

## Terms of employment

1. Your effective date of joining will be considered based on the joining report filled by you while reporting for joining at the company.
2. This contract of employment may be terminated with or without any reason by either party by giving the requisite period of notice in writing which shall be 30 days. The company reserves the right to pay or recover pay-off in Lieu of notice period and relieve you on such date as it may deem fit even prior to the expiry of the notice period. However, the Company reserves the right to waive your notice period and relieve you earlier at its convenience.
3. You would be required to sign an Employee Non- disclosure/Confidentiality Agreement with the Company at the time of joining.
4. You would also be required to sign a Conflict of Interest document with the Company. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of our manufacturing processes, documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your service with the Company or thereafter. In the event of your acting in any contract or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company
5. You shall commit yourself to the implementation of any measure introduced or that may be introduced by the management as in its sole discretion/ judgment considers expedient in the conduct of its business. Such measures shall include inter alia changes in work organization, work methods, procedures and systems, reporting systems, marketing plans and strategies and all other activities required for the efficient management of the business of the Company.
6. You are required to comply with the company's Code of Business conduct and Ethics (COBE). In the event you violate any COBE regulation, you shall be subject to an enquiry and if proven guilty, be subject to disciplinary action by the Company including without limitation termination of your services with immediate effect. Nothing in this offer letter shall render the Company liable to reimburse you or any other person any gifts or payments, offered, paid or promised in violation of COBE
7. You shall extend your full assistance and cooperation to the management in maintaining discipline in the Company.
8. You shall adhere to the Code of Business Ethics and any other rules and regulation specified by the Company from time-to-time.
9. Your working days will be as per the applicable organization policy and may include Saturdays, whether in the head quarter, ex-headquarters or outstation.
10. The working day shall ordinarily consist of morning and evening work and you should make the number of calls to doctors, hospital, chemists, stockiest, dealers and other purchasing agencies as per standards, norms, rules and regulation of the Company and any other appropriate standards applicable to the same.
11. As fixed by the Company and communicated individually from time to time, you shall strictly adhere to the norms, rules and regulation of the Company. Any deviation from or failure to adhere to the same will be misconduct.
12. You will be eligible to thirteen paid holidays in a calendar year to be fixed and declared by the management.
13. Leave and the procedure thereof shall be in accordance with the Company Policy.
14. Subject to the provisions of any law for the time being in force, leave cannot be availed of as a matter of right, and must be sanctioned by the management. The management may at its discretion refuse, revoke, or curtail leave, subject to the exigencies of work in the Company.
15. In case, the Company is not satisfied about the authenticity of the medical certificate produced, the management may get you examined by the medical officer of its choice at its cost and you shall not refuse to subject yourself and fully cooperate with the Company for such medical examination.
16. If you remain absent without leave for ten consecutive days or beyond the period of leave originally granted or subsequently extended, you shall be deemed to have abandoned the service of the Company, unless you return to duty within three (3) days of remaining absent or the expiry of the leave granted or extended as the case may be and explain to the entire satisfaction of the management, reasons for absence or overstay of leave.

17. While proceeding on leave, you shall intimate to your department/manager your contact address during the leave period. Any communication sent to such contact address shall be deemed to have been personally served on you.
18. As per the Company's policy, the age for superannuation is 60 years subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.
19. In case you leave the organization within a period of one year from the date of joining, the company reserves the right to recover all the relocation/notice period recovery expenses incurred on at the time of joining.
20. That your promotion will be at the sole discretion of the Company depending upon your performance, potential and on competencies demonstrated by you as assessed by the Management from time to time.
21. You will devote your whole time and full attention exclusively to the duties entrusted to you to the best of your power, ability, skill and experience and shall not do any other work for any remuneration, nor shall hold any private business, directly or indirectly.
22. All property, products, promotion materials and any other documents entrusted to you shall be the exclusive property of the Company and you shall be responsible for their safe custody. You shall use/distribute such property strictly according to the instructions of the Company and shall maintain proper accounts and records for the same.
23. You will not borrow or collect any money on the Company's account from any dealer or doctor or other party.
24. Your date of birth as recorded by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note that this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company and will not be changed under any circumstances.
25. If any declaration or information furnished by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, in such cases, you will be liable to dismissal from services of the Company without any notice.
26. Your services are liable to be terminated in case the Company loses confidence in you as a result of your conduct due to commission or omission of any act subversive of discipline and good behavior leading to loss of image of the Company through any act involving moral turpitude, any instructions, routine and practices, working and the traditions common for your role in general.
27. On termination/separation/retirement from the services of the Organization, you shall immediately return the Company, all correspondence, Company property, specifications, formula books, documents, market data, cost data, drawings effects or records etc., belonging to the Company or relating to its business and shall not retain or make any copies of these items.
28. You shall not at any time, without the express consent from the management, except under legal process, divulge or make public any of the information, secrets, accounts, transactions, or dealings of the Company which ought not to be made public or disclosed, during and after termination of the employment.
29. The management may at its discretion transfer you from one location to another location in India or abroad or to associate companies or to the factory or to the head office or any other office in the country. Refusal to obey such transfer order will be misconduct and you will be liable for disciplinary proceedings. Management has the sole right and discretion to lay off, transfer and promotion.
30. In regard to any terms and conditions of service or any rules and regulations of the Company which are not covered herein, the Company may from time to time give effect to such terms and conditions, rules or regulations affecting the employees or any particular group of the employees by publishing them on the notice board of the establishment and or personally servicing the same on employee by post and you shall be bound by all such terms and conditions, rules and regulations.
31. Any disputes arising out of and/or related to your employment with the Company shall be subject to the court located in Hyderabad City jurisdiction.