

Terms of employment

1. You would be required to sign an Employee Non- disclosure/Confidentiality Agreement with the Company at the time of joining.
2. 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.
3. You will be in fixed-term employment with the Company. You are liable to be transferred to any of our offices worldwide to any department, factory or establishment forming part of our Organization or associate companies due to career advancements opportunities, business exigencies, and you are required to abide by the working conditions and policies of the department, office or establishment concerned. As per the policy of the Company, we expect all our fixed-term employees to devote their full attention and effort to the business of the Company and to continuously develop their professional skill in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. So also, you will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation/image, or interests whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services/contract is liable to be terminated, at the discretion of the management.
4. During the term of your fixed term employment, you shall at all times comply with all applicable Company policies, procedures and general work related practices, as updated from time to time.
5. You will be responsible for the safe keeping and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
6. 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.
7. You are required to keep us informed of any change in your personal details (residential address, marital status, educational qualifications, dependents details etc.) or in your civil status.
8. You will be liable to conform to Company policies and procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
9. Unless terminated in accordance with the Company policies or as provided herein or mutually extended, your contract of employment will expire as per your employment contract letter. Retention of your services beyond fixed term will be entirely at the discretion of the management.
10. Unauthorized absence for a period equal to more than 10 consecutive working days without timely or acceptable prior notification to supervisor or HR , or, your decision to be absent even though supervisor permission was not granted will be deemed as 'absconding'. The company in such cases reserves the right to terminate your services/contract without giving any notice or salary in lieu of notice and initiate suitable action as deemed fit.
11. 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.
12. 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.
13. We will be conducting a Background Verification of your credentials post your joining the organization. Any false information may result in termination of your employment with immediate effect without any further enquiry.

14. This contract of employment is terminable with or without reason by either party giving <30> days' notice in writing.

15. The Company reserves the right to pay or recover pay-off in lieu of the notice period. Further, the Company may, at its discretion, relieve you on such date as it may deem fit even prior to the expiry of the notice period.

16. Your contract of employment is 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.

17. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from service without notice.