



28/04/2023

Strictly Private and Confidential

Asiya Ahmed Mulla

Plot no 1 , Alrahemat ,near kolhapur public school, rajendranagar, Kolhapur

416004

Subject : Employment Offer and Appointment

Dear Asiya Ahmed Mulla

With reference to your interview and subsequent discussion with us, we are pleased to make an offer to you to join our organization in grade and designation as mentioned below.

Grade : M1
Designation : Assistant Sales Manager - Health Sales
Direct report to : Business Development Manager - Health Sales
Department : Health Sales
Location : Kolhapur

This offer and subsequent appointment is subject to your joining the Company on the agreed date of joining and satisfactory completion of all your joining formalities.

TERMS AND CONDITIONS OF YOUR APPOINTMENT

Commencement Date and Location

Your starting date of employment with the Company shall be on or before 21/04/2023 at location mentioned above. You can be posted or transferred to any other location in India or any other Group companies, subsidiaries or affiliates currently existing or which may get incorporated in the future in India or abroad, as may be required for the Company's business.

Reporting

You will be reporting directly to the manager with designation and department mentioned above of the Company. However, your assignments and reporting line may change according to the business requirements.

Compensation

Fixed Compensation: Your annual fixed compensation shall be of Rs. 350,000 /- gross and inclusive of all applicable taxes. This shall include the basic salary, monthly and annual allowances, perquisites and retirement benefits, details of which are provided in **Annexure I**. The Compensation package shall be governed by the policies and guidelines of the Company presently applicable and as may be modified from time to time.

Incentives & Bonuses: In addition to the fixed compensation, you shall be eligible for performance bonuses / incentives as may be decided by the Company from time to time. As per Company policy, all performance bonuses / incentives are payable solely at the Company's discretion and only if the employee is on the rolls of the company when the actual payment is made and the employee should not have submitted his resignation at such time. In your first year of employment, any bonus allocated to you shall be pro-rated to reflect months worked during the calendar year.

Performance Review

Your performance shall be assessed at regular pre-determined intervals and you shall be eligible for salary revisions based on your individual performance as well as Company performance as per Company policy.

Taxation

You shall be liable to pay taxes on your compensation as per prevalent Indian tax laws and regulations during the period of employment with the Company in India.

Working Hours

Office timings are 9.30am to 6pm with a 30 minute lunch break.

The schedule for working days is Monday — Friday and last Saturday of the month.

Company reserves the right to ask employees to work beyond working hours, Saturdays and on holidays as per business urgency.

Retirement Age

Your retirement age shall be as per the Company's Policy. The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

Holidays

A list of public holidays will be provided to you from time to time based on the location of work. If required, you may have to work on these days to meet business exigencies.

Leaves

Privilege Leave: You shall be entitled for privilege leave after your employment is confirmed as per the policy of the Company as presently applicable and as may be modified from time to time.

Sick Leave: You shall be entitled for Sick Leave from the date of joining employment as per the policy of the Company presently applicable and as may be modified from time to time. You shall notify promptly of any absence through sickness and shall produce evidence of such sickness satisfactory to the Company for sick leave availed for 3 or more consecutive working days. For an extended period of sick leave, the Company reserve the right to require you to obtain a second opinion from a doctor appointed by the Company.

Casual Leave: You shall be entitled for Casual Leave from the date of joining employment as per the policy of the Company presently applicable and as may be modified from time to time. You shall notify by applying in writing at least 1 day in advance to the superior.

Unauthorized Absences: Without prejudice to your other rights, the Company may deduct the equivalent number of days from balance leave or salary @ gross salary for every day of absence from employment without the prior permission from the Company.

Maternity Benefit and Leave

You shall be entitled for the Maternity Benefit and leave as per the Maternity Benefit (Amendment) Act, 2017

You shall be entitled to other leaves as per Company Policies, which may be applicable, from time to time.

Exclusivity of Employment

You shall not, without the Company's prior written permission, carry on any business, or enter for any part of your time, in any capacity the services of, or be employed by, any other firm, company or person. You shall devote your whole time and attention to your duties to promote the interest of the Company and its business.

Code of Conduct

You shall not, at any time, make any untrue or misleading statements in relation to the Company nor in particular after the termination of your employment hereunder represent yourself as being employed by or connected with the Company in any manner. By signing this letter, you acknowledge that you shall comply with the Future Generali Code of Conduct as in effect from time to time and understand that a violation of the Code of Conduct may be grounds for disciplinary action.

The Company ensures a stimulating work environment, free of any kind of discrimination or harassment. Diversity and inclusion in the workforce are promoted, in the belief that cooperation between people with different cultures, skills, perspectives and experiences is fundamental in attracting talent and to enable business growth and innovation. Decisions concerning Employees, including recruiting, hiring, training, evaluation and advancement, are based exclusively on individual merit and performance and cannot be influenced, for example, by race, ethnicity, religion/belief, sexual orientation, marital status or political view.

Confidentiality Agreement

You shall not during your employment pursuant to this Agreement or at any time thereafter without the prior consent in writing of the Company divulge to any person or company or any third party, any information concerning the business, processes, products, know-how, technology, accounts, finances, clients or customers of the Company in any manner and upon resignation/termination you shall forthwith surrender to the Company all original and copies of documents, samples or other items relating to any matters aforesaid and/or which documents or records that would have been under your possession as part of your duties and which shall include all types of data/information whether in electronic or physical form .

You must not remove any documents (including electronic documents), or tangible items which belong to the Company or which contain any confidential information from the Company's premises at any time without proper advance written authorization from the Company.

You shall not during your employment pursuant to this engagement or within twelve months thereafter directly or indirectly induce, entice or solicit or attempt to induce, entice or solicit;

- a) any employee of the Company to leave such employment, or
- b) the business (in competition with the Company) of any person or company that has at any time during the period of employment hereunder been a client, vendor or customer of the Company.

Probation period

You will be on Probation for a period of six months from the date of your joining. During the Probation period if your services are not found satisfactory, then the Company may at its discretion extend your probation or discontinue your services in accordance to terms of employment.

Termination during Probation Period

During the Probation Period, your services can be terminated by either side by giving not less than 60 days notice in writing, at any time or by payment of 60 days Basic Salary in lieu of such notice.

Termination of Employment (Post Confirmation)

Both the employer and Employee agree to provide the other party with 90 days prior notice of separation for all the employees. If the employee fails to give the requisite days of notice the Company has the right to withhold funds to the maximum amount of the notice required which will be withheld from the

employee's final payment. Notice pay is calculated on Basic Salary basis.

In case Employee resigned from the services of the company and he/she is serving notice period as per prevailing HR policy then reporting manager in consent with HR (at their sole discretion) can relieve him / her from the services of the company anytime before last working day and shortfall of notice period will be waived off.

The Company may in its sole discretion terminate your employment by paying salary in lieu of notice period as mentioned herein above. Salary in lieu of notice pay is calculated on Basic Salary basis. In such case where Company has decided to pay salary in lieu of notice you shall not be required to serve the notice period as mentioned above.

The Company may terminate your employment with the Company at any time without prior notice or without notice pay if such termination arises as the result of misconduct either during your employment with the Company or in securing the employment with the Company, negligence and/or breach of any expenses or implied term of the employment contract including

- i. Committing any wilful misconduct, fraud or dishonesty or being grossly negligent in the performance of duties
- ii. Being in breach of the Code of Conduct
- iii. Conviction for any criminal offence
- iv. Undertake outside employment without prior permission of the Company
- v. Unauthorised leave or remained absconding for continuous 7 days and above
- vi. Any other ground which in the opinion of the Company renders your employment with the Company as conflicting of interest
- vii. Non Performance of your duties persistently and in accordance with the performance targets set by the Company from time to time

In case of voluntary resignation or termination of an employee under any of the terms mentioned above, the employee would also have to duly complete the handover process in accordance with the Company policies as may be applicable in this regard.

Any such employee who has been re-hired but at the time of re-hiring, has wilfully concealed the fact that he was an ex-employee of the company by not mentioning it in the employment application form (part of joining kit), will be liable to be terminated with immediate effect without any notice period.

IT Compliance

You acknowledge that during your employment with the Company, you will comply to Company's information Security Policies. Any information Security incidents resulting from non compliance will result in appropriate disciplinary action against you.

Governing Law

This letter of employment shall be governed by and construed in accordance with the Laws of India and the Courts at Mumbai shall have jurisdiction in case of disputes.

Other Terms and Conditions

During your employment, you shall be subject to the service rules, regulations applicable from time to time.

The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Company subsequently during the course of your employment. You are required to continuously update yourself from time to time with regard to all the policies prevailing at any point of time as may be applicable to you. Please note that the onus of referring to the updated HR policies solely lies with employee.

Any changes in the Human Resources and other Company Policies from time to time shall supersede the terms of appointment. Any other terms, conditions, stipulations not specifically mentioned herein

shall be governed by employee handbook and other policies and procedures of the Company as presently applicable and as may be amended from time to time.

We request you to go through the On-boarding Kit attached herewith and send us the documents as mentioned in the check list at the earliest or at the time of Joining. You have to bring along with you the relieving order from your previous employer on your joining date. Your date of joining this organization would be the date on which you submit your completed On-boarding kit and report to the branch.

Your Joining the organization would be subject to you clearing the pre-employment medical examination (applicable only for Joinees of age 35 and above).

Please note that notwithstanding anything contained in the terms of this appointment letter, the Company will not bear responsibility in any manner whatsoever, for any claim, monetary or otherwise that any previous employer, firm, Company or Person may have against you.

Kindly submit the following documents on or before your date of joining

1. Five Coloured copies of passport size photographs(latest)
2. Photocopies of the following documents (we may request for a originals for verification, if required)
 - a. Education certificate (Graduation/Post Graduation/Last academic Qualification)
 - b. Resignation Acceptance Letter from your last employer in which last working date has to be mentioned
 - c. Relieving letter/experience letter from your last employer
 - d. Pan Card Copy
 - e. Residential Proof (latest Electricity bill or Rent Agreement/Passport)

The subject offer has been made based on information furnished by you as per the above mentioned documents in its entirety. If there is a discrepancy in the copies of documents/certificates given by you as proof, we retain the right to review or cancel our offer of employment/appointment

As a token of your acceptance of this letter of appointment and the conditions governing your employment, you are requested to return the duplicate duly signed copy of the same, within 72hrs from the date of receipt, failing which the offer stand void.

We look forward to having you join our organization. We believe that the position we offer, our dynamic work environment and an aggressive growth appetite create an excellent employment opportunity. Should you require any clarification, please do speak to our Human Resources team.

SIGNED BY
For and on behalf of
Future Generali India Insurance Company Limited



Mamta Malpani Saboo

Vice President - Human Resources

SIGNED BY the Employee

Name: Asiya Ahmed Mulla

Date:

Annexure-I

Your Compensation package and other terms & conditions are attached as Annexure

Particulars	Annual Amount	Maximum Limit (Amount in Rs.)
Fixed Salary		
Basic Pay	122,496	35% of CTC
House Rent Allowance (HRA)	61,248	50% of Basic Salary
Provident Fund (Employers Contribution)	21,600	12% of PF Salary as per Employees' Provident Fund and Miscellaneous Provisions Act
Gratuity	5,892	4.81% of Basic Salary
Special Allowance	138,168	Balancing Figure and fully taxable
ESIC	0	
CTC	350,000	

Flexible Benefits Plan is applicable to all employees across all grades whose Basic salary is equal to or greater than Rs.15000 per month.

The Unclaimed reimbursement amount in FBP is paid to the employee at the end of the financial year post appropriate tax deductions along with the March Salary.

You are expected to refer the Compensation and Benefits Policy and Payroll Communication of the Company for further details.

Permanent Account Number (PAN) & Unique Identification Number (AADHAAR) is mandatory to be provided by the employee at the time of joining

Employer contribution towards Provident Fund and Gratuity will form part of the CTC