



August 18, 2022

To,
Girish Kalra
Gurgaon

Dear Girish,

RE: APPOINTMENT as Associate Lease Admin

We are pleased to offer you employment with Jones Lang LaSalle Property Consultants (India) Pvt. Ltd. ("Company"), on the terms and conditions of this offer letter.

1. Position

You will be appointed to the position of **Associate Lease Admin** in the **Professional Band at Level 1** within **JLL Business Services**. You will have a direct reporting to the **Senior Client Manager**.

Although you have been selected initially for the **JLL Business Services**, your services may be utilized by JLL in any other department, according to the needs of the business.

JLL, reserves the right, to make reasonable changes to any of your terms of employment, which will be communicated to you in writing.

2. Date of Commencement

Your date of commencement is **September 13, 2022** or earlier as agreed. You will initially base yourself out of **Gurgaon**. You will be required to travel/ relocate from time to time within India and abroad, as the Company requires.

3. Remuneration

You will be entitled to a base salary of **INR 3,60,000/- (Indian Rupees Three Lakh Sixty Thousand Only)** per annum. In addition to above mentioned base salary, you will be eligible for an annual discretionary bonus as per the company policy. The said discretionary bonus, determined solely on the JLL's decision, will be paid on prorated basis according to the number of months employed with the JLL in the concerned calendar year.

Your performance will be measured annually to culminate in a decision so as to measure the quantum of bonus and change of role and responsibilities. The final decision to execute these recommendations rests with the management.

You will not be entitled to annual discretionary bonus if you are not on the rolls of the company on the date when the said annual discretionary bonus is disbursed by the JLL.

You will be responsible for payment of your personal income tax as per applicable Indian tax laws.

JLL will be entitled to, at any time during your employment or in the event of termination, to deduct from your salary any monies due to JLL including but not limited to loans or advances.

*Special Economic Zone Unit
8th Floor, Block - B-2 & B-3, DLF World Tech Park,
DLF IT SEZ Silokhera, Sector-30, Gurgaon-122001, Haryana*

*T +91 124 4414 000
jll.co.in*

*Registered Office:
Jones Lang LaSalle Property Consultants (India) Pvt Ltd
No 1110 11th Floor Ashoka Estate 24 Barakhamba Road New Delhi 110001*

*T +91 11 3314 1000 F +91 11 3314 1001
Company CIN No. U74140DL1997PTC091209*

4. Probation

You will be on probation for a period of **Six (6) months** and subject to your performance during this period, JLL, at its sole discretion, will either confirm you, or take a decision to release you from the services. The decision at the end of probation period will be communicated to you in writing. In case nothing is communicated in writing by JLL at the end of probation period, your probation period shall be deemed to be confirmed. This appointment is subject to one months' notice in writing by either party during the period of probation. JLL reserves the right to terminate your services during the probation period by giving you a notice of one month or salary in lieu of one month.

5. Medical Benefits

You will be covered as under:

- (i) "Group Accident" and "Group Term Life"
- (ii) Either under Medical Insurance as per Company's policy or Employee State Insurance as may be applicable.

6. Hours of Work

You will be required to work for such hours as necessary for the proper discharge of your duties to the Company and not less than 40 hours each week. If necessary, you may be required to work beyond normal hours for which you will not be paid any overtime. The Company shall from time to time, inform you of your shift timings and work schedule. Shift allowance may be paid as per Company Policy at its sole discretion.

7. Annual Leave and Holidays

You will be entitled for accrual of one casual/ sick leave every month you work. Additionally, you will be entitled for fifteen privilege leaves for the calendar year to be accrued on pro-rata basis as well as other holidays in accordance with the applicable laws. You are encouraged to refer to Leave Policy for more details.

8. Termination of Employment

This appointment is subject to **Two months' notice** in writing by either party subject to the following additional obligations where termination takes place in the following:

- (i) Termination of employment without cause

Either Party may terminate the employment by giving the other party **Two months' notice** in writing. Payment in lieu of the notice period, full or partial waiver of this clause would be at the sole discretion of JLL.

- (ii) Termination of your employment by JLL

JLL retains its right to summarily dismiss an employee without notice pay in the appropriate circumstances such as when you have been considered guilty of misconduct or fraudulence.

For a period, equivalent to notice period, JLL may, in circumstances in which it reasonably believes that you are guilty of misconduct or in breach of your employment terms in order that the circumstances giving rise to that belief may be investigated, temporarily suspend you from the performance of your duties or exclude you from any premises of JLL and need not give any reason for so doing. Remuneration will not cease to be payable by reason only of such suspension or exclusion.



9. Restrictions after termination

You covenant with us and confirm, that you will not at any time, during the course of your employment with JLL or for a period of **12 (twelve) months** after termination, in any Capacity in any Restraint Area during the Restraint Period:

- (i) Induce or attempt to induce any of the employees of JLL to terminate their agreements or contracts with JLL;
- (ii) Solicit or attempt to solicit the business or customer of any client of JLL (excluding persons who become clients of JLL after the date of termination of your employment), or any person who during the twelve months preceding termination of your employment with JLL was a client of JLL;
- (iii) Solicit or attempt to solicit the business or customer of any person whose business or customer JLL was, to your knowledge, cultivating at the time of termination of your employment with JLL.

You separately enter into each of the covenants resulting from the combination of each separate Capacity in clause 'a' and with each separate Restraint Period with JLL.

You acknowledge that these obligations are:

- a) fair and reasonable in regard to the subject matter, area and duration;
- b) reasonably required by JLL to protect its business and goodwill;
- c) given voluntarily and without any coercion or pressure.

The obligations set out above will be enforced by it by injunction proceedings without prejudice to any other rights or remedies which it may have.

10. Definitions

- (i) "**Capacity**" means any capacity whatever including (without limitation) as a shareholder, director, sole trader, Partner, joint venture, consultant, agent, employee or adviser;
- (ii) "**JLL**" means any one or more of:
 - a) Jones Lang LaSalle Property Consultants (India) Private Limited; or
 - b) JLL Building Operations Private Limited; or
 - c) the JLL Group of companies; or
 - d) Any other group company that may be formed in future.
- (iii) "**Restraint Area**" means any territorial jurisdiction of India.
- (iv) "**Restraint Period**" means 12 months commencing from the date of termination of your employment or any lesser amount considered appropriate by an appropriate court.

11. Undertaking / Code of Conduct / Code of Business Ethics

All aspects of the JLL's business as well as clients are to be treated as strictly private and confidential.

Accordingly, all staff is required to sign and return the attached "Undertaking to Employer". Likewise, JLL has an internal Code of Conduct and Code of Business Ethics, a copy of which can be found on the HR Direct.

12. JLL's Property

In order to perform your duties on behalf of JLL, you may be supplied with property and information, which belongs to JLL. On termination of your employment, you will immediately return all property and information properly belonging to the JLL, which was supplied to you. In case it has been found that the property and information provide to you are damaged or infringed, JLL will have the sole right to initiate appropriate legal proceedings against you.

*Special Economic Zone Unit
8th Floor, Block - B-2 & B-3, DLF World Tech Park,
DLF IT SEZ Silokhera, Sector-30, Gurgaon-122001, Haryana*

*T +91 124 4414 000
jll.co.in*

*Registered Office:
Jones Lang LaSalle Property Consultants (India) Pvt Ltd
No 1110 11th Floor Ashoka Estate 24 Barakhamba Road New Delhi 110001*

*T +91 11 3314 1000 F +91 11 3314 1001
Company CIN No. U74140DL1997PTC091209*

13. Confidentiality Undertaking

You shall at all times treat as and keep confidential all information that you may become aware of/ have access to during the course of your employment, which has not lawfully entered the public domain, which includes but is not limited to the JLL's Database,

You shall not use or divulge any of the information referred to above either during the period of employment or after employment ceases, other than:

- (i) in the ordinary course of performing your duties of employment;
- (ii) with the Company's prior written consent;
- (iii) where ordered to disclose by a court, tribunal, governmental or regulatory authority, or mediation conference in any jurisdiction.

You are required to sign and return "Confidentiality Undertaking" as provided by the Company on the date of joining.

14. JLL Policies

It is an essential condition of your employment that you must comply with all existing, reviewed and new JLL policies and procedures. Any breach of JLL's policies or procedures may lead to disciplinary action.

15. IT Policy

JLL has an IT Policy, which covers the acceptable use of these systems, which you may be required to access at some stage in the course of your employment with the Company. You are required to sign the acceptance page at the end of the Internet / E-mail Acceptable Use Policy as part of your conditions of employment

16. Sexual Harassment

It is JLL policy to prohibit in our workplace any conduct, which constitutes sexual harassment. JLL has a policy on sexual harassment. It guarantees to deal with allegations of harassment seriously, promptly and in confidence and undertakes to protect from victimization of those employees who complain about sexual harassment.

17. Severance

If any provision of this contract of employment is declared or determined to be illegal or invalid by final determination of any court or tribunal of competent jurisdiction, the validity of the remaining parts, terms or provisions of this contract shall not be affected, and the illegal or invalid part, term or provision shall be deemed not to be part of this contract.

18. General

- (i) You will be required to apply yourself wholly to JLL's business and no work is to be undertaken in a private capacity which conflict with that of JLL
- (ii) In the event of any disagreement over the interpretation of the above, the decision of the directors will be final.

19. Background Verification

Validity of this offer is subject to positive clearance of the Background Verification Process carried out by JLL and/or the Client. As per prerequisite, you need to submit the list of documents to initiate the background verification within three working days post offer acceptance. In case, where additional document is required to complete background verification you will be required to provide the same within three days. If you fail to submit the documents within the time frame, the offer will be withdrawn, or employment will be terminated. If any of these details are found to be incorrect or falsified at any point of time during your employment, this offer letter, and/or subsequent employment status stands cancelled with immediate effect.

*Special Economic Zone Unit
8th Floor, Block - B-2 & B-3, DLF World Tech Park,
DLF IT SEZ Silokhera, Sector-30, Gurgaon-122001, Haryana*

*T +91 124 4414 000
jll.co.in*

*Registered Office:
Jones Lang LaSalle Property Consultants (India) Pvt Ltd
No 1110 11th Floor Ashoka Estate 24 Barakhamba Road New Delhi 110001*

*T +91 11 3314 1000 F +91 11 3314 1001
Company CIN No. U74140DL1997PTC091209*

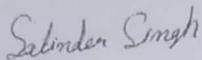
20. Dispute Resolution

All dispute and differences arising out of or in connection with this agreement shall be referred for an arbitration under the provisions of the Arbitration and Conciliation Act 1996. The parties agree that the seat of Arbitration shall be at Delhi and the Arbitration proceedings shall be conducted by a sole arbitrator to be appointed by the parties mutually within fifteen (15) days from the date of the first recommendation for an arbitrator in a written form from a party to the other party. If the parties fail to decide the sole arbitrator within stipulated period of fifteen (15) days, the sole arbitrator shall be appointed in accordance with the provisions of the then prevailing Indian Arbitration & Conciliation Act 1996. The Arbitration proceeding shall be conducted in the English language.

If the terms and conditions in this contract are acceptable to you, please sign and return this contract to us.

On behalf of JLL, congratulations on your new role.

Yours sincerely,



Satinder Deep Singh
India Volume Talent Acquisition Leader
JLL Property Consultants (India) Pvt Ltd

I, Girish Kalra accept the above terms and conditions of employment with JLL Property Consultants (India) Pvt Ltd.

Signature Girish Kalra Date 08.09.2022

Special Economic Zone Unit
8th Floor, Block - B-2 & B-3, DLF World Tech Park,
DLF IT SEZ Silokhera, Sector-30, Gurgaon-122001, Haryana

T +91 124 4414 000
jll.co.in

Registered Office:
Jones Lang LaSalle Property Consultants (India) Pvt Ltd
No 1110 11th Floor Ashoka Estate 24 Barakhamba Road New Delhi 110

T +91 11 3314 1000 F +91 11 3314 1001
Company CIN No. U74140DL1997PTC091209

Name Girish Kalra
Designation Associate Lease Admin
Department JLL Business Services
Location Gurgaon
Effective Date September 13, 2022

Pay Components	Per Month (INR)	Per Annum (INR)
Basic Pay	15,000	180,000
House Rent Allowance *	9,000	108,000
Fuel Expense *	1,200	14,400
Statutory Bonus	3,000	36,000
Gross Salary (Cash Components) (A)	28,200	338,400
Company contribution to Provident Fund (PF)	1,800	21,600
Other Benefits (B)	1,800	21,600
Base Salary (A+B)	30,000	360,000

**Employer's contribution to PF

*HRA & LTA are exempt from income-tax under old tax regime subject to submission of bills and are taxable under new tax regime
Food vouchers are exempt from income-tax under old tax regime and are taxable under new tax regime

Note: All figures mentioned in the document are in INR (Indian Rupees)

Special Economic Zone Unit
8th Floor, Block - B-2 & B-3, DLF World Tech Park,
DLF IT SEZ Silokhera, Sector-30, Gurgaon-122001, Haryana

T +91 124 4414 000
jll.co.in

Registered Office:
Jones Lang LaSalle Property Consultants (India) Pvt Ltd
No 1110 11th Floor Ashoka Estate 24 Barakhamba Road New Delhi 110001

T +91 11 3314 1000 F +91 11 3314 1001
Company CIN No. U74140DL1997PTC091209