

CONFIDENTIAL

Date: 01 November 2021

Ms. Kavya G. Pillai
H.No-811/1, Newtownship, Chandor, Salcete, Goa

Goa
403714

Re: Appointment of Training

Dear Kavya,

This is with reference to your application, further to the interview and the discussions you had with us, you have on your own free will agreed to bind yourself to join the Company as Research Associate. Accordingly, we have pleasure in appointing you as a Trainee on the following terms and conditions:

- 1 The duration of your training will be for Two Years from your date of joining training. The start date your training period will be **22 November 2021**.
- 2 You will be paid a consolidated stipend of **35,000 (Thirty Five Thousand Only)** per month, including Company's Contribution towards your Provident Fund of INR 3000/- per month and a matching contribution from you towards the same, during your training period. The above-mentioned stipend is subject to proportionate deduction in case of any unauthorized absenteeism on your part.
- 3 You will not be entitled to any other remuneration, allowances or benefits of any nature whatsoever apart from the aforementioned Provident fund contribution
- 4 Your training will be primarily at Goa. However, you may, at the discretion of the company, undergo training in the various offices of the Company or of any other Company associated with us, to which you may be deputed by us as well as in the field and there will be no change in the stipend being paid to you, as aforesaid, in such an event. Your training will be under the guidance of Sujit Ghorai or any other person deputed by him.
- 5 You will observe the hours of work of the establishment you are sent to for training, from time to time.
- 6 You will be eligible for leave as per the prevalent company leave policy.
- 7 Either party shall be free to terminate this training arrangement, by giving one month notice in writing, without assigning any reasons therefore. In the event of this agreement being

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terminated for any reasons whatsoever, neither party shall have the right to claim any sum by way of compensation, damages or otherwise, in respect of such termination.

- 8 On your successful completion of the period of training provided herein, the Company will consider offering you suitable position on mutually agreed terms, only if there are suitable vacancies.
- 9 You shall not have any claim for regular employment under the Company in any capacity on completion of the training period specified herein, unless the Company has in writing made you an offer and you have accepted the same in writing subject to the terms and conditions as stipulated in the Company's letter/ communication in this behalf.
- 10 You will be required to make your own arrangements for residential accommodation and transport and the Company will not take any responsibility therefore, in any way.
- 11 Nothing contained herein, shall be construed as a Contract of Service or Employment.

12 Data Protection

During the employment period Employee must at all times act in accordance with any policy or instruction introduced by the Company to ensure compliance with the relevant privacy principles or any other applicable legislation. Breach of this obligation will constitute a disciplinary offense.

Employee agrees to provide Company with all personal and sensitive personal data relating to Employee which is necessary or reasonably required for the proper performance of this Employment Contract, the administration of the employment relationship (both during and after employment) or the conduct of the Company's business or where such provision is required by law.

As part of its administrative and management processes, the Company holds and processes a range of personal data regarding employees in order to comply with statutory reporting requirements and to manage the employment relationship. The purposes for which information is collected and processed include equal opportunities monitoring, recording membership of company schemes, emergency contacts, reward and remuneration data, processing salary payments and work permits, monitoring the recruitment process, career progression, sickness and absence, maternity leave.

Employees have the right to ask to see their employee files and requests must be made in writing to the Employee's Human Resources department.

Where such action is necessary or reasonably required by the Company for the performance of this Employment Contract, the conduct of the Company's business or the proper administration of the employment relationship (both during and after employment) or where such action is required by law, Employee explicitly consents to:

- (a) The Company processing any Personal Data relating to the Employee;
- (b) The Company processing any Sensitive Personal Data relating to the Employee including, without limitation, any forms or medical certificates supplied to the Company to explain

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Employee's absence by reason of sickness or injury, any record of sickness absence, any medical reports or health assessments;

- (c) The Company collecting and disclosing the Employee's Personal Data (including Sensitive Personal Data) from time to time to and from third parties including the Company's insurers, bankers, legal, medical and other professional advisers, the Company's suppliers, any computer maintenance companies engaged by the Company, the administrators of the Company's pension plan, your own pension provider or any potential purchaser of the Company;
- (d) The Company transferring your Personal Data overseas to any of its affiliates as well as to its Human Resources service provider in India.

The Company shall process any Personal Data made available to it by the Employee in accordance with the relevant privacy principles, including any other applicable legislation.

In this section "Personal Data", "Sensitive Personal Data" and "processing" shall have the meanings set out in the relevant privacy principles and/or any other applicable legislation.

- 13 The Company expects you to execute the assignments entrusted to you sincerely and as a responsible person.

You shall:

- 1 Faithfully safeguard the interests of the Company;
- 2 Comply with the general regulations and special instruction issued to you, from time to time.
- 3 Consciously preserve the Company's business and manufacturing secrets both during the currency of this contract and thereafter; and Comply with the Code of Conduct and Disclosure Policy.
- 4 During your employment you must comply with all the Company's policies and codes of practice. These policies and codes of practice are located my Syngenta intranet site

- 14 Please note the following:

14a. Please note that this appointment and continuation of training is subject to your being medically fit, you successfully completing the antecedent verification check of the Company, you following all policies/procedures/rules and guidelines applicable to you including the Undertaking of Confidentiality appended to this appointment letter.

14b. Please also note that this appointment and continuation of training is also subject to your successfully completing your final semester/year of the Master of Science (M.Sc.) without any pending arrears/backlogs and submitting copy of the marksheet (both for 1st & 2nd year) within two months of your joining to the Line Manager & HR Operations.



Syngenta Bioscience Private Limited
Registered & Corporate Office
Amar Paradigm S.No. 110/11/3
Baner Road, Pune- 411045
Maharashtra, India
Tel: + 9120 3069 9200
Fax: + 9120 30699480
www.syngenta.com
CIN: U24210PN2001PTC135949

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If you agree after full and mature consideration, of the terms and conditions of the said training, kindly sign and return the duplicate copy of this letter signifying your agreement and acceptance of the same.

We welcome you to our organization and look forward to a happy association with you.

Yours Sincerely,

Syngenta Biosciences Pvt. Ltd.

Priti Singh
Head Human Resources, India

I agree to and accept the above terms and conditions.

Signature _____ Date _____



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UNDERTAKING ON CONFIDENTIALITY

The Employee agrees to keep confidential during and after the period of employment with the Company all information relating to the Company's business, including without limitation, its research, know-how, samples, inventions, designs, formulae, manuals, materials, software, business plans or strategies, client data, computer programs or any other copyright works, manufacturing processes or trade secrets, sources of supply or actions, and any other sensitive, proprietary or secret information, and not to use the same for any purpose other than for fulfilling his/her duties while employed by the Company (the "Confidential Information")

In particular, the Employee agrees to abide by the Company's information security policy that is for the time being in force.

The Employee shall hold any and all Confidential Information made available or disclosed, whether in writing or orally, to him/her by or on behalf of the Company in strict confidence and not disclose such Confidential Information to third parties unless in connection with performing his/her duty within the scope of his/her employment.

Any information in respect of which the Company is under an obligation of confidence to a third party shall be deemed Confidential Information of the Company for the purpose of this Undertaking.

The Employee shall, if requested by the Company, at the Company's option, cease using and promptly return to the Company, delete or destroy all copies of the Confidential Information in whatsoever form the same is held.

The Employee hereby agrees that damages shall not be a sufficient or adequate remedy for breach of any of its obligations under this Undertaking, and the Company may seek specific performance or other injunctive relief from any court of competent jurisdiction for the enforcement of any of the Employee's obligations hereunder.

I have read, understood and agreed to the above written terms.

Ms. Kavya G. Pillai

Date:

Place:

PAN Number for identification: