

Congratulations

accenture

30 September 2025

C17950582

Sanjay Ashokkumar Jain

D602 Kartikya paradise Sri prastha opposite 3rd rd Nr natural icecream parlor Mumbai 401107

Dear **Sanjay Ashokkumar Jain**,

We are pleased to extend an Offer to join Accenture Solutions Private Limited in our Accenture Operations Delivery Centers in India, as per the terms and conditions of the offer letter and its accompanying annexures:

Management Level - **12**

Sub Level - **2**

Job Title - **HR Service Delivery Associate-Voice**

Job Family Group - **Human Resources**

Business Deal - **Next Generation Customer Operations - Voice**

At this stage we expect you to join us at **Navi Mumbai**

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

ANNEXURE AND TERMS OF EMPLOYMENT DETAILS

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Annexure 3 for Remote Working Conditions - Declaration to be submitted by you.
- Annexure 4 for Declarations to be submitted by you.
- Annexure 5 for the Terms of Employment, Compensation Plan and Car Lease Scheme.

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer.

Please note that after joining the Company you may be required to undergo further trainings, assessments and verifications and your employment with the Company shall be subject to successful completion of such trainings, verifications and assessments.

As further detailed in the Terms of Employment, this Offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment. Further, at the time of joining you are required to provide all documentation identified in Annexure 2.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 2.

Post accepting this Offer, you are required to submit certain prerequisites / documents (Refer Annexure). The Offer will be contingent upon successful verification of your documents against the Employment Application Form submitted by you. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch/misrepresentation in information shared by you.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test/and/or any other verifications based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests/and/or any other verifications as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test/and/or any other verifications, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive acceptance/acknowledgement for all the documents, including Annexures 1 to 5 (as applicable) as a part of the offer in the candidate application portal in (7) days from you or after receiving your acceptance/acknowledgement of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date. The start of employment with the Company will be the date on which you have joined the company i.e. onboarding date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the application form is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your

candidature. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch in information shared by you. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Your joining and employment with the Company will be subject to submission of all the above along with the mandatory documents listed in Annexure 2.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

Sanjay, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to contact SURABHI GHATE at surabhi.ghate@accenture.com should you have anything you would like to discuss further.

Yours sincerely,



Lakshmi C
Senior Managing Director - CHRO, Accenture in India

ACKNOWLEDGED AND AGREED

Candidate's signature {{Sig_es_:_signer1:signature}}
Sanjay Ashokkumar Jain

Date: 30 September 2025

ANNEXURE 1 : COMPENSATION & BENEFITS

TOTAL CASH COMPENSATION ELEMENTS					
	Annual (INR)				
(A) Annual Fixed Compensation*	INR 590,000/-				
(B) Variable Bonus earning potential	<table border="1"> <tr> <td>Min.</td> <td>Max.</td> </tr> <tr> <td>0%</td> <td>16%</td> </tr> </table>	Min.	Max.	0%	16%
Min.	Max.				
0%	16%				
Annual Total earning potential (A+B)	<table border="1"> <tr> <td>Min.</td> <td>Max.</td> </tr> <tr> <td>INR 590,000/-</td> <td>INR 684,400/-</td> </tr> </table>	Min.	Max.	INR 590,000/-	INR 684,400/-
Min.	Max.				
INR 590,000/-	INR 684,400/-				
(C)#Additional notional Benefits					
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 9,900/-				
Notional Insurance Premium paid by Company	INR 14,200/-				
(D)##Additional Discretionary Reimbursements					
##Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)				
(E) Optional opportunity to participate in the Employee Share Purchase Plan					
Employee Share Purchase plan—to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 8,800/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]				

***Total Cash Compensation Elements**

Annual Fixed Compensation**

*Annual Fixed Compensation includes allowances, any shift premiums for working in non-standard hours where applicable, for example, night shift premium, and statutory benefits and will be structured in accordance with the Company's compensation guidelines and Allsec Payroll FAQs.**It includes employer's contribution to Provident Fund, as applicable. Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Appropriate employee's contribution to PF will be deducted and submitted to

the regulators by the Company as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the Government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

VARIABLE BONUS

You will be eligible to participate in the FY25-26 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0% to 16%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

BENEFITS APPLICABLE FOR CURRENT COMPANY FINANCIAL YEAR

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 705,000/- (If you contribute towards Employee Provident Fund)	Company

1. a. Accenture offers a comprehensive medical insurance plan that covers you, your spouse/partner, and up to 4 dependent children with a Sum Insured of INR 5,00,000 per annum. Accenture pays the premium for this coverage, and you need to enroll your dependents through our third-party portal within 30 days of your joining. This plan allows for coverage of pre-existing ailments. This is as per the current arrangement with our Insurer and is subject to review from time to time.

b. You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings under our optional policy. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as

per current arrangement with our Insurer and is subject to review from time to time.

c. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse /partner and up to 4 dependent children.
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.

Please note that all insurance benefits whether (Base or optional) will have a co-payment provision subject to the terms of the insurer

2. You are by default enrolled in Accenture's Group Personal Accident coverage for self from the date of joining, up to three times your annual fixed compensation.

a. You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. You are by default enrolled in Accenture's Group Life Insurance coverage from the date of joining equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000/-

a. You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown in the cash component elements is an indicative approximation of your annual eligibility, and the final pay out of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, its amendment or prevailing legislation at that point of time and subject to eligibility and Company procedure and process at the time of your exit from the Company.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current Insurance Policy period (April – March) and can be withdrawn at any time at company's discretion

##(D) Reimbursements would be approved as per the policies' terms & conditions. Kindly refer to those before initiating a purchase. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

• Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

B. Other Benefits:

6. You can avail reimbursements for annual Preventive Health Check for up to INR 5,000 per policy year (April 1 to March 31) for self, spouse/partner, and up to 4 dependent children, over and above your base medical insurance cover.

7. Leaves: You are eligible for various leaves, including Parental (Maternal, Surrogacy, Adoption & Secondary Caregiver), Bereavement.

Additionally, you can avail Earned Leave, Sick & Wellness Leave, and Casual Leave. This specific entitlements and policies for these leaves may vary based on your Accenture office base location and applicable state requirements. You are entitled to 10 public holidays—eight fixed and two floating holidays in a calendar year (except in Kerala).

8. Hours that Help (HTH): We offer the HTH program, enabling eligible employees to donate earned leaves, to support colleagues during medical emergencies.

9. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns and relationship problems. EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service.

10. We also offer access to financial wellness programs that provide valuable resources, tools, and expert advice to help you make informed financial decisions. Whether it's budgeting, saving for retirement, or managing debt, we aim to empower you with the knowledge and skills needed to achieve your financial goals.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above benefits & guidelines.

STATUTORY BONUS

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Statutory Bonus amounts if payable to you. Such Statutory bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Statutory Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Relocation Assistance programme guidelines.

GST CLAUSE

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

GENERAL TAX

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE 2 : REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photographs (mandatory to be submitted on day 1)
2. PAN card copy (mandatory to be submitted on day 1)
3. Copy of highest education certificates
4. Copy of any mark sheets (Last semester mandatory)
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc.)
6. Relieving letters from previous employer
7. Document/s containing start date and end date of the last two employers
8. Passport copy , if available (if not please apply immediately)
9. UAN Number and PF Statement for your last two employments before Accenture
10. Form 16 and Form 26AS from any period of your tenure with the last two employments before Accenture.
11. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
12. Copy of Aadhaar Card - We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labor welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE 3 : REMOTE WORKING CONDITIONS - DECLARATION

NOTE:

You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your Accenture Base Location]

• Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

While working remotely:

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role
- I agree and undertake to follow the work timings defined by my organization
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my Accenture Base Location.

ANNEXURE 4 : DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-a-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by Accenture or employment with Accenture, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture. I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED

Sanjay Ashokkumar Jain

Date: 30 September 2025

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."