



LETTER OF APPOINTMENT

ENUNCIA GLOBAL MEDIA SOLUTIONS PRIVATE LIMITED
UG-6, WESTEND MALL, JANAKPURI, NEW DELHI-58
14TH DECEMBER, 2024

SHASHANK YASH
HAZARIBAGH, JHARKHAND

SUBJECT: APPOINTMENT LETTER

DEAR **SHASHANK YASH**,

WE ARE PLEASED TO OFFER YOU AN APPOINTMENT FOR THE POSITION OF **PROJECT COORDINATOR** AT ENUNCIA GLOBAL MEDIA SOLUTIONS PRIVATE LIMITED (EGMS). YOUR ROLE IS CRUCIAL TO THE CONTINUED GROWTH AND SUCCESS OF OUR COMPANY. THIS LETTER OUTLINES THE TERMS AND CONDITIONS OF YOUR EMPLOYMENT, EFFECTIVE FROM YOUR JOINING DATE.

1. EMPLOYMENT TERMS

YOU ARE HEREBY APPOINTED AS PROJECT COORDINATOR, EFFECTIVE **27TH JANUARY, 2024**. YOUR EMPLOYMENT WILL BE GOVERNED BY THE POLICIES AND PROCEDURES OUTLINED BY THE COMPANY.

2. WORK ARRANGEMENT

YOUR WORK ARRANGEMENT WILL BE FLEXIBLE, ALLOWING YOU TO WORK FROM HOME, WORK FROM THE OFFICE, OR A COMBINATION OF BOTH AS REQUIRED BY THE COMPANY. THIS FLEXIBILITY IS AT THE SOLE DISCRETION OF EGMS BASED ON BUSINESS NEEDS.

3. WORKING HOURS

STANDARD WORKING HOURS ARE FROM 9:00 A.M. TO 7:00 P. M., MONDAY THROUGH FRIDAY. HOWEVER, THE NATURE OF YOUR WORK MAY REQUIRE ADDITIONAL WORKING HOURS, INCLUDING WEEKENDS, FOR WHICH OVERTIME COMPENSATION WILL BE PROVIDED AS PER COMPANY POLICY.



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4. PROBATION PERIOD

YOU WILL BE ON A PROBATIONARY PERIOD FOR THE FIRST MONTH FROM YOUR DATE OF JOINING. THIS PERIOD IS REGARDED AS A TRAINING PHASE DURING WHICH YOUR PERFORMANCE AND CONDUCT WILL BE CLOSELY MONITORED. EGMS RESERVES THE RIGHT TO TERMINATE YOUR EMPLOYMENT WITHOUT PRIOR NOTICE IF YOU ARE DEEMED UNFIT FOR THE ORGANIZATION DURING THIS TIME.

5. REMUNERATION

YOUR SALARY AND BENEFITS WILL BE AS OUTLINED IN ANNEXURE A ATTACHED TO THIS LETTER AND HAVE BEEN PREVIOUSLY DISCUSSED VIA EMAIL OR IN YOUR JOINING LETTER.

6. SALARY ASSESSMENT

EMPLOYEES ARE ELIGIBLE FOR SALARY ASSESSMENTS ONCE A YEAR. HOWEVER, THE COMPANY RESERVES THE RIGHT TO ASSESS AND REVISE SALARIES MORE FREQUENTLY BASED ON BUSINESS CONDITIONS AND INDIVIDUAL PERFORMANCE.

7. LEAVE POLICY

YOU ARE ENTITLED TO:

12 EARNED LEAVES (ELS) PER YEAR

6 SICK LEAVES (SLS) PER YEAR

6 CASUAL LEAVES (CLS) PER YEAR

LEAVES MUST BE TAKEN WITH PRIOR NOTICE AND APPROVAL FROM MANAGEMENT. UNSCHEDULED ABSENCES WILL BE TREATED AS NON-COMPLIANCE AND MAY RESULT IN SALARY DEDUCTIONS AND POTENTIAL DISCIPLINARY ACTIONS, UP TO TERMINATION WITHOUT NOTICE.



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8. CARRY-FORWARD POLICY

ONLY EARNED LEAVES ARE ELIGIBLE FOR CARRY FORWARD TO THE NEXT YEAR. SICK AND CASUAL LEAVES NOT UTILIZED BY THE END OF THE CALENDAR YEAR WILL LAPSE.

9. PROFESSIONAL CONDUCT AND DUTY COMPLIANCE

YOU ARE OBLIGATED TO PERFORM ALL TASKS AND PROFESSIONAL DUTIES ASSIGNED BY THE ORGANIZATION. REFUSAL TO COMPLETE TASKS, DISHONESTY, OR INSUBORDINATION WILL BE TREATED AS BEHAVIOR NON-COMPLIANCE AND MAY RESULT IN TERMINATION WITHOUT NOTICE.

10. CONFIDENTIALITY

DUE TO THE SENSITIVE NATURE OF OUR WORK, MAINTAINING CONFIDENTIALITY IS PARAMOUNT. YOU AGREE NOT TO DISCLOSE ANY PROPRIETARY INFORMATION, DURING OR AFTER EMPLOYMENT, TO ANY THIRD PARTY OR COMPETITOR.

11. TERMINATION AND NOTICE PERIOD

EGMS RESERVES THE RIGHT TO TERMINATE YOUR EMPLOYMENT WITHOUT PRIOR NOTICE OR REASON. THE STANDARD NOTICE PERIOD FOR TERMINATION BY EITHER PARTY IS 1 MONTH. IF EITHER PARTY FAILS TO PROVIDE THIS NOTICE, COMPENSATION OR DEDUCTIONS EQUIVALENT TO THE NOTICE PERIOD WILL APPLY.

12. BEHAVIORAL EXPECTATIONS

ANY FORM OF RUDE OR DISRESPECTFUL BEHAVIOR TOWARD COLLEAGUES OR MANAGEMENT WILL RESULT IN IMMEDIATE DISCIPLINARY ACTION, INCLUDING TERMINATION WITHOUT NOTICE.

13. PROOF OF NON-PERFORMANCE

THE ORGANIZATION MAY REQUIRE PROOF OF REASONS FOR NON-PERFORMANCE OR REFUSAL TO PERFORM DUTIES. THIS MAY INCLUDE REQUESTING VIDEO OR LOCATION VERIFICATION DURING BUSINESS HOURS. REFUSAL TO COMPLY MAY RESULT IN DISCIPLINARY ACTION INCLUDING TERMINATION WITHOUT NOTICE



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14. MEETINGS AND REVIEWS

ATTENDANCE AT SCHEDULED BUSINESS REVIEWS, MEETINGS, OR TRAINING SESSIONS IS MANDATORY. MEETINGS MAY BE RECORDED AT THE DISCRETION OF THE ORGANIZATION.

15. PERFORMANCE EXPECTATIONS

EMPLOYEES ARE EXPECTED TO MEET WORK TARGETS AS OUTLINED BY EGMS. CONSISTENT FAILURE TO ACHIEVE TARGETS MAY RESULT IN TERMINATION.

16. AMENDMENTS TO DUTIES

EGMS RESERVES THE RIGHT TO AMEND YOUR JOB RESPONSIBILITIES AT ANY TIME BASED ON BUSINESS NEEDS. YOUR ADAPTABILITY AND COOPERATION ARE EXPECTED IN THIS REGARD.

17. INTELLECTUAL PROPERTY

ANY WORK PRODUCED DURING YOUR TENURE WITH EGMS IS THE INTELLECTUAL PROPERTY OF THE COMPANY AND MUST NOT BE SHARED OR USED WITHOUT AUTHORIZATION.

18. ATTENDANCE MONITORING

THE COMPANY MAY REQUEST VERIFICATION OF YOUR PRESENCE DURING BUSINESS HOURS BY ASKING YOU TO ENABLE LOCATION OR VIDEO CAMERA AS REQUIRED.

19. NON-DISCLOSURE AGREEMENT

YOU AGREE TO SIGN A NON-DISCLOSURE AGREEMENT (NDA) TO PROTECT THE COMPANY'S PROPRIETARY AND CONFIDENTIAL INFORMATION.

20. COMPENSATION FOR OVERTIME

OVERTIME WORK, AS DETERMINED BY THE COMPANY'S NEEDS, WILL BE COMPENSATED IN ACCORDANCE WITH COMPANY POLICY.





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21. ETHICAL STANDARDS

EMPLOYEES MUST ADHERE TO THE HIGHEST ETHICAL STANDARDS. ANY VIOLATION OF COMPANY ETHICS OR POLICIES WILL RESULT IN IMMEDIATE DISCIPLINARY ACTION, WHICH MAY INCLUDE IN TERMINATION WITHOUT NOTICE.

22. ACCEPTANCE OF COMPANY POLICIES

BY SIGNING THIS APPOINTMENT LETTER, YOU AGREE TO ADHERE TO ALL COMPANY POLICIES, RULES, AND REGULATIONS AS STATED IN THE EMPLOYEE HANDBOOK AND OTHER OFFICIAL COMMUNICATIONS.

ACKNOWLEDGMENT

PLEASE SIGN AND RETURN A COPY OF THIS LETTER AS AN ACKNOWLEDGMENT OF YOUR ACCEPTANCE OF THE TERMS AND CONDITIONS OUTLINED ABOVE.

YOURS SINCERELY,

For ENUN CIA GLOBAL MEDIA SOLUTIONS
(OPC) PRIVATE LIMITED

MANOHARAN NAIR, DIRECTOR
ENUN CIA GLOBAL MEDIA SOLUTIONS PRIVATE LIMITED • *!

EMPLOYEE'S ACKNOWLEDGMENT:

I, SHASHANK YASH, ACCEPT THE ABOVE TERMS AND CONDITIONS AS OUTLINED IN THIS APPOINTMENT LETTER.

SIGNATURE



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