

CONFIDENTIAL

11th August, 2022

Ms. Valanka Carvalho
H.No. 266, Mayer Sancoale
Cortalim, South Goa
403710

Sub: Letter of Appointment

Dear Valanka,

Congratulations!!! We are pleased to issue the letter of appointment to you for the position of **Process Chemist - Trainee** in Grade **3B2** based at Santa Monica Works, Goa.

Deccan Fine Chemicals (India) Private Ltd. engages in the business of custom manufacturing of agrochemical active ingredients and intermediates and fine chemicals. The company was incorporated in 2006 and is based in Hyderabad, India.

The terms and conditions of your appointment are set out as below. This offer is subject to you being medically fit; verification of your credentials/documents and satisfactory checking of background/character from the references. In the instance that either of the above are reported as negative or unsatisfactory, this offer letter becomes null and void ab initio.

Please return the duplicate copy of this letter, duly signed by you, as token of your acceptance of the terms and conditions.

1. Code of Conduct

During your employment you must comply with all Company's policies and codes of practice.

2. Duties

You shall perform the duties allotted to you in responsible fashion. In this connection you shall;

- faithfully safeguard the interests of the Company;
- comply with the general regulations and the special instructions issued to you;
- not engage in any other gainful activity in so far as it is incompatible with your obligations to the Company; in all cases of doubt you shall obtain written authorization from the Company;
- Conscientiously preserve the Company's business and manufacturing secrets both during the currency of the employment relationship and after its termination.



- During the period of your employment, you shall not without the prior consent in writing of the Company engage yourself in any trade, business or occupation or any other activity and shall exclusively devote your time and attention to the business of the Company.

3. Inventions/ Discoveries

Any discovery/invention of a process and improvement in procedure which you make or to which you contribute in the course of your service and in fulfillment of your contractual duties, shall be the property of the Company irrespective of their suitability for protection. You shall not without the written permission of the Company disclose them or any of them to any third party nor permit any third party to inspect or have access to any document, drawing, model, etc. relating thereto.

Without the previous consent of the Company in writing at any time during the continuance of your employment, you shall not publish or cause to be published any publication or contribute any article or review to any newspaper magazine or other publication whether for remuneration or otherwise on a subject in any way related to or concerning the Company's business.

Inventions made by you in the course of your service but not in fulfillment of your contractual duties may be acquired by the Company. You shall immediately give the Company written notice of such an invention. The Company shall inform you in writing within six months whether it wishes to acquire the invention or whether it will grant you the right to exploit it on your own account. The Company undertakes to compensate you appropriately if it acquires the invention. Even after the termination of the employment relationship, you shall furnish the information and fulfill the formality needed by the Company for patent registration. The Company shall reimburse any cost incurred by you but no fee shall be payable.

4. Change in kind of work and/or place of employment

The Company reserves the right to assign you duties other than those originally foreseen - without a written amendment to the contract being necessary.

Your place of employment shall be such as may be determined by the Company from time to time within the Union of India including transfer of employment to any other company/body corporate within the same group in India for any reason that the Board of directors of the concerned may deem fit. The business interests of the Company and the functions entrusted to you may warrant travel in India or elsewhere in which case the Company shall reimburse to the executive reasonable traveling, hotel and other expenses actually incurred by you.

5. Medical - Examination

You must undergo a medical examination prior to your joining the service of the company. If at any time you are prevented by ill-health or accident or any physical or mental disability from performing your duties, you shall inform the Company and supply such details with regard thereto as the Company may reasonably require. If called upon by the Company, you shall submit yourself to examination by a Medical Practitioner appointed by the company from time to time.