



Apr 04, 2022

Mr. Arun M

Subject: Flexi Timer Engagement Onboarding Letter

Dear **Arun M**,

This is in reference to your application and the subsequent interview with us. We are pleased to engage you as you as **Guest Delight Associate - Platinum** under grade - **FlexiA4** under **Flexi Working Program**

You will be placed at **66537_NEELADRI NAGAR (ELECTRONIC CITY) BANGALORE KARNATAKA**

With effect from **April 04, 2022**

Your Flexi-Time engagement shall be subject to the following terms & conditions:

1. The total earnings for the month will be calculated on the basis of the total number of hours worked during the month.
2. The company reserves the right to transfer you in any capacity to any other department, branch, establishment or unit of the organization or any other subsidiary, associate company or establishment, whether existing or acquired later, of the same promoters or under the same management anywhere in India or abroad. You may also be seconded in any such capacity and for tenure that the Management may determine to any other Organization in any such case; you will be governed by the service conditions applicable to the new unit.
3. You will be provided with the company's uniform, which shall be maintained by you in proper condition. On termination of your employment, you are required to immediately deposit the uniform with your reporting manager, failing which cost of uniform will be recovered with your full & final settlement.
4. You will not use the Company provided uniform or any other object carrying the company logo, for any purpose other than for representation of the company during or after the duty hours.
5. You will be entitled to statutory benefits of Provident fund, ESI etc. as per the company rules prevalent from time to time. You will also be eligible for other beneficiary schemes as per the company policy in force at that time.
6. You will adhere and comply with the safety and hygiene norms set by the Company from time to time.
7. During the tenure of your service with the Company or thereafter, you will not divulge to any person nor make public nor use for any purpose except for discharge of your official duties, any information about the operations, plans, research, know-how, processes, administration or affairs of the Company.
8. You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all company policies and procedures. Any intentional violation of these or any other company procedures may result in termination of your employment with the company.
9. It is the policy of the company to train all its employees in all areas of operation thereby giving them opportunity for further growth within the organization. You will therefore be assigned work in areas other than that of your functional area so that you have opportunity for on the job exposure and training in other areas of operation as well and you are groom to undertake higher



- responsibilities. Refusal to perform a work assigned to you in terms of this clause would amount to gross misconduct for which appropriate action may be initiated as per the company policy.
10. It is clearly understood and agreed by you that this Flexi Time employment shall not vest you with any right to seek absorption in the regular employment of the company. Company does not guarantee any minimum hours of work and the hourly rates can be changed from time to time.
 11. This Flexi Time employment shall be liable to be terminated by either of the parties, at any time without any notice or assigning any reason thereof.
 12. Your appointment and continuation in service is subject to your medical fitness certified by a Registered Medical Officer.
 13. Upon separation from the company on account of either resignation or termination, you need to return to the company all the assets and property of the company including documents, company provided uniforms, files, books, papers and memos in your possession or custody failing which, appropriate recovery will be done with your full & final settlement.

For all other matters not covered in this letter, you will be governed by the company policies

The Management reserves the right to modify any clause of this letter in the mutual interest of the employee and the business. In such cases, you will be informed accordingly.

This is a system generated letter and does not require a signature.