



# Student Support and Progression

## Criterion 5

### Criterion 5.2 Student Progression



SREE SANKARA COLLEGE  
SANKAR NAGAR, MATTOOR  
KALADY P.O, ERNAKULAM – 683 574  
(Affiliated to MG University)

## List of students placed in the year 2018-19

Serial Number	Name of student who has been placed	Program graduated from	Name of the employer with contact details	Pay package at appointment (In INR per annum)
1	Nimal PM (9744163574)	BA History	Federal Operations and Services Limited(Fed Serv), Aluva	234236
2	Varsha V Biju (7034481135)	MSc Biochemistry	CFTRI, Mysuru	300000
3	Vishnu B Shajan (9526575730)	MSc Biochemistry	Grey Matter, Ernakulam www.greymatterhr.com	144000
4	Pavithra P S (9446676962)	MSc Biochemistry	Quality Control Section, Ayurvedic Medicines Manufacturing Firm,M/S Appukuttan Vaidyar Sons' Kpk Vaidyasala, Elamkulam	120000
5	ARYA VIJAYAN (8606234859)	B.com Computer Application	South Indian Bank, Rajagri Valley, Kakkanad;Email: corporate@sibosl.co.in	300000
6	LAIJU V L (7560977653)	B.com Computer Application	Standard Chartered Bank,Nungambakkam, Chennai, Tamil Nadu	660000
7	CHINJU M S (9562574328)	B.com Computer Application	Alight Solutions Carnival Infopark Kochi	144000
8	FARSANA AY (9605954433)	B.com Computer Application	State Bank of India, Ernakulam	154000
9	Arathi Nair	B.Sc Microbiology	Maggenome,www.maggenome .com	120000
10	Mariya George	BSc Physics	ABPM,Karukachal Post Office	120000







## SIB OPERATIONS AND SERVICES LIMITED

(Wholly owned Non-Financial Subsidiary of The South Indian Bank Limited)

SIBOSL/OLCDP/ 04 /2023-24

Date: 17.07.2023

### OFFER LETTER

To

Mr. / Ms. Arya Vijayan,  
Ref No: 2112CDP5744.


Dear Mr. / Ms. Arya Vijayan,

With reference to your application for appointment and subsequent interview, we are pleased to offer you the position of **Probationary Assistant Credit Data Processing** in SIB Operations and Services Limited, (hereinafter referred to as Company), on the terms and conditions given below:

1. **Period of engagement:** You will be on a Fixed Term Employment for a period of Two years from the date of joining. During this period you will render services in accordance to the instructions given to you and subject to the terms and conditions agreed upon. You will also be bound by rules and regulations applicable to you.

At the sole discretion of the management and based on the requirements and exigencies, you may be engaged in different places of business.

2. **Date of engagement:** Your engagement is effective from the date of your reporting for duty at Client.
3. **Reporting at Client:** Reporting office, date and time will be intimated separately.
4. **Location of Duty (Client):** Ernakulam.

  
DR. PREETHI NAIR  
PRINCIPAL IN-CHARGE  
SREE SANKARA COLLEGE  
KALADY-683 674



alight



**Chinju**  
MS

*Preethi*  
DR. PREETHI NAIR  
PRINCIPAL IN-CHARGE  
SREE SANKARA COLLEGE  
KALADY-683 674





**Service Provider for State Bank  
Operations Support Services Pvt. Ltd.  
(SBOSS)  
Foot-on-Street (FOS)**



**Name** : Farsana A Y  
**Employee ID** : QS3095207  
**Location** : Ernakulam  
**Date of Joining** : 16-May-23  
**Date of Birth** : 7-Mar-98

**QUESS**  
WINNING TOGETHER

*Preethi*  
DR. PREETHI NAIR  
PRINCIPAL IN-CHARGE  
SREE SANKARA COLLEGE  
KALADY-683674



यह फार्म चैक नहीं है। केवल खाली  
THIS FORM IS NOT A  
रूप/...

(In case Passbook printer is not in use and entry made manually)

# GOVERNMENT OF INDIA

## Ministry of Communications

OFFICE OF THE SUPERINTENDENT OF POST OFFICES  
CHANGANASSERY DIVISION, CHANGANASSERY-686 101



IDENTITY CARD

Valid upto : 31.12. 2025  
Unique Employee ID :  
Name : **MARIYA GEORGE**  
Category Post : ABPM  
Date of Birth : 13-02-1998  
Name of the Office with Account Office : CHAMPAKARA BO KARUKACHAL  
Name of Sub Division : CHANGANASSERY



Issuing Authority

THIS IS VALID ONLY AS AN IDENTITY OF GRAMIN DAK SEVAK

*Preethi*  
DR. PREETHI NAIR  
PRINCIPAL IN-CHARGE  
SREE SANKARA COLLEGE  
KALADY-683 674








*Preethi*  
DR. PREETHI NAIR  
PRINCIPAL IN-CHARGE  
SREE SANKARA COLLEGE  
KALADY-683 574



SIB Operations and Services Limited,  
IX/839 A1-A9, SIB Building 4th Floor,  
Rajagiri Valley P.O. - 682039  
Kakkanad , Ernakulam, Kerala.  
Email To : [corporate@sibosl.co.in](mailto:corporate@sibosl.co.in)

  
DR. PREETHI NAIR  
PRINCIPAL IN-CHARGE  
SREE SANKARA COLLEGE  
KALADY-683 674





MagGenome Technologies Pvt.Ltd.



**Arathi Nair**  
Research Associate Trainee

[www.maggenome.com](http://www.maggenome.com)

*Preethi*  
DR. PREETHI NAIR  
PRINCIPAL IN-CHARGE  
SREE SANKARA COLLEGE  
KALADY-683 674





No.FT/15(MLP-0276)/2021/PATCELL

03<sup>rd</sup> January, 2022  
 //SPEEDPOST//

**To**  
**Mrs. VARSHA V BIJU**  
**VATTAKKATTUKUDY (H)**  
**KOTTAPPADY (P.O)**  
**KOTHAMANGALAM**  
**KERALA - 686692**  
**Mobile No: 7034481135**

Sub: Offer of engagement as Project Associate Level-I in **MLP-0276**.  
 PI: Dr. Ravi Kumar, Senior Scientist, MN Department.

Madam,

With reference to your application to the position of Project Associate you are hereby intimated that the Director, CSIR-CFTRI, Mysore has been pleased to offer you a temporary position of **Project Associate Level-I** on a monthly stipend of **Rs.25,000/- (Rupees Twenty Five Thousand only) plus 16% HRA** per month for the period **03.01.2022 to 31.03.2022 or from the date of joining to 31.03.2022** as per the terms and conditions enclosed.


If you are willing to accept the engagement on the terms and conditions enclosed herewith, **you may please communicate your acceptance within a week** and report for duty immediately thereafter, failing which this offer will stand cancelled without further notice to you.

Yours faithfully,

  
**(MANILAL P)**  
 Head, PMC

**Encl:**

- (1) Terms & Conditions of engagement.
- (2) Undertaking by the candidate.
- (3) Relationship Declaration.
- (4) Bio-data form.
- (5) Form of acceptance of terms and condition
- (6) Proforma for medical certificate.
- (7) Attestation form for verification of character and antecedents

  
**DR. PREETHI NAIR**  
 PRINCIPAL IN-CHARGE  
 SREE SANKARA COLLEGE  
 KALADY-683 674







ಸಿಎಸ್‌ಐಆರ್ - ಕೇಂದ್ರೀಯ ಆಹಾರ ತಂತ್ರಜ್ಞಾನ ಸಂಶೋಧನಾಲಯ, ಮೈಸೂರು - 570 020, ಭಾರತ  
सीएसआईआर - केंद्रीय खाद्य प्रौद्योगिक अनुसंधान संस्थान, मैसूर - 570 020, भारत  
CSIR - Central Food Technological Research Institute, Mysuru - 570 020, India


No.FT/15(MLP-0276)/2021/PATCELL

NAME: **Mrs. VARSHA V BIJU**

Terms & Conditions of Offer of Engagement for Project Associate Level-I

1. It is not an offer of appointment in CFTRI/CSIR, temporary or otherwise. It is a placement on behalf of the project. It would, therefore, not confer any right implicit or explicit for your consideration for regularization/absorption in any of the Labs/Instts. of CSIR or under any other scheme as applicable to identified casual workers against any of CSIR posts, even if engagement or deployment/placement is for more than 240/206 days in a year.
2. Your engagement as Project Associate is for the project externally funded, Project entitled **"Understanding structure-function relationship in enzymes critical for the survival of bacterial food pathogens"** (MLP-0276) **for the period from 03.01.2022 or from the date of joining to 31.03.2022** and co-terminus with the present project or till such time the job performed by you in the project exists and your engagement is specifically extended by Director, CSIR-Central Food Technological Research Institute, Mysore, whichever is earlier. Your tenure as Project Associate shall not exceed five years in any circumstance. The total tenure of five years shall be calculated as the period you spent on one project/different projects taken together in CSIR-CFTRI or any other Labs./Instt. of CSIR as Project Associate or any other designation of equal status.
3. **You will be paid a stipend of Rs.25,000/- plus 16% HRA per month.**
4. No travelling allowance will be admissible to you for reporting for Duty.
5. You are not entitled for Council accommodation/Hostel accommodation on the Campus for your stay in connection with the assignment. You are required to make your arrangement for the stay.
6. You will not be allowed to discontinue your services without seeking prior approval of the Director, CSIR-CFTRI. In case you wish to discontinue the engagement prior to completion of your tenure, you must submit one month's prior notice indicating specific reasons for not continuing or deposit one month's stipend in lieu of the notice period. The engagement shall cease from the date stipulated by the Director while accepting the resignation. You may be discontinued from the Project work by giving one month's notice or one month's consolidated amount in lieu thereof without assigning any reason and will have no right against CSIR in any circumstances.
7. You will not divulge any information relating to the work of CSIR-CFTRI, which you may come to know during your engagement with CSIR-CFTRI to any party.
8. Your engagement will be subjected to the production of the following documents at your own expense at the time of your reporting for duty.
9. Medical certificate of health and physical fitness for service issued by the competent authority (Medical Officer of CFTRI Dispensary or Medical Officer not below the rank of District or Civil Surgeon) in the prescribed format (enclosed).
10. Documentary evidence in support of your date of birth and qualifications **(in original)**.
  - Attestation form duly completed, character certified and countersigned by the District Magistrate/Sub-Divisional Magistrate/Principal Investigator in the form enclosed.
  - Bio-data

Contd.2...

  
DR. PREETHI NAIR  
PRINCIPAL IN-CHARGE  
SREE SANKARA COLLEGE  
KALADY-683 674





ಸಿಎಸ್‌ಐಆರ್ - ಕೇಂದ್ರೀಯ ಆಹಾರ ತಂತ್ರಜ್ಞಾನ ಸಂಶೋಧನಾಲಯ, ಮೈಸೂರು - 570 020, ಭಾರತ  
सीएसआईआर - केंद्रीय खाद्य प्रौद्योगिक अनुसंधान संस्थान, मैसूर - 570 020, भारत  
CSIR - Central Food Technological Research Institute, Mysuru - 570 020, India

-2 -

- Undertaking
- Relationship Declaration

11. The Director, CSIR-CFTRI whose decision shall be final and binding on both the parties to the contract, shall determine any matter not specifically stated herein.

**12. Medical Insurance of Rs. 1 Lakh is mandatory before reporting for duty.**

(MANILAL P)  
Head,PMC

\*\*\*\*\*

**CSIR-CENTRAL FOOD TECHNOLOGICAL RESEARCH INSTITUTE,  
MYSORE-570020**

**Acceptance of Terms and Conditions of Engagement as Project Associate**

I ..... a candidate for the position of ..... in  
the consolidated pay of Rs..... have fully understood the Terms &  
Conditions of the appointment enclosed along with offer No.....  
dated ..... and I hereby give my acceptance to abide by the Terms and conditions.

I intend to join as \_\_\_\_\_ on \_\_\_\_\_.

Place:

Signature \_\_\_\_\_

Date:

Name in block letters \_\_\_\_\_

DR. PREETHI NAIR  
PRINCIPAL IN-CHARGE  
SREE SANKARA COLLEGE  
KALADY-683 674





41/3169-A, 2nd Floor, Vattoly Estate, St. Vincent Road,  
Metro Pillar No. 618, Ernakulam North, Cochin-682018, Kerala  
Ph: 0484-4052554, 4052553 E-Mail: info@greymatterhr.com  
Website : [www.greymatterhr.com](http://www.greymatterhr.com)

02<sup>nd</sup> September, 2019

Mr. Vishnu B Shajan  
Belikulathil  
Pathinaramkandam  
Upputhode  
Idukki-685604

### FIXED TERM CONTRACT

Dear Mr. Vishnu,

We are pleased to offer you the position of **Trainee QA/QC** in our organization, with effect from September 03, 2019.

The salient terms and conditions of your employment with Grey Matter are detailed in this letter. Additionally, you will adhere to the Rules & Regulations and other instructions circulated from time to time, including rules of conduct and behaviour.

#### Position responsibilities

Initially you will be placed at M/s AVT Natural Products Ltd., South Vazhakulam, Aluva, Ernakulam district, but Grey Matter reserves the right to post you at any other location or Client location including other branches / location of M/s AVT Natural Products Ltd.


You will be reporting to the In-charge of the section, for fulfilling the position requirements. Details of the Position Description defining your roles and responsibilities are as per the enclosure- Annexure I.

#### Salary

You will be paid a Basic salary of Rs.8400/- and HRA of Rs. 3600/- per month.

Your salary will be credited into your bank account on a monthly basis, after making due deductions such as PF, ESI, Canteen etc.

You will not be eligible for any other allowances or facilities which are enjoyed by the employees of the Client or other employees of Grey Matter.

  
DR. PREETHI NAIR  
PRINCIPAL IN-CHARGE  
SREE SANKARA COLLEGE  
KALADY-683 674



**Working hours**

Working hours shall be as the prevailing shift system of the Client location. Also you will adhere to the changes made to the shift system in future.

In the event of illness, you are required to notify your In charge prior to the re-commencement of work along with supporting medical evidence, (Doctor's certificate). Should you not notify any absence, your wages will be deducted for the period of absence.

**Leave**

You will be eligible for leave as per leave rules of Grey Matter applicable to you.

**Protective Clothing and Equipment**

You are required to wear Uniform and shoes as provided by the Client in designated areas. Grey Matter or the Client shall not be liable or responsible for any loss or injury to your person caused due to failure or negligence in wearing personal protection equipment.

**Transfer**

You can be transferred to any section/department/unit/branch of Grey Matter in India either existing or which may be commissioned in the future at the discretion of the Management.

**Medical Examination**

You are required to complete a medical fitness examination as per the prescribed standards prior to employment and at regular intervals during employment as directed by Grey Matter.

**Termination**

This contract shall be terminable by either party giving 15 days' notice in writing or salary in lieu of notice, to the other.


During this contract period, if it is found that you are indifferent or your performance is not satisfactory, the management shall be at liberty to terminate your appointment without notice or any compensation in lieu thereof.

**Confidentiality**

You shall agree, represent and warrant that whatever skills/ knowledge/ learning that you acquire shall be kept confidential and shall not be directly or indirectly disclosed or permitted to become known to any person, without due and proper written authorisation of Grey Matter.

**Undertaking**

You shall sign on the undertaking which is attached herewith as Annexure II and shall strictly abide by the same

  
DR. PREETHI NAIR  
PRINCIPAL IN-CHARGE  
SREE SANKARA COLLEGE  
KALADY-683 674





**Acceptance**


As acceptance of the terms and conditions of your employment please sign a copy of the letter and return to this office.

We welcome you to the Company and to a productive and satisfying association with us

Yours sincerely,

For and on behalf of

Grey Matter


  
Biju Paul  
CEO



*I Vishnu B Shajan agree with all the terms and conditions of my employment contained in this letter and confirm my acceptance of these.*

Signed: 


Date: 30/08/2019

  
DR. PREETHI NAIR  
PRINCIPAL IN-CHARGE  
SREE SANKARA COLLEGE  
KALADY-683 674



### Job Description

1. Assist in preparation of samples.
2. Assisting the chemists in Analytical support.
3. Assisting the chemists in Documentation and data entry.
4. Assisting Sample despatch to customers.
5. Assisting the chemists in Audit compliance.
6. Carry out all other jobs as assigned.
7. Do needful communication whenever required for official purposes.
8. Ensure that the company health, safety & environment policy and procedures are observed.
9. Report on any unsafe conditions in the Factory or area of work.

  
DR. PREETHI NAIR  
PRINCIPAL IN-CHARGE  
SREE SANKARA COLLEGE  
KALADY-683 674





Annexure II


Undertaking

I, VISHNU B SHAJAN S/o SHAJAN BN hereby declare that I will abide by the following:

1. I will follow all the applicable rules and regulations while undergoing contract with Grey Matter including various discipline, safety and security rules and norms applicable at the site I am deputed for employment.
2. I understand that Smoking, use of Pan Masala, Photography & Usage of mobile phones are prohibited inside the premises at the site I am deputed for work and agree to comply with the prohibition.
3. That, any violation of the disciplinary rules, safety and standard operating procedures / norms will attract instant termination of the contract.
4. I will abide by the Job description drawn out for me conscientiously and diligently.
5. I understand that my performance will be monitored and evaluated continuously and periodically by my superiors. If my performance is found unsatisfactory, the management has the liberty to terminate the contract without any prior notice / notice pay.
6. I will not either directly or indirectly be connected with, concerned in, or employed in any other business whatsoever.
7. I shall behave politely and obediently to all superiors.
8. In case of any failure from my part, the contract can be terminated by the Management at any time, without any prior notice or notice pay or without assigning any reason.

Name: VISHNU B. SHAJAN

Signature: 

  
DR. PREETHI NAIR  
PRINCIPAL IN-CHARGE  
SREE SANKARA COLLEGE  
KALADY-683 674





Building a better  
working world

EY Global Delivery Services India LLP  
3rd Floor, 7th Cross, 42,  
2nd Stage, 1st Mile, Madras Road,  
Kumbakonam - 612 001  
Kumbakonam - 612 001  
Kumbakonam - 612 001

Tel: +91 435 241 1000  
Fax: +91 435 241 1000  
Email: ey@ey.com

13 August, 2022

Ms Haritha Unnikrishnan  
336, MALLISSERY (HOUSE),  
PALISSERY, NEAR ANNAMANADA,  
CHALAKUDY,  
KERALA - 680741

Contact No: 8281231684  
Email: harithaunni19@gmail.com

Dear Haritha,

**Subject: Appointment in the position of  
Tax Analyst**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

**1. POSITION:**

You will be appointed in the position of **Tax Analyst** in GCR US\_S-BLR in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Kochi** office.

**2. DUTIES AND CODE OF CONDUCT:**

- You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

**3. WORKING HOURS:**

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may

BY Digital Signature Services India Private Limited (A public limited company with registered office at U74907KA2016PL005751)  
incorporated in India having its registered office at 12, 13th Cross, 4th Stage, 1st Mile, Madras Road, Kumbakonam - 612 001  
Registered with the Registrar of Companies, Kumbakonam, Tamil Nadu, India. CIN: U74907KA2016PL005751

This file is signed using Digital Signature


*Preethi*  
**DR. PREETHI NAIR  
PRINCIPAL IN-CHARGE  
SREE SANKARA COLLEGE  
KALADY-683 674**





**Heads of Terms**

<b>Employee Name &amp; Identification No ("You")</b>	<b>Laiju V L - 2005683</b>
<b>Employee Address</b>	Vathrathundiyl , Bismi Road, Jarappady.North Paravoor, Ernakulam, 683520, Kerala
<b>SCB Employing Entity and address (the "Company", "we", us")</b>	Standard Chartered Global Business Services Private Limited whose registered office is at Grindlays Garden, 1 <sup>st</sup> Floor Europe Building, No.1 Haddows Road, Nungambakkam, Chennai, Tamil Nadu, India 600006 (Company Identification Number U67190TN2000PTC049177)
<b>Term (clause 1.1)</b>	Indefinite term, subject to the terms of this Agreement.
<b>Commencement Date (clause 1.2)</b>	<b>February 20, 2023</b>
<b>Normal notice period (clause 22.1)</b>	<b>3 Months'</b> written notice by either party, unless a longer period is required by local law
<b>Role and Band/Grade (clause 4.1)</b>	<b>Senior Analyst, TMCB and Band 9A</b>
<b>Department (clause 4.1)</b>	<b>3390SI200 - RMZ Ecoworld, 6A-6B, 10/F</b>
<b>People Leader (clause 4.1)</b>	<b>Senior Manager, TMCB</b>
<b>Salary (clause 5)</b>	Your commencing Total Employment Compensation (TEC) will be <b>INR 600000/- (Rupees Six Hundred Thousand Only)</b> gross per annum which includes basic salary of <b>INR 240000/- (Rupees Two Hundred Forty Thousand Only)</b> gross per annum.
<b>Place of Work (clause 6)</b>	Your usual places of work are GBS 3390SI200 - RMZ Ecoworld, 6A-6B, 10/F and Home - your home address (as recorded in Success Factor) The days on which you work from each location are to be agreed with your People Leader.
<b>Designated Office (clause 6)</b>	<b>GBS 3390SI200 - RMZ Ecoworld, 6A-6B, 10/F</b>
<b>Working Hours (clause 7)</b>	Your normal total working hours per week are 40 hours, to be worked at such times and on such days of the week as agreed with your People Leader from time to time (subject to a maximum of 8 working hours per day). You will ensure that you take rest breaks in accordance with local law.
<b>Variable Compensation target and applicable performance year (clause 8.2)</b>	<b>10% of your Total Employment Compensation and 2023</b>

  
**DR. PREETHI NAIR**  
PRINCIPAL IN-CHARGE  
SREE SANKARA COLLEGE  
KALADY-683 674



<b>Annual leave days (clause 12.1)</b>	21 Days
<b>Jurisdiction (clause 26.4)</b>	Indian law and Karnataka courts

*These Heads of Terms form part of your terms and conditions of employment along with the Offer of Employment letter below and these documents must at all times be read and interpreted in conjunction with each other. In the event of conflict between the two documents, the Heads of Terms take precedence.*

  
**DR. PREETHI NAIR**  
**PRINCIPAL IN-CHARGE**  
**SREE SANKARA COLLEGE**  
**KALADY-683 674**





February 14, 2023

Strictly Private and Confidential

Dear Laiju V L

### Offer of employment

Following our recent discussions, I am pleased to offer you employment with the Company on the terms set out in this Agreement.

Defined terms are capitalised throughout, with the meanings set out in either the Heads of Terms or in the Definitions section below.

#### 1. Term and Commencement Date


- 1.1 The Term is as per the Heads of Terms.
- 1.2 Your employment under this Agreement will begin on the Commencement Date.

#### 2. Trial Period

- 2.1 The first 3 months of your Flexi working arrangement under this Agreement shall be a trial period. During this period, we will assess the suitability of any Flexi working arrangement. If in the reasonable opinion of your People Leader the arrangement is not suitable, we may vary your Flexi working arrangement. If the trial period is completed successfully, your Flexi working arrangement as set out in this Agreement will form part of your terms and conditions of employment.

#### 3. Conditions

- 3.1 This offer is subject to:
  - (A) you satisfying the Company's pre-employment and ongoing verification and screening checks (including criminal record and adverse media checks where permitted by law) and providing references that are satisfactory to the Company;
  - (B) you holding (and evidencing) all qualifications, accreditations, and certifications necessary for you to carry out your role;
  - (C) you being free from any obligations owed to a third party which might prevent you from starting work on the Commencement Date or from properly performing the duties of your position, including without limitation non-competition or non-solicitation obligations;
  - (D) all and any necessary regulatory approvals and requirements for your role having been received and remaining in force (including, if relevant to your role, the Company being satisfied of your fitness and propriety); and
  - (E) the Company's receipt prior to the Commencement Date of satisfactory original evidence of your right to enter, work and reside in any relevant jurisdiction(s) and such right to work and residence remaining valid.
- 3.2 If any of the conditions set out in this clause are not satisfied prior to the Commencement Date, the Company reserves the right to withdraw this offer and this Agreement will have no legal effect. If any of the conditions set out in this clause are not satisfied at any time during your employment, the Company may terminate your employment with immediate effect and without notice or pay in lieu.

  
DR. PREETHI NAIR  
PRINCIPAL IN-CHARGE  
SREE SANKARA COLLEGE  
KALADY-683 674



4. **Role and Duties**

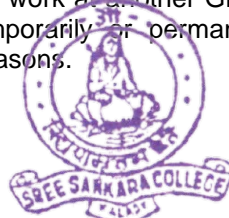
- 4.1 Your role, department and People Leader are set out in the Heads of Terms.
- 4.2 You agree to carry out the full requirements of this role and any additional or alternative tasks or work as may from time to time reasonably be required of you (including duties which might not form part of your usual role).
- 4.3 You will devote the whole of your working time, attention and abilities to the Company (or any other Group Company, if required) and use your best endeavours to promote and protect the general interests, welfare and reputation of the Company, the Group and any Group Company.
- 4.4 You will faithfully and diligently perform such duties as may from time to time be assigned to you and comply with all lawful and reasonable directions issued to you by the Company.
- 4.5 During your employment, you will not, without our prior written consent (such consent not to be unreasonably withheld), carry on or be engaged, concerned or interested directly or indirectly (whether alone or on your own behalf or on behalf of or in association or conjunction with any other person or entity), in any capacity, in any trade, business or occupation (whether paid or unpaid) other than the Company other than as a holder of an investment by way of shares or other securities of not more than 5% of the total issued share capital of any company which does not compete with any Group Company, whether or not it is listed or dealt in on a recognised stock exchange.
- 4.6 You agree that you will promptly disclose to your People Leader any information which comes into your possession which may adversely affect the Company, the Group or any Group Company, including if you are investigated or, arrested or charged by any regulatory or law enforcement agencies agency or charged become aware of any claim potentially impacting the Company, the Group or any Group Company in any court of competent jurisdiction or other forum. You will also disclose all circumstances in respect of which there is, or may be, a conflict of interest between you and the Company or any Group Company and any material breach or default of your obligations under this Agreement.

5. **Salary**

- 5.1 Your commencing TEC is set out in the Heads of Terms under salary. This will be subject to appropriate tax and other statutory deductions, payable monthly in arrears by equal instalments and will be deemed to accrue from day to day.
- 5.2 Salaries are generally reviewed annually. You have no automatic entitlement to an increase in salary on such review. There will be no salary review after you or we have given notice of termination of your employment.

6. **Place of work**

- 6.1 Your usual place(s) of work is (or are) set out in the Heads of Terms.
- 6.2 You agree that you will attend your Designated Office (or any other designated place, such as a client's offices or another Company office) on reasonable notice if required by your People Leader for specific events, meetings, training or as otherwise considered necessary for the proper performance of your duties. You may be required to travel both inside and outside the usual workplace country on business.
- 6.3 You are not permitted to work outside your country of employment (or tax jurisdiction) without first having made a Request to Work Abroad application which has been approved by the Company's International Mobility team.
- 6.4 The Company reserves the right to require you to work at another Group office, or to change your place of work to any other location either temporarily or permanently as the business may reasonably require or as required for regulatory reasons.





6.5 The Company reserves the right to transfer, second and/or assign you to work for another Group Company or another department, division, section or branch of the Company, including those not in existence at the time of signing this Agreement, on a temporary or permanent basis, as it may reasonably require or as required for regulatory reasons.

6.6 If you work remotely, you are required to inform us as soon as possible if you plan to change your remote working address. You confirm that you are not in breach of any mortgage, rental agreement, insurance policy or other agreement by working from home.

7. **Working Hours**

7.1 Your working hours are set out in the Heads of Terms. In addition, you are required to work any additional hours which are necessary to carry out your duties properly.

8. **Discretionary variable compensation**

8.1 You may be eligible to participate in the discretionary incentive arrangements the Group has in place from time to time (your "Variable Compensation").

8.2 If applicable, your annual Variable Compensation target and the applicable performance year are set out in the Heads of Terms. Any target is for indicative purposes only.

8.3 Your Variable Compensation is entirely discretionary and will depend on a number of factors including but not limited to your performance, the performance of your team, the business and the Group and your adherence to the Group's valued behaviours and risk, control and conduct expectations. Any variable compensation will be subject to the Group Regulation of Variable Compensation Policy and Standard (including any deferral mechanism in cash or shared-based form if applicable) and any applicable plan rules as amended from time to time. The Group retains absolute discretion as to the amount of your Variable Compensation and reserves the right to make no award. Any award is not an indication of what you may receive in any other year.

8.4 Your Variable Compensation, if any, is subject to any appropriate tax and other statutory deductions. Variable compensation is normally awarded in March following the performance year to which it relates, although this may vary according to the type of variable compensation or at the Company's discretion. With respect to your first year of employment, any award made will be pro-rated based on the Commencement Date, although you will not be eligible for an award if your Commencement Date falls on or after 1 October.

8.5 Except as expressly provided in any applicable plan rules, your Variable Compensation in this clause is also subject to:

(A) you being in employment on the date that any award is made; and

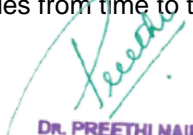
(B) neither party having given notice to terminate your employment on the date that the award would have been made.

8.6 You will be responsible for any tax liabilities arising from any award in excess of any deductions at source. All awards are non-pensionable.

9. **Employee share plans**

9.1 You may become eligible for consideration for participation in one of the Group's employee share plans in place from time to time. The level of your participation (if any) is at the sole discretion of the Group and if you receive a grant or award under a plan in any one year, this will not give rise to a contractual entitlement to a grant or award in future years.

9.2 Any participation in any share plan and your participation (if any) will always be subject to the relevant share plan rules from time to time.

  
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10. **Expenses**

10.1 The Company will reimburse all reasonable expenses properly and necessarily incurred by you in the course of your employment, subject to evidence of proof of expenditure and People Leader approval. For the avoidance of doubt, the Company will not reimburse:

- (A) travel expenses between your home address, your Designated Office and any other of your usual places of work; and/or
- (B) any utility or office equipment expenses incurred as a result of your homeworking arrangement or otherwise.

11. **Benefits**

11.1 You will be eligible to receive the following benefits from the Commencement Date, subject to the terms of the relevant scheme, and the rules or insurance policy of the relevant insurance provider, in each case as amended from time to time:

- (A) retirement benefit;
- (B) life assurance; and
- (C) medical insurance.

11.2 We reserve the right to amend the rules of any such scheme and/or to withdraw any (or all) such benefits, without providing any replacement. Accordingly, such benefits are non-contractual. If the insurer refuses to provide cover to you, the Company will not be liable to provide such benefits itself or compensation in lieu.

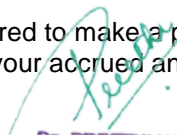
11.3 If local law provides greater or additional statutory benefits than conferred by this clause, local law will prevail.

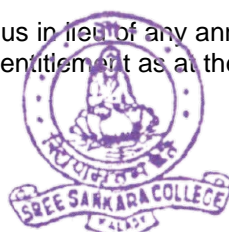
12. **Annual leave**

12.1 In addition to public holidays, your number of paid annual leave days per holiday year is set out in the Heads of Terms. This is inclusive of your statutory annual leave days. Our holiday year starts on 1 January and finishes on 31 December each year. In the year you commence your employment under this Agreement, your annual leave entitlement will be pro-rated according to your Commencement Date.

12.2 In relation to annual leave:

- (A) all annual leave must be approved in advance by your People Leader;
- (B) you must comply with the Company's minimum standards relating to annual leave entitlements, including the Group policy on block leave, which may be amended from time to time;
- (C) carry forward of leave is governed by local country leave guidelines;
- (D) the Company may require you to take annual leave entitlement during any period of notice of termination of employment given by the Company or by you (and you will be deemed to take any outstanding leave during any period of garden leave);
- (E) you will be entitled to a payment in lieu of annual leave which has accrued but is outstanding as at the Termination Date;
- (F) you are required to make a payment to us in lieu of any annual leave which you have taken in excess of your accrued annual leave entitlement as at the Termination Date;

  
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- (G) payments in lieu of annual leave are calculated in line with the laws applicable to where your Designated Office is located.

If local law provides a greater benefit than conferred by this clause, local law will prevail.

13. **Absence (including sickness absence)**

- 13.1 If you will be absent from work you must tell your People Leader (including the general reason why) by telephone or email on the first day of such absence, whenever possible.
- 13.2 The Company may require you to provide your People Leader with a medical certificate covering the period of absence in line with local country sickness absence policies, procedures or standards. On your return you must record your absence through the Company's online HR management system.
- 13.3 We will pay you sick pay in accordance with applicable laws. Any pay in excess of this will be at the Company's absolute discretion.
- 13.4 On request, we may require you to undergo a medical examination by a doctor nominated by us, at our expense, at any time and for any reason during your employment. You agree to give the Company authority to have access to any report(s) prepared as a result of such examination.

14. **Health & Safety**

- 14.1 You agree to comply with all health and safety guidelines and training and complete any health and safety checklists which we may issue from time to time. This may include a virtual workstation assessment (and any periodical reviews) which you will arrange with the relevant team if it is recommended that you do so.

15. **Policies, Standards and procedures**

- 15.1 You are required to comply with all prevailing Company and Group policies, Standards and procedures (including the Group Code of Conduct) as may be amended from time to time. You will also be required to comply with such other policies, Standards procedures and other regulatory requirements as the Company may from time to time notify to you.
- 15.2 The policies, Standards and procedures referred to in this clause are not contractual in nature unless otherwise expressly stated. The Company reserves the right, at its absolute discretion, to amend or withdraw any such policies, Standards and procedures.
- 15.3 In the event of any inconsistency between the terms of this Agreement and any of the Company's policies, Standards or procedures, the terms of this Agreement will prevail.

16. **Regulatory requirements**

- 16.1 You agree that you will comply with all relevant laws, regulations and rules of any applicable regulator (including the Financial Conduct Authority and Prudential Regulation Authority).
- 16.2 If applicable to your role, you warrant that:
- (A) you will be aware of, and fully compliant with, your obligations in relation to any Certified Person, Senior Manager or other regulated or licensed functions which you perform;
  - (B) you meet the required standards of fitness and propriety for your function; and
  - (C) you have notified the Company of any matter which is or could be relevant to the Company's and/or any other Group Company's and/or any applicable regulator's assessment of your fitness and propriety. This is a continuing duty during your employment; if you are in doubt as to the relevance of any such information, you should discuss this with the Company without any undue delay.

- 16.3 If applicable to your role, your continued employment is conditional upon the Company and/or any other Group Company and/or any applicable regulator being satisfied that you continue to meet any required standards of fitness and propriety for your function. The Company reserves the right to amend your duties, or to terminate your employment with immediate effect, in the event of any breach of the above warranties or failure to meet any of the conditions set out in this clause.

17. **Intellectual property**

- 17.1 Subject to applicable laws, if at any time in the course of, or in connection with, your employment with us, you make or discover or participate in the making or discovery of any Intellectual Property directly or indirectly relating to or capable of being used in the business carried on by the Company or by any other Group Company, you will immediately disclose in writing to the Company full details of the Intellectual Property and the Intellectual Property will be the absolute property of the Company and you hereby waive any moral rights you may have in such Intellectual Property. You hereby waive any moral rights in to which you are now or may at any future time be entitled, including (but without limitation) the right to be identified, the right of integrity and the right against false attribution, and agree not to institute, support, maintain or permit any action or claim to the effect that any treatment, exploitation or use of such work or other materials, infringes any moral rights you may have in such Intellectual Property.

- 17.2 At our request and expense, you will give and supply all such information, data, drawings and assistance as may be necessary or in our opinion desirable to enable us to exploit the Intellectual Property to the best advantage (as decided by the Company), and you will execute all documents and do all things which may be necessary or in our opinion desirable for obtaining patent or other protection for the Intellectual Property in such parts of the world as may be specified by us and for vesting the same in us or as we may direct.

- 17.3 Where any Intellectual Property rights falling within this clause have been created jointly by you and any other person or persons, you shall, without prejudice to your obligations under this clause, use your best endeavours to procure that the other person or persons assign(s) to the Company as applicable yours or their interest in such rights.

- 17.4 You shall immediately on the Termination Date deliver to the Company all materials in your possession or in your control relating to any Intellectual Property rights belonging to the Company or third-party Intellectual Property licensed to the Company or member of the Group.

- 17.5 In this clause:

- (A) “Intellectual Property” means all intellectual and industrial property rights including, without limitation, all patents, rights to Inventions and Confidential Information, trademarks, rights in get-up, rights in goodwill or to sue for passing off, rights in trade names, websites, internet domain names, logos, art work, slogans, know-how, technical information, trade secrets, processes, rights in designs (whether or not registered or registrable), utility models, copyright (including rights in computer software and related preparatory and design materials), semiconductor topography rights, database rights and all rights or forms of protection of a similar nature or having equivalent effect anywhere in the world, in each case whether registered or unregistered and including all applications (or rights to apply) for, and renewals or extensions of, such rights; and
- (B) “Invention” means any invention idea, discovery, development, improvement or innovation, whether or not patentable and whether or not patent protection has been applied for or granted, and whether or not recorded in any medium.

- 17.6 On termination of your employment, the terms of this clause shall remain in full force and effect.

18. **Confidentiality**

- 18.1 You will not at any time, either during or after the termination of your employment use, permit the use, disclose or communicate to any person whatsoever, including through any failure to exercise all due care and diligence which causes or permits any unauthorised disclosure of, any Confidential Information. In addition, you must not supply the names or addresses of any clients, customers or



agents of the Company or any other Group Company to any person except in the proper course of the business of the Company or any other Group Company or as authorised in writing by the Company or as ordered by a Court of competent jurisdiction and/or a regulator.

18.2 You are responsible for ensuring the security of Confidential Information at all times, including in your home or any other remote working environment. In particular, you undertake to:

- lock your computer terminal whenever it is left unattended;
- ensure any wireless network used is secure;
- keep all Company papers containing Confidential Information secure when not in use; and
- comply with the Group Information Security and Cyber Security Policy from time to time in force.

18.3 Nothing in this clause shall preclude you from making a disclosure under the Group Speaking Up Programme (including to a regulator). This includes protected disclosures about topics previously disclosed to another recipient.

## 19. **Media**

19.1 You must not at any time either during or after the termination of your employment make or release any statement (whether written or verbal) to any representative of television, radio, film, or other media and you will not write or comment on any article for the press or otherwise for publication on any matter connected with or relating to the Company or any other Group Company or its business without first obtaining the prior written approval of Corporate Affairs.

19.2 Other than to confirm the fact that you were employed by the Company, you must not at any time either during or after the termination of your employment make or share any statement (whether written or verbal) on any Networking Site on any matter connected with or relating to the Company or any other Group Company or its business or which could result in the Company being directly or indirectly associated with that statement without first obtaining this prior written approval of Corporate Affairs.


## 20. **Deductions**

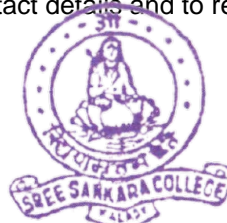
20.1 To the extent permitted by law, you consent to the Company deducting from your remuneration any sums due from you to the Company including, without limitation, any overpayments, loans or advances made to you by the Company as part of your employment and any overpayments in respect of annual leave taken in excess of your entitlement.

## 21. **Suspension or garden leave**

21.1 We may, at any time and in our absolute discretion require you:

- (A) not to perform all or any of your duties under this Agreement;
- (B) not to enter any premises of the Company or any other Group Company;
- (C) to return on request any Company or Group property, including but not limited to any laptop, mobile devices and/or security pass and all documents and other materials (including copies) belonging to the Company or Group containing Confidential Information;
- (D) not to contact any client, supplier, employee, contractor, consultant or partner of the Company, unless you have specific prior approval from your People Leader;
- (E) to immediately inform your People Leader in the event that any client, supplier, employee, consultant or partner of the Company seeks to contact you; and/or
- (F) to ensure that the Company has your contact details and to remain contactable at all times.

  
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21.2 During any period of suspension or garden leave, you will continue to be entitled to receive your base salary and contractual benefits (unless and until your employment is terminated) and you remain an employee of the Company such that all your express and implied obligations under this Agreement will continue.

## 22. **Termination**

### 22.1 **Notice**

Your employment will automatically terminate on the Expiry Date. Subject to the remainder of this clause, your employment may be terminated earlier than this by either party by giving notice as set out in the Heads of Terms, or payment in lieu of that notice.

### 22.2 **Payment in lieu of notice**

Once notice has been given by either party, the Company may terminate your employment with immediate effect by making a payment in lieu of notice for the whole or part of your notice period, as applicable. Payment in lieu of notice shall be equal to TEC - Retirals (Employer Provident Fund + Employer Gratuity) only which you would have been entitled to receive during any unexpired part of your notice period (but not any other benefits), less any appropriate deductions.

### 22.3 **Termination without notice**

We may terminate your employment without notice, and without payment or compensation in lieu of notice, if:

- (A) you are found to have committed gross misconduct or you commit any serious or repeated breach of your obligations under this Agreement (including any of the examples of gross misconduct given in our Group Disciplinary Standard as amended from time to time);
- (B) you are in our reasonable opinion negligent and/or incompetent in the performance of your duties, you fail to acquire or cease to hold any professional or regulatory qualification, certification or permission which is necessary for you to carry out your duties under this Agreement;
- (C) you are charged with and/or convicted of a criminal offence, other than an offence which in our sole discretion does not affect your position or suitability as an employee of the Company;
- (D) you, in our reasonable opinion, bring or risk bringing the name or reputation of the Company or any other Group Company into disrepute or you prejudice the interests or business of the Company or any other Group Company; and/or
- (E) you have a bankruptcy order made against you or if you make any arrangement or composition with your creditors.

### 22.4 **Obligations on termination**

Upon request by the Company at any time and in any event upon termination of your employment for whatever reason, you will:

- (A) immediately return to us any remaining property of the Company and/or of any other Group Company (including Confidential Information) which may be in your possession, power, custody or under your control, and if requested, you will provide us with a signed statement confirming that you have complied with this clause;
- (B) provide us with all passwords and information necessary to access any Company systems and devices which you have used in the course of your employment and ensure all powers of attorney and/or delegations of authority are handed over as appropriate;



- (C) delete any information relating to the business of the Group that is stored on any personal computer, mobile device or storage media or otherwise in any electronic form and which is in your possession, custody or control;
- (D) without compensation, resign from all offices held by you in any Group Company and transfer to the Company or any relevant Group Company without payment or as the Company may direct any qualifying shares held by you as nominee for the Company or any relevant Group Company;
- (E) comply with the handover procedures contained in the Group Handover Standard from time to time in force if applicable; and
- (F) immediately repay all outstanding debts or loans due to any Group Company.

22.5 The Company's retirement age is 60. The details regarding the Company's procedure on retirement are available from the Company's Human Resources department.

### 23. **Ongoing assistance**

23.1 During your employment and at any time after the termination of your employment, you agree to co-operate with any reasonable request for assistance made by the Company or any other Group Company or its or their advisers in relation to any internal investigation or review or other internal enquiry or any investigation or other enquiry by any regulatory authorities, clearing houses and exchanges, professional bodies, or government bodies or agencies in relation to the Company or any other Group Company or any dispute (including any litigation) brought by or against the Company or any other Group Company in any case relating (in whole or in part) to matters with which you are or were involved during your employment with the Company. This includes a dispute before any foreign tribunal, court, arbitral panel, and any enquiry or investigation conducted in any country by any foreign regulatory authorities, clearing houses and exchanges, professional bodies, or government bodies or agencies. You further undertake to inform the Company of any dispute/litigation which you are involved in that may have an impact on its or any other Group Company's business and/or reputation.

### 24. **Data privacy**

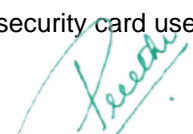
24.1 We will collect and process information relating to you in accordance applicable local laws and the Group Employee Privacy Statement, the current version of which is attached to this Agreement but which we may amend from time to time.

24.2 You shall comply with the Group Privacy Standard and the Group Code of Conduct from time to time in force when handling and retaining personal data in the course of your employment including personal data relating to any employee, worker, contractor, customer, client, supplier or agent of ours.

### 25. **Monitoring**

25.1 In order to carry out our legal obligations as an employer (such as ensuring compliance with our IT-related policies), conducting internal audits and investigations and/or for other business reasons, we may (overtly or covertly) monitor:

- (A) telephone, email, voicemail, internet use, chat discussions and any other communications or material on the Company's or Group's networks or on your Company or Group laptop or mobile device;
- (B) information held in Company or Group mobile device applications, even if held on your personal mobile devices;
- (C) CCTV or your security card use in or around the Company's premises.

  
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You also agree to allowing the Company to access your personal mobile or other personal device where doing so is necessary for any Company or Group investigation or to ensure there is no Confidential Information stored on such a device. Monitoring is only carried out to the extent permitted or as required by law.

26. **Other**

26.1 **Entire Agreement**

This Agreement sets out the entire agreement between the parties and replaces and supersedes any existing agreement (written, verbal or otherwise) made between you and us or any other Group Company in relation to your employment which are deemed to have been terminated by mutual agreement with effect from the date on which your employment under this Agreement begins.

You warrant and agree that you are not entering into this Agreement in reliance on any representation or warranty not expressly set out in this Agreement.

26.2 **Obligations to third parties**

You warrant that, in entering into this Agreement and performing your obligations under it, you will not be in breach either directly or indirectly of any court order and/or the express or implied terms of any contract or obligation which is binding on you.

26.3 **Variation**

The Company reserves the right to make reasonable changes to these and any other agreed terms and conditions of employment. Minor changes may be made from time to time and will be effected by a general notice to employees.

26.4 **Governing law and jurisdiction**

Your terms and conditions of employment and any non-contractual obligations arising from your employment will be governed by, and construed in accordance with, the law set out in the Heads of Terms.

In relation to any legal action or proceedings arising out of or in connection with your employment, the Company and you irrevocably submit to the exclusive jurisdiction of the courts set out in the Heads of Terms.

26.5 **Miscellaneous**

The parties agree that the provisions of this Agreement are separate and divisible and if any clause or provision of this Agreement is held to be completely or partially invalid or unenforceable, all other clauses or parts thereof contained in this Agreement shall remain in full force and effect and shall not be affected thereby.

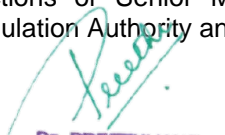
This Agreement may be executed in any number of counterparts, each of which, when executed, shall be an original, and all the counterparts together shall constitute one and the same instrument.

27. **Definitions**

27.1 In this offer letter:


(A) **"Agreement"** means the Heads of Terms and this Offer of Employment letter together.

(B) **"Certified Person"** or **"Senior Manager"** means a person performing one or more of the Certified Functions or Senior Management Functions respectively designated by the Prudential Regulation Authority and/or the Financial Conduct Authority;

  
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- (C) "Confidential Information" means any trade secrets or information of a confidential nature which belongs or relates to the Company or any other Group Company or its or their clients or customers or past or potential clients or customers, and which you may have received or obtained or become aware of as a result of or in any way in connection with your employment, or in respect of which the Company owes a duty of confidentiality to a third party, including but not limited to information relating to all or any of its or their staff, suppliers, agents or distributors, commercial, financial or marketing information, customer lists, technical and operational information, methods and processes and know-how comprising trade secrets;
- (D) "Flexi working arrangement" means any arrangement other than working full-time, during the standard office hours for your location and with your sole place of work being your Designated Office. This means Flexi working arrangement includes any home-working, remote working, flexible hours arrangement and/or part-time hours;
- (E) "Group" means the Company, each subsidiary undertaking and parent undertaking of the Company and each undertaking which is a subsidiary undertaking of the Company's parent undertaking; and "Group Company" will be construed accordingly;
- (F) "Networking Site" means Facebook, LinkedIn, Twitter or any other social or professional networking website or equivalent whether in existence or not at the date of this Agreement;
- (G) "Termination Date" means the date of termination of your employment with us.
- (H) Capitalised terms in the Heads of Terms will also be defined terms in this Agreement.



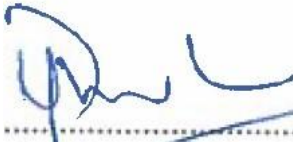
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If the terms of this offer are acceptable to you, then please sign, date and return to me the copy of this letter enclosed - if you have not done so before **February 20, 2023** then this offer will lapse.

Yours sincerely



**Mohan Parkunan**  
**VP - Resourcing Cluster Lead - IND**  
For and on behalf of the Company

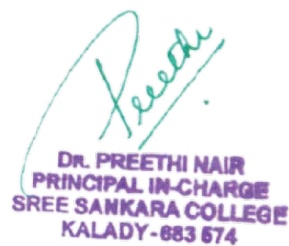
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I **Laiju V L** agree to the terms and conditions set out in this Heads of Terms and the Offer of Employment dated **February 14, 2023**

Signed by **Laiju V L**

.....  
Signature

.....  
Date



**DR. PREETHI NAIR**  
**PRINCIPAL IN-CHARGE**  
**SREE SANKARA COLLEGE**  
**KALADY - 683 674**



## Appendix

### Group Employee Privacy Statement

This Group Employee Privacy Statement relates to the collection, use and disclosure of Personal Data about any current or previous Employee ("you", "your") by any member of the Standard Chartered Group ("Group", "we", "our"). Capitalised terms are as defined in the RiskPod Glossary.

#### Purposes for which we may Process your Personal Data

The Personal Data (including Sensitive Personal Data) we Process in relation to you is provided by you, third parties, collected through publicly available sources or generated during your application for, and throughout, your employment with us, through any media.


The controller of your personal data is the Group entity you have a contractual employment relationship with and Group Human Resources.

The processing of your personal data is necessary to comply with any legal right or obligations to which we are subject in relation to your employment or engagement. The purposes for which your Personal Data may be processed include, but are not limited to the following:

- Recruitment; • Pre-and post-employment verification screening, including searches with a credit reference agency, sanctions screening checks and criminal record checks, where allowed by law; • Regulatory approvals/licenses to conduct financial regulated activities; • Immigration and work permit checks and applications; • Payroll and payroll administration; • Taxation calculations and payments; • Share scheme administration; • Performance assessments (P3); • Works council membership; • The provision of employee benefits including healthcare and maternity benefits; • Sickness, parental, volunteering and other types of leave; • Occupational health and health and safety matters; • Diversity (our commitment to a diverse and inclusive workforce/equal opportunities monitoring); • Promotion and succession planning; • Training; • Business travel and the payment of expenses; • Contingency planning and emergency contact; • Internal transfers and international relocations; • Maintaining a record of your employment history; • Pension and pension administration (where applicable); • The provision of references to third parties; • Our Alumni programme; • The Speaking Up programme; • Conduct dashboard; • Employee surveys; • To monitor compliance with all internal policies and procedures, including but not limited to outside business interests, gifts and entertainment, close financial relationships, usage of electronic equipment, and where necessary, for related investigative purposes; • For the prevention and detection of crime including, but not limited to, fraud and other financial crime; • Management of any action, including disciplinary action, considered, instigated or taken as a result of your conduct or performance; • System and equipment access, access rights and usage; • Global communications (i.e. email); • Surveillance cameras for security and protection of employees, premises and Bank assets; and • Badge entry system access.

We may also process your personal data if we are required by law or regulation to do so.

For emergency purposes, in connection with employment benefits and as otherwise necessary in relation to your employment with us, we also Process Personal Data (including Sensitive Personal Data) you provide in relation to your family members and dependents. We may also process any personal data on your family members and dependents for the purpose of protecting the Group and its customers from fraud and other financial crime. It is your responsibility to ensure anyone about whom you provide us with personal data is made aware that you are providing their personal data and for what purpose.

  
DR. PREETHI NAIR  
PRINCIPAL IN-CHARGE  
SREE SANKARA COLLEGE  
KALADY-683 674



## **To whom we may disclose your Personal Data**

Your Personal Data will be Processed by Human Resources, your line management and Group functions such as Audit, Compliance, Legal and Shared Investigative Services for the purposes outlined above. In addition, we may also disclose your Personal Data to:

- professional advisers, third party service providers, agents or independent contractors providing services to the Group;
- any person in connection with litigation or other legal proceedings, to obtain legal advice or for establishing, exercising or defending legal rights;
- any person to whom disclosure is allowed or required by Law and/or Regulation;
- any court, tribunal, Regulatory Authority or Governmental Entity;
- any criminal records bureau, credit bureau or credit reference agency when conducting background checks when we are allowed by law or regulation to do so;
- any insurer or insurance broker in connection with employee benefits;
- to third parties to provide references at your request or with your consent; and
- third parties to whom we may transfer our rights and/or obligations under any agreement, including but not limited to a potential merger or acquisition of all or part of the Group's business; located in any jurisdiction.

## **Retaining your Personal Data**

Your Personal Data is retained in line with Law, Regulation and business operational requirements and the Group Records Management Policy. Records retention schedules are included in the Group Records Management Policy

When you leave our employment, the purposes for which we will retain and may disclose your Personal Data include the following:

- maintaining historical records;
- benefits and pensions administration;
- for the provision of references to third parties at your request or with your consent
- in connection with any investigation (internal or otherwise), or litigation or regulatory enquiries or proceedings where you have been involved in the business underlying the investigation, enquiries or proceedings and/or may have relevant information;
- other purposes allowed or required by Law and/or Regulation;

in any jurisdiction.


## **The monitoring of Employee use of electronic communications**

The monitoring of Employee electronic communications is governed by the Notice on the Monitoring of Staff Electronic Communications and Use of Group Applications and Systems which can be accessed on RiskPod [here](#).

We use internet blocking software to block access to certain sites. Reports are generated detailing who has tried to access a potentially blocked site and when. These reports may be reviewed when it is suspected that an employee may be in breach of internal rule or policy, Law and/or Regulation.

## **Corporate Mobile Devices**

To ensure Bank confidential and restricted information cannot be disclosed or shared without authority, use of corporate devices may be monitored and all data/information on the device accessed. As the Bank may have access to the device at any time, you should not use your own existing personal Apple account on the device and if you do, the Bank may access your personal data through all and any messages, contacts, photos and other functionality/applications kept on the device. If a personal Apple account is required, please set up an account specifically for this purpose that is not linked to any personal device. You should not install personal email accounts or any applications which may contain non-Bank owned personal data. Your continued use of the Bank device is on the understanding that the Bank has access to any data, including personal data, and information on that device.

  
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## **Accessing your Personal Data**

Most if not all of the Personal Data Processed in relation to you is accessible through the Employee Portal. If you wish to access Personal Data you believe to be Processed in relation to you which is not accessible on the Employee Portal please email AskHR (AskHR@sc.com).

## **Correcting your Personal Data**

Please ensure your Personal Data is up to date at all times. You can directly update some Personal Data through the Employee Portal, otherwise please email AskHR concerning deletions, updates or corrections.

## **Your right to erasure**

You may have the right in some circumstances to ask for some of your personal data to be deleted, for example when there is no longer a valid reason to process it. This is not an absolute right to have any personal data deleted that you wish.

## **Your right to object to or restrict the processing of your personal data**

In some circumstances you may have the right to object to how we process your Personal Data or restrict its processing but this does not mean you can decide or choose how we process your Personal Data. If you have any concerns about how we process your Personal Data, please contact AskHR.

## **Automated decision making and profiling**

If we undertake any profiling that will result in an automated decision relating to you, we will do so on the basis we think it is necessary in relation to your employment contract or with your consent; we will let you know and you will have the right to discuss the decision.

## **How we protect your Personal Data**


All Staff must comply with the Group Information Security Policy which imposes technical and organisational security measures to safeguard Group data assets including your Personal Data. When using external service providers, we require that they adhere to security standards mandated by the Group.

Personal Data may be transferred to, or stored at, a location outside of your country of employment where the law may not afford the same level of protection as your country of employment. Regardless of where Personal Data is transferred, when under our control we take all steps reasonably necessary to ensure that Personal Data is kept securely. If you are employed in the European Union ("EU") and your personal data is processed in a country outside of the EU, we will put in place contractual clauses approved by the EU Commission as providing an adequate level of protection. Global Business Services in India, Malaysia, China and Europe processes employee personal data on behalf of any of the Business or Functions who may process your personal data.

## **Third parties who may be a controller of your personal data**

In some circumstances, we may provide your personal data to a third party who will determine how and why your personal data will be processed. This will include the Group's external auditors as well as third party benefits providers such as pension providers who you will have a direct relationship with.

In addition, in the course of your employment, you may as part of your role interact with corporate clients and third parties such as counterparties and service providers. Such companies may collect your Personal Data, including but not limited to, your name and contact details. In these situations, the organisation concerned is directly responsible for how they Process your Personal Data and the Group will have limited rights in this regard. If you have concerns about how such organisations Process your Personal Data you should contact the organisation direct.

  
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## Complaints

If you have a complaint in relation to the processing of your Personal Data and you are not happy with the way we deal with it, please raise through AskHR, HR Business Partner or contact the Global Head of Privacy.

You also have the right to complain to the data protection authority, if one exists, in the country where you are employed or the UK Information Commissioner. Details can be obtained from the Global Head of Privacy.

## Changes to the Group Employee Privacy Statement

The Group Employee Privacy Statement may be updated from time to time and you should revisit this site regularly to check for any changes.

## Your professional responsibilities

Most of us process Personal Data in the work we do every day, whether it relates to a Retail or Private Banking Client, the individuals we deal with at our Corporate Clients, third party vendor personnel or Staff. There are laws and regulations that govern every aspect of how we process personal data, from the point of collection through to destruction, the key obligations of which are set out in the Group Privacy Policy.

In your role you must process personal data in line with the Group Privacy Policy and the Group Code of Conduct. Sanctions for a breach of any aspect of privacy law can be severe, potentially leading to regulatory action being taken against the Group and/or the Employee responsible. In some circumstances a breach may be a criminal offence or lead to other sanctions such as a fine, public censure or a cease and desist order. A breach may also result in disciplinary action, including dismissal.

In some countries in which the Group operates, there is an obligation to report personal data breaches to the supervisory authority. It is important therefore you understand the Group Privacy Principles and in particular comply with the following:

- When recording free text comments only record the minimum amount of Personal Data necessary and wherever possible ensure comments are objective rather than subjective
- Ensure Personal Data recorded can be justified (in court if necessary) as being in the interest of the Bank
- Remember any or all records might have to be disclosed to a Client, regulators or a court, including emails
- Do not create or maintain unnecessary paper notes/memos/records that include Personal Data
- Do not access any Personal Data you are not authorised to access, for example having access to a client database does not authorise you to access a particular client record unless you have a specific authorised business reason to do so
- Do not access any Personal Data out of curiosity or for personal gain – Personal Data can only be accessed if you have a specific business reason for doing so
- Do not send Personal Data to any private or personal email account/s (other than your own Personal Data such as your payslip)
- Only disclose Personal Data to a third party if you are expressly authorised and instructed to do so as part of your role, ensuring the data is encrypted and password protected with the password sent by a different channel
- If you are processing Personal Data in a public space make sure you cannot be overseen by any person or video camera
- Do not discuss Personal Data where you can be overheard by people not authorised to hear it
- Always dispose of paper records that include Personal Data in a confidential or shredding bin
- Lock away paper records including Personal Data when not in use
- Comply with the Records Management Policy by deleting, disposing of or destroying Personal Data in line with the records retention schedules.
- Maintain a clear desk policy and lock your screen when you are away from your desk.
- Be careful when answering unsolicited telephone enquiries requesting Personal Data.
- Do not leave documents including Personal Data unattended on printers
- Remove any Personal Data from whiteboards and flipcharts when you exit a meeting room
- Log off and power down your laptop when in transit (i.e. travelling from the office to your home)
- Notify the loss or theft of a laptop or mobile device immediately
- Do not procure the disclosure of personal data from a third party not authorised to provide it, for example, do not ask a job applicant to provide personal data of clients of another organisation they might introduce to the Bank if successful in their application
- Do not forward emails which contain personal data that the recipient is not authorised to see
- Do not allow anyone to use your unique user identifier or password to access Personal Data
- Comply with the requirements of the Information and Cyber Security Policy and Standards.

APPUKUTTAN VAIDYAR SONS'  
**K . P . K   V A I D Y A S A L A**  
ELAMKULAM, KUNNAKKAVU POST, KERALA 679340.

**APPOINTMENT LETTER**

To

**Miss. PAVITHRA. PS**

D/o Sasibhooshan P,  
Pullanur House, Pookkottumpadam Post,  
Pookkottumpadam Kerala

Sir,


Subject: Appointment of technical staff @ the Ayurvedic medicines manufacturing firm, M/s Appukuttan vaidyar sons' KPK Vaidyasala, Elamkulam - Intimation letter forwarding of - reg.,

This is to inform that you are appointed as technical staff in quality control section of the Ayurvedic medicines manufacturing firm, M/s Appukuttan vaidyar sons' KPK Vaidyasala, Elamkulam, Kunnaikkavu Post, Kerala 679340 with effect from .....2021.

You will be paid with a consolidated salary of Rs.10,000/- [Ten thousand only] and it is expected that you should abide the rules and regulations of the firm that are in force from time to time.

Yours faithfully,

Elamkulam  
....03.2021

  
**DR. PREETHI NAIR**  
PRINCIPAL IN-CHARGE  
SREE SANKARA COLLEGE  
KALADY-883 674





APPUKUTTAN VAIDYAR SONS'  
**K . P . K   V A I D Y A S A L A**  
ELAMKULAM, KUNNAKKAVU POST, KERALA 679340.

**APPOINTMENT LETTER**

To

**Dr. SIVASANKARAN. P**

S/o Unnikutty Vaidyar. P [late]  
'Alaka', Chathangottupuram, Porur, Kerala 679328

Sir,


Subject: Appointment of technical staff @ the Ayurvedic medicines manufacturing firm, M/s Appukuttan vaidyar sons' KPK Vaidyasala, Elamkulam - Intimation letter forwarding of - reg.,

This is to inform that you are appointed as Medical officer / technical staff in manufacturing section of the Ayurvedic medicines manufacturing firm, M/s Appukuttan vaidyar sons' KPK Vaidyasala, Elamkulam, Kunnakkavu Post, Kerala 679340 with effect from .....2021.

You will be paid with a consolidated salary of Rs.10,000/- [Ten thousand only] and it is expected that you should abide the rules and regulations of the firm that are in force from time to time.

Yours faithfully,

Elamkulam  
....03.2021

  
**DR. PREETHI NAIR**  
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