

OFFER LETTER

17th July, 2024

Dear Jayshree Raghuwanshi,

With effect from **10th June 2024**, we are happy to offer you the position of **Research Associate** with Straits Research Pvt Ltd in accordance with the following terms.

1. **Place of Work:** Your place of work will be at the **Amanora office of Straits Research Pvt. Ltd.** Your services are transferable, and you may be assigned to any office of Straits Research or to any of its associate companies. Your services are also liable to be sent on deputation. Upon such transfers, the applicable rules and regulations will be separately discussed by the HR Department.
2. **Remuneration:** Your annual package is **Rs 3,45,600 CTC**. Please refer to Annexure 'A'
3. **Probation Period:** Your probation period will be for **Six months** starting from the date of joining. However, this period can be shortened or extended based on your performance and is at the sole discretion of the management.
4. **Leave Policy:** You will be eligible to avail the leave benefits after your employment confirmation. You are not allowed to take any leaves during your probation period. Please Note -
 - 4.1 The company follows a Sandwich policy. Leaves taken by you, if, collided with company week offs and holidays, would be marked as Sandwich.
 - 4.2 Any leaves taken by you in your probation period will be marked as 'Leave Without Pay'.
 - 4.3 For leaves taken which are "Unapproved" or "No Call No Show", 1.5- & 3-days deduction will be done.
5. **Performance Appraisals:** The company follows a yearly appraisal process. You shall be eligible for the same in the nearest appraisal cycle.
6. **Resignation Policy:** In the case of Resignation, the minimum notice period to be served is **60 days**; it can be extended at the discretion of the management depending on the projects you are working upon. If you do not serve the notice period, the company has the right to recover the amount against not serving the notice period

7. Confidentiality

- 7.1 All documents, plans, processes, drawings, prints, trade secrets, technical information, reports, statements, data, correspondence, etc., written or unwritten, and information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment.
- 7.2 Any content, data, report, or material created by you during the course of your employment with Straits Research shall be considered the intellectual property of Straits Research exclusively. You shall not use, reproduce, distribute, or claim any portion of such content, data, report, or material as your own property. This includes but is not limited to any research reports, market analysis, articles, presentations, or any other work created in the scope of your employment with Straits Research.
- 7.3 During employment with the company, you will acquire, gain, generate, gather and develop knowledge of and be given access to business information about product activities, know-how, methods or refinements and business plan and business secret, and other information concerning the products/business of the company, hereinafter called the "SECRETS". You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during or after a course of employment.
- 7.4 While you are employed of the company, you may be given or handed over the company's property and/or equipment for official use and you shall take care of them including their upkeep, On cessation of employment with the company, you shall return all documents, books, papers relating to the affairs of the company, purchased with the company's money, which may have come to you, and also any property of the company in your possession.
- 7.5 During or after your employment with the company, you agree not to contact any employee clients or stakeholders of the company for your own means/benefits. After your employment, you agree not to entice or encourage, or induce any employee of the company to leave. You also give your consent, to not without the company's written consent, you would enter into any business or employment contract with the company's clients.

8. Moonlighting and Freelancing Clause

As an employee of Straits Research Private Limited, you are expected to dedicate your full time, attention, and energy to your role within the company. It is important to note that engaging in outside employment, freelance work, or any other activities that conflict with your obligations to Straits Research Private Limited is strictly prohibited.

Should you be found to be engaged in any form of moonlighting or freelancing activities that directly compete with or are within the scope of Straits Research Private Limited's line of business, it will be considered a breach of your employment contract and grounds for immediate termination. Additionally, the company reserves the right to pursue punitive measures and seek recovery of damages incurred as a result of your actions.

We trust that you understand the importance of this policy in maintaining the integrity of our operations and protecting the interests of Straits Research Private Limited. By accepting this offer of employment, you agree to adhere to this clause and commit to prioritizing your responsibilities to the company above all other engagements.

Please indicate your acknowledgement and acceptance of this clause by signing below.

9. Termination

The company may by written notice terminate this employment for conditions as below, but not limited to:

Incapacity: If you are unable to carry out your duties and obligations under this employment contract due to incapacity, whether physical or mental, which renders you incapable of performing your role effectively.

Conviction of a Crime: If you are convicted of a crime, regardless of whether the offense is related to your employment with Straits Research or not.

Sexual Harassment: If you engage in any act considered to be sexual harassment in the workplace, as defined by Straits Research's policies and applicable laws.

Moonlighting or Freelancing: If you are found engaging in moonlighting or freelancing activities, or if you are associated with any business that operates within the same line of business as Straits Research, without prior written consent from the company.

Misuse of Company Resources: If you misuse the resources of the company in an unlawful manner, including but not limited to theft, fraud, or unauthorized use of company property or funds.

Moral Turpitude: If you engage in any act that could be defined as moral turpitude, including but not limited to dishonesty, theft, embezzlement, or any other act that seriously undermines the trust and confidence placed in you by the company.

Data Leak, Misuse, or Theft: If you are found to be involved in any unauthorized access, leak, misuse, or theft of company data, including but not limited to sensitive information, customer data, proprietary information, or intellectual property, it will be considered a serious breach of trust and grounds for immediate termination. In addition to termination, punitive actions may be taken against you, which may include legal recourse to recover damages incurred by the company due to such actions.

10. Miscellaneous Information

10.1 For all other matters not herein specified the company's conditions of service and service rules and amended from time to time shall be applicable.

10.2 You will inform the company of any change in your residential address, contact details or any other details provided during joining.

10.3 Any balance of advance or loan taken by you from the company, shall be fully recovered from your salary and any other legal dues.

10.4 While working as an employee if you enter into any personal transaction with any person, in the name of the company, will be settled in your pending dues with the company.

After the successful completion of your probation period, you will be presented with a letter of appointment with the terms and conditions for permanent employment. For Policies that aren't covered under your offer letter, and that you shall have any concerns about, you are requested to write an email and clear the same.

ANNEXURE - 'A'

SALARY STRUCTURE			
INCOME		DEDUCTIONS	
COMPONENTS	MONTHLY (INR)	COMPONENTS	MONTHLY (INR)
BASIC SALARY	13,500	P.F (EMPLOYEE SHARE)	1,800
HOUSE RENT ALLOWANCE(HRA)	4,725	P.F (EMPLOYER SHARE)	1,800
OTHER ALLOWANCES	8,775	Professional Tax	200
GROSS SALARY	27,000	TOTAL DEDUCTIONS	3,800
P.F (EMPLOYER CONTRIBUTION)	1,800		
TOTAL COST TO THE COMPANY	28,800	NET MONTHLY PAY	25,000

DEDUCTIONS:

- ★ Professional Tax: Rs. 200 per month from March to January and Rs. 300 for Feb
- ★ Income Tax (TDS): As per income and investments

**We welcome you to our organization and look forward to a pleasant association with You.
Straits Research Pvt Ltd**

Authorized Signatory

Accepted By

Akhil Nair
Director

Jayshree Raghuwanshi