



Ref.No. SKN/2023/002

10/27/2023

## Appointment Letter

### Congratulations!

Dear Omkar,

This is in reference to your application and subsequently your interview with us.

We are pleased to offer you full time employment with Skandha Media Services as "Executive-Digital Operations" on the following terms and conditions with effect from 11<sup>th</sup> October 2023.

Kindly note that this offer of employment is subject to the submission and validity of required documents as per the checklist given to you. If you fail to submit these documents on the date of submission or if any of these documents are found to be forged/fake this offer may be revised or cancelled at the company's discretion.

Please sign and share the scanned copy of this letter as a token of acceptance. We would like to welcome you to Team Skandha.

**1. Compensation & Benefits:** As per agreed designation you will be entitled to get compensation of Rs.16667/- inclusive of TDS on submission of invoice/Service reports. Please note that the compensation shared with you is a confidential matter between you and your company and the company holds the right to view any breach of confidentiality with utmost seriousness.

- i. You may participate in the company Provident Fund Scheme as applicable to your category of employees in accordance with statutory guidelines.
- ii. You will be entitled for Gratuity in accordance with the rules governing such payment.
- iii. Applicable tax would be borne by you. The Company is obliged to deduct Income Tax at source as per provision of Income Tax Act/Rules. Accordingly, you are expected to submit all required proof of permitted savings/Investments and other details from time to time to enable the company to comply with the provisions of the law. In the event of non-compliance by you as foresaid if the company is required to pay an interest or payment under the Income Tax Act, it shall deduct the amount as may be paid or payable from salary or other payments and you shall allow the company to comply with these requirements without objection.

**2.Posting & Transfer:** Your services may be transferred at the sole discretion of Management based on the necessity of the project and its tenability. Depending on the demands of the business or corporation, from one department to another, from one location to another, based on exigencies to cater the company's needs.



**3. Promotion & Demotion:** The company has its right to promote or demote any of its employee basis on their discretion pertaining to valid/legitimate proofs and company has the authority to decide your salary at the time of such change

#### **4. Working hours, Holiday, and Leave:**

**Working hours:** Skandha Media promotes a flexible pattern of working hours to its employees considering their weekly total working hours are:

- The technical team has to complete 48 hours weekly.
- Non-Technical team has to complete 48 hours to 54 hours weekly.

**Holiday and Leave:** You will be entitled to Casual/Sick leave and Paid Leaves. Holidays that are stipulated based on company/client requirement. The same may be changed from time to time in accordance with the changes in policy.

**For Permanent/Contractual Employee (Tenure more than 6 months)** - 29 Leaves in a calendar year with 21 PL's and 8 CL's that are calculated on the pro rata basis.

**For Contractual/ employees on probation period-** The employees are credited one PL each month that they can avail, if employees take more than 1 leave in any month during probation, those days will be treated as LWP.

Any extra leaves taken by employees when there are no leaves in their bucket will ultimately lead to LWP.

5. **Probation and Confirmation:** You will be on probation for 6 months from the date of joining and if your conduct and performance in the appointed position are found satisfactory you will be confirmed at the end of the probation period. In case of unsatisfactory performance your probation may be extended for a period of 3 months.

**6. Confidentiality and Secrecy:** During your overall employment within the company, you will not at any time disclose to the third party anything about company's confidential technical information or any information concerning the business of the company or its client.

Once the individual is on role, one must ensure that they refrain from publishing any images, information, or data on social media about any ongoing project, company, or client location.

**7. Alternative/Dual Employment:** You will refrain from doing a full-time job that either directly or indirectly competes with Skandha while you are an employee of the company.

**8. Code of Conduct:** As a part of the employment agreement, it is important that you fully understand the policies and protocols governing the company. At the beginning of your employment, you will be expected to familiarize yourself with the company's code of conduct and sign a copy as an acknowledgement of you having read, understood, and agreed to abide by its contents.



**9. Culture of Equality:** A culture of equality at Skandha refers to a workplace environment where all employees are treated with fairness and respect, regardless of their gender, race, ethnicity, age, sexual orientation, religion, or any other characteristic. Such a workplace culture values diversity and encourages everyone to contribute to their full potential. The company moreover ensures towards providing equal opportunities, safe environment as well as leadership opportunity to its employees.

**10. Use of Company/Client resources:** Use of company/client resources for personal use is strictly restricted. This includes usage of computer resources, data/information, internet service of the company as well as ensuring that the resources are not mishandled.

**11. Roles and Responsibilities:** Your work in the organization is subject to adhering to the rules and regulations at workplace with utmost integrity and honesty ensuring that the productivity and performance is met. Management has the right to vary this at its discretion.

**12. Joining Competitor's business:** Employee's departing from the organization will be restricted to join in competing firm till completion of 6 months from the date of exit, in order to secure company's information

**13. Training and Certification Courses:** Skandha encourages its individuals to broaden their knowledge and learning pertaining to their field of study for which it helps its employees in pursuing the certification courses that are beneficial towards their job role. The overall certification expense is taken care of by the organization considering the employee is active with the organization for the period of 12 months and post completion of training if the employee leaves from the organization before the lock-in period, they will have to pay back the cost incurred for certification to the company.

**14. Past Records:** If any declaration given or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases you will be liable to removal from services without any notice.

**15. Notice Period:** If you decide to part ways from the company, you are expected to serve the applicable notice period as per the Employee Separation Policy, please familiarize yourself with the policy once you have joined the organization.

- Notice period timeline for Interns/ Contractual employees within 6 months - 15 days
- Notice period timeline for professional within 6 months - 30 days (1 month)
- Notice period timeline for professional post 6 months - 60 days (2 months)

**16.Termination of Employment:** The company reserves the right to terminate your contract/employment without notice or pay in lieu of notice if it has reasonable grounds with valid documents to believe you are guilty of gross misconduct or negligence or violation of company policy as well as material breach of any terms of employment.

**17.Retirement:** Every employee shall retire from the service of the Organization on the last day of the month in which he/she attains the age of 60 years. A letter communicating the date of retirement from HR would be sent to the employee three months before the due date.



Suruchi Sable  
(People Operations)