

Nov 1, 2021

Sayali Suhas Ankushrao Ankushrao  
Ap Sakharpa tal: sangmeshwar Dist: Ratnagiri  
Sakharpa - 415801  
India

## LETTER OF EMPLOYMENT

Dear **Sayali Suhas Ankushrao**,

We are pleased to offer you the position **Senior Analyst - GBS Logistics - Global Procurement & Supply Chain** Department in **Grade 23** on payroll of Flextronics Technologies (India) Pvt. Ltd., based at Pune, effective **Nov 1, 2021** on the following terms and conditions:

### **1. Compensation**

Your Target Compensation will be **Rs 301200** per annum. This is inclusive of the Variable Bonus component. Actual payout level of this Bonus component is dependent upon company performance and in accordance with the bonus plan for your organization. The appropriate Income tax will be deducted from your remuneration and paid to the Government of India.

### **2. Other Allowances/Perquisites and Benefits etc.**

Other monthly/annual allowances, reimbursements, benefits and perquisites applicable to you are included in the Compensation herein above.

### **3. Probation and Confirmation**

You will be on probation for a period of **6 months** from the date of appointment and will continue to be on probation until your services are confirmed, in writing by the Company. You will be confirmed at the end of the period of probation if your conduct and performance in the appointed position are found satisfactory during the period of probation.

### **4. Performance Review**

To ensure the success of each Flex employee, periodic progress reviews are conducted by the employee's supervisor.

### **5. Transfer**

Depending upon exigencies of business, your services can be transferred by the Company in any capacity as the Company may desire from time to time, from

- a) one location to another
- b) one department to another
- c) one project to another

It is a condition of employment that you can be transferred by the Company anywhere in India or abroad to any of the parent Company's Subsidiary Companies, Joint Ventures, Associates, Sister Companies etc., as per needs. Such transfers will not create for you any right to ask for revision in your salary or other terms and conditions of your services. Consequent to such transfers, you will be governed by the terms and conditions of service as applicable to your category of employees in the new place.

### **6. Working Hours, Holidays and Leave**

You will observe the working hours, holidays and leave rules as per the service rules applicable to your category of employees.

### **7. Health Examination**

You will be examined at any time by a doctor of Company's choice for your medical fitness to continue to work for the Company and opinion of the Company's Doctor in this regard shall be final and binding on you.

You hereby declare that on the date of signing this Agreement, you are physically able to perform your assigned duties. At any time during the course of your employment, if you incur medical limitations or medical issues that restrict you from performing your assigned duties, the Company will work with you to try and provide a reasonable accommodation based on your medical needs, if we are unable to do so, the Company, at its sole discretion may terminate your employment.

#### **8. Maternity Benefit**

All female employees will be granted twenty-six weeks of maternity leave for the birth of their first two children. Mothers will be given twelve weeks for the birth of additional children beyond their first two. Women who adopt or are "commissioning mothers" are entitled to twelve weeks' maternity benefit from the date the child (below the age of 3 months) is brought into the family.

#### **9. Addendum of Creche**

Effective 1st July 2017, women whose work qualifies under the provisions of the amended Maternity Benefit Act, may be eligible to work from home based on the mutual agreement between the employee and the employer.

#### **10. Proof of Age**

You will be required to produce satisfactory proof of age at the time of joining. The same may be evidenced from the School Leaving certificate or from the birth registration certificate. Once such proof of age is accepted and recorded on the company's register, you will not be permitted to seek a change of date of birth.

#### **11. Past Record**

If any declaration given or information/document furnished by you to the Company before/at the time of/ after the issue of this letter proves to be false or if you are found to have willfully suppressed / misrepresented any material, information, you will be liable to removal from services without any notice or compensation whatsoever. This also applies for all documents submitted in-hand (hard copies) or uploaded on the online portal (soft copies).

#### **12. Secrecy**

You will not at any time disclose to a third party any of the company's confidential technical information or any information concerning the business of the Company and its parent and affiliated Companies, which you may come to know during your service with the Company.

#### **13. Code of Conduct**

Flex prides itself as a company with the highest order of ethical conduct in its dealings with customers, suppliers, agents and governments. As part of your employment agreement with the company, it is important that you fully understand this philosophy and the policies governing it. The Flex Code of Conduct form an integral part of this employment letter. You confirm that a copy of the Flex Code of Conduct for employment has been shared with you and you have agreed to abide by its contents.

#### **14. Notice**

Prior confirmation, the notice period for relinquishing your services from the company would be 30 days or 30 days salary in lieu of the notice period, subject to the discretion of Human Resources Department. Post confirmation, the notice period for relinquishing your services from the Company would be three months or three month's salary in lieu of the notice period, subject to the discretion of Human Resources Department. For reasons other than breach of contract or industrial misconduct (where termination may be without notice), the Company will give you three month's or 30 days notice, depending on status of confirmation, in writing if it intends to terminate your services from the Company.

#### **15. Health Insurance Benefit**

Employees whose Monthly Fixed Gross Income is less than/equal to INR 21,000/- per month would be covered under the ESIC Health Insurance Benefit and not covered as part of the Group Medical Insurance offered by the Company. The contribution payable to the Corporation in respect of an employee shall comprise of employer's contribution and employee's contribution. The employee's contribution rate is 0.75% of the wages and that of employer's is 3.25% of the wages. Note that the employer contribution is over and above your TTC

Following benefits can be availed under this scheme:

- Sickness Benefit
- Disablement Benefit
- Dependents' Benefit
- Maternity Benefit
- Medical Benefit
- Funeral Benefit

#### **16. On Separation**

On termination of employment and/or your resignation during the period of your probation or thereafter, you will immediately give the Company all the tools, accessories, formulae, documents, specifications, books etc. of whatsoever nature in your custody, care of charge and obtain clearance certificate from the relevant person/office/dept., on production of which alone your dues, if any, will be settled by the Company.

#### **17. Retirement**

Your age of retirement from the services will be on completion of sixty years. However, you may be retired at any age before sixty years during your services in the establishment if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or not able to perform given work.

The actual date of retirement shall be the last working day of the calendar month in which your 60th birthday falls.

#### **18. Other Terms & Conditions**

Your work in the Company will be subject to the rules and regulations of the Company, as promulgated and modified from time to time in relation to your conduct, discipline and other matters. You shall during your services with us, devote your whole time and attention to the Company's business entrusted to you and you shall not engage yourself directly or indirectly in any business or service other than the Company's business or service except with Company's prior approval obtained in writing. Whenever there is a change in your personal information, you shall notify the Company in writing within three days.

In addition to the above, all such other rules and regulations as may be in operation at the time of your accepting the appointment with the Company and as may be amended or altered from time to time at the discretion of the Company will also apply to you.

Flex has in place Binding Corporate Rules throughout its Global Footprint as an organisation. These rules are seen by Regulators as the highest Standard of Data Protection available to any company. With these BCR's in place Flex meets the necessary criteria to hold and manage Personal data include the transfer of personal data transnationally within the Flex Organisation.

Personal data (including sensitive data) relating to you which has been or is in the future obtained by the Company may be held and processed by the Company or any associated company either by computer or manually for any purpose relating to the administration, management and operation of your employment, (including payment of wages and maintenance of attendance, performance and conduct records) or in relation to the Company's legal obligations or business needs.

Please note that your employment with Flex is subject to background verification.

Please confirm that the above terms and conditions of this employment agreement are acceptable to you and that you accept the employment by signing the duplicate copy of this letter as a token of your acceptance and return it to us immediately.

We look forward to working together to build a successful business.

Yours faithfully,

For **FLEXTRONICS TECHNOLOGIES (I) PVT LTD**  
**GLOBAL BUSINESS SERVICES**



**Yathi Venkatesh**  
Human Resources

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I agree to accept the employment on the above-mentioned terms and conditions.

Date:

Signature:

Nov 1, 2021