query using the Contact HR online service.

If you are to be placed on Garden Leave (also referred to as 'non-working notice period'), you or your people leader should read the Annual Leave topic on the HR Hub or raise a query via Contact HR to understand more about the treatment of annual leave during this period.

## 6. Share Plans

- If you participate in share plans, you should read the local Share Plans HR Hub page or visit the Global Stock and Rewards website for more information on the treatment of your plans ([www.globalstockandrewards.com](http://www.globalstockandrewards.com))
- If you have deferred awards, you should visit the Global Stock and Rewards website for more information on the treatment of your awards ([www.globalstockandrewards.com](http://www.globalstockandrewards.com))

If applicable, you will receive leaver communication, on or shortly after your exit date, directly from our share plans administrator. Please ensure that you update your personal email address, contact phone number and mailing address on the Global Stock and Rewards website in order to receive important communication about your share plans/deferred awards. If you wish to make contact directly, please see the details below:

Share Plans Administrator contact details	UK (08:00-18:00 UK time) Toll-free: 0800 048 8399 (08:00-18:00 UK time) International: +44(0)20 74250920
	US & Canada (08:00 – 20:00 New York time) Toll-free: 1-855-651-3649 International: +1 403 351 6320
Website	<a href="http://www.globalstockandrewards.com">www.globalstockandrewards.com</a>

## 7. Recognition Programme

You must use the balance on your recognition account within a 60-day period following your Last Employment Day. You will continue to have access to the Recognition at Barclays catalogue for this period, at which point all remaining balances will be reclaimed by Barclays. You should ensure that your personal contact details are up to date in the

account settings section within the Recognition portal prior to leaving. Any queries after leaving should be directed to the global recognition team at [global.recognition@barclayscorp.com](mailto:global.recognition@barclayscorp.com)

## **8. Directorships**

If you hold the office of Director in any subsidiary or associated company of Barclays Bank PLC, you must notify the Barclays Corporate Secretariat department that you are leaving Barclays and resign from the office of Director. You can contact the Corporate Secretariat by emailing 'BCS CoSecQueries' / [bcscosecqueries@barclays.com](mailto:bcscosecqueries@barclays.com).

## **9. Regulator registration**

If you are registered with a regulator, we are normally required to notify them that you are leaving Barclays and that you are no longer authorised to act on the Company's behalf. If you join another employer, you should set up new registration as the registration held with Company will not automatically transfer.

## **10. Work permit / Visa**

If you have been employed on Company sponsored work permit or visa; please note that the Company will terminate the sponsorship of your work permit or visa on your Last Employment Day. It is your responsibility to arrange any new work permit or visa which you need and to comply with any restrictions on you remaining in country for any periods when you do not have an applicable work permit or visa

## **11. Retention of personal data**

The Company will only retain your personal data following the end of your employment for a period of time, which will depend on the type of personal data , and the purposes for which we hold it.

The retention period is unlikely to extend beyond the statutory limitation period (in most cases). We will retain your personal data after this time if we are required to do so to comply with the law. If we do, we will continue to make sure your privacy is protected.

## **12. Contacting us**

In case you need to contact Barclays' HR team following your exit please make a note of the contact email address for your location on the Leaving Barclays HR Hub page.

On behalf of Barclays, we would again like to thank you for your valued contribution to the Company and we wish you the very best for the future.

Yours sincerely,

For Barclays Global Service Centre Private Limited

A handwritten signature in black ink, appearing to read "Stephen Whitehead".

Stephen Whitehead  
HR Operations

**This is sent on behalf of all Barclays Group companies**

## Appendix

### **On-going obligations to the Company**

You are still employed by the Company until your Last Employment Day and therefore are not permitted to commence employment with any other organisation, or perform services for or otherwise act in another organisation's interest, until after that date (unless otherwise mutually agreed). You should inform any prospective employer of your continuing employment by Barclays and your continuing duties to the firm.

You are reminded that during this time that you continue to be bound by all the duties of an employee, including the obligations and restrictions that are contained in the Company's policies, procedures, rules and/or contract of employment or offer letter (including any promotion letters, Company policies and procedures, and the relevant contractual sections of Company employment documentation applicable to you) until the end of your employment. This includes but is not limited to the Company's Personal Account Dealing Rules and Outside Business Affiliations rules. Pre-approval of such activities from your people leader and Compliance is required in line with Barclays' internal policies and procedures and applicable local rules and regulations. In addition to these, please also note that you may have continuing obligations that remain in place after your Last Employment Day, which include, without limitation, provisions on confidentiality, intellectual property, non-solicitation and any restrictive covenants. The Company will take any breach of any obligations to it extremely seriously and reserves the right to pursue any available legal recourse in the event that you breach such terms.

In particular, you are reminded of your obligations to the Company, specifically not to take, retain, use or disclose or make accessible to any person, firm or corporation any confidential information of the Company or other members of the Barclays group ("Barclays") or their clients, customers, suppliers or employees. This includes non-public information concerning financial data, business plans, product development, client or customer data, marketing plans and employee data. You remain in a relationship of trust and confidence with the Company until your Last Employment Day and you must therefore make every effort to support the Barclays group, its clients, customers and suppliers, until this date as may be reasonably requested of you. You should not, therefore, make any statements which could damage or disparage the reputation of Barclays or any part of it (including its agents, officers, directors or employees).

During the period until the Last Employment Day you should not share information about any future employer with any client, customer or supplier and must ensure that all client, customer and supplier relationships and ongoing work is properly handed over to a colleague to manage.

Until and (where reasonable) beyond your Last Employment Day, you will provide the Company or any part of Barclays with such assistance as it may reasonably require in the conduct of any proceedings or in connection with any investigation that has arisen or may arise in any jurisdiction, in which the Company or its legal advisers believes you may be able to provide assistance including, without limitation, providing documents or other records of your activities on behalf of the Company or any part of Barclays, making yourself available for interviews with Barclays counsel or any governmental or regulatory authority as may be reasonably requested by the Company, providing assistance in drafting witness statements and/or attending court or tribunal to give evidence on behalf of any member of the Barclays Group. For the avoidance of doubt you may be required to provide such assistance in any such jurisdiction as determined by the Company. The Company will pay your reasonable expenses incurred in providing such assistance unless your assistance is compelled by a court of competent jurisdiction.

Failure to provide notice or to comply with your obligations up to your Last Employment Day may also result in disciplinary action up to and including the involuntary termination of your employment, without notice pay. A breach of any obligations which remain in place after your Last Employment Date may also result in legal action being taken against you.