

**Ref. EC000007**

**Date:** 13-10-2025

**To, Ms.** Parul Amit Shirke

## **APPOINTMENT LETTER**

We have pleasure of appointing you to the position of **“Admin Manager”** with **Aarya Group** in the department of **“Admin Department”**. We look forward to a long and mutually beneficial relationship.

You are hired by our Gandhinagar based Head office and you will be located for the job which will be direct to you by our Head office.

Your date of joining the company is **“13-10-2025”** the terms and conditions of appointment are detailed below:

### **1. Salary and Pay Structure**

**1.1** Your remuneration package shall be as per Schedule A, attached to this letter.

**1.2** Our Salary Structure follows TAKE HOME Structure as per attached Annexure-A. Any Statutory taxes ,viz Professional ,Income Tax, Insurance Scheme Etc, Will be deducted as per norms from time to time.

### **2. Annual Review**

**2.1** The salary review is normally done on calendar year basis. The salary review shall be based on performance of individual, company performance, industry development as well as any other economic developments and will be done at the sole discretion of management.

**Your next review will be in “13-10-2027”.**

### **3. Probation**

**3.1** The initial period of probation will be **6 Months**. The management reserves the right to extend this period, if necessary. If at the end of the period of probation you are found suitable, your appointment will be confirmed by us in writing.

### **4. Learning and Development**

**4.1** During the course of your employment, the Company may provide you any need based training, education and/or development programs. The Company is expected to incur substantial costs to provide such training. Therefore, you may be required to enter into a service agreement as per the policies of the company prevailing at that time.

### **5. Place of Work**

**5.1** You will be located in Gandhinagar (Office), India. The Company, at its sole discretion, may transfer you to any of its offices in India.

### **6. Confidentiality**

**6.1** You acknowledge, agree and undertake as on date of appointment that you shall keep all the terms of this Appointment letter, including but not limited to salary package, confidential. Further you

shall keep all the information received, accessed by you, either directly or indirectly, during the course of your employment with the Company, confidential and refrain from divulging such information to any third party. In the event of your separation with the Company, you shall return all documents and property of the Company including but not limited to manuals, customer list or any material relating to Company's business obtained by you during the course of the employment.

## **7. Intellectual Property**

**7.1** You acknowledge, agree and covenant that all Intellectual Property Rights in any work done or arising out of, developed by you during the course of this employment shall belong to and vest solely in the Company.

For the purposes of this letter, the terms "Intellectual Property Rights" and "Know How" is defined as follows:

"Intellectual Property Rights" shall mean all rights, title and interests, vested and/or arising out of any industrial or intellectual property, whether protected at common law or under statute, which includes (without limitation) any rights, title and interests in inventions, patents, copyrights, designs, trademarks, service marks, trade-names, Know How, business names, logos, commercial symbols, processes, developments, licenses, trade secrets, goodwill, manufacturing techniques, patterns, drawings, computer software, formulae, technical information, research data, concepts, methods, procedures, designs and any other knowledge of any nature whatsoever throughout the world, and including all applications for the aforesaid, rights to apply and any amendments/modifications, renewals thereto; and all other intellectual property rights which shall be developed during the period of rendering of the Services by the Employee to the Company.

"Know How" shall mean all the scientific and technical documents, literature, papers and technical data, specifications, improvements including future improvements, developments and instructions concerning the methods, formulae and standards including but not limited to such written description, techniques, processes, flow sheets, work forms, technical specifications, manufacturing methods, documentation and any information pertaining to ancillary activities connected with the Services provided by the Company to the Employee.

## **8. Conflict of Interest**

**8.1** At the time of joining and throughout your tenure with the Company, it is expected that you will maintain the highest standards of integrity and transparency in all professional matters. Should you, or any of your immediate or extended family members, or close associates, be engaged in any business or activity similar to or in conflict with the business of the Company, you are required to disclose such information in writing to the Company and the Human Resources Department at the earliest.

In the event that it is established that there has been a breach of this obligation, the Company reserves the right to take appropriate action, which may include termination of employment without notice or salary in lieu thereof.

If any employee is found to have falsely claimed travel or other monetary expenses, the organization reserves the right to recover the disputed amount from the employee's current and past claims. The

organization may also initiate legal action for misconduct, which could include termination of employment.

## 9. **Non-Competition Activity**

**9.1** By virtue of his employment you will acquire confidential information regarding the business of the company, which you agree to hold in trust and in confidence. You hereby covenant that you will not communicate to or use, for the benefit of any other person, company or association without the prior written consent of the Company, any information concerning the business of the Company, such as but not limited to, manufacturing formulas and processes or other document relating to the Company's business, which you shall use or come into contact with. Such information / document shall remain the sole property of the Company.

**9.2** You shall not during and at any time for a period of two (2) years after leaving the Company, either on your own account or on behalf of any person or company entice away the existing customer from the Company.

**9.3** If you resign, you shall not, during two (2) years after leaving the Company, carry on or be engaged in, directly or indirectly in any activity which competes the business of the Company directly or indirectly.

**9.4** You shall not induce any employee of the Company to become employed by or interested directly or indirectly in any business which is in completion with the business carried on by the Company or to terminate his/ her employment with the company.

## 10. **Declaration**

**10.1** If any declarations given or information furnished by you to the Company either for conflict of interest or otherwise proves to be false or if you are found to have willfully suppressed any material information, your services are liable to be terminated with immediate effect without payment of any salary in lieu of notice.

## 11. **Termination of Employment**

**11.1** The notice period, in the event of resignation by the employee or termination by the Company shall be **Two** month or salary in lieu.

**11.2** Notwithstanding the terms outlined in Clause 11.1 above, the Company, at its sole discretion, reserves the right to terminate your services without notice or salary in lieu thereof for reasons including but not limited to:

**1. Misconduct:** Any act of fraud, dishonesty, workplace violence, harassment, or violation of company policies.

**2. Negligence of Duty:** Consistent failure to perform assigned responsibilities or meet job expectations.

**3. Disloyalty and Conflict of Interest:** Engaging in activities that compete with or are detrimental to the company's business interests.

**4. Breach of Confidentiality or Intellectual Property Rights:** Unauthorized disclosure or misuse

of company-sensitive information, client data, or proprietary assets.

**5. Indiscipline and Disobedience:** Repeated non-compliance with company rules, refusal to follow lawful instructions, or disruptive workplace behaviour.

**6. Irregular Attendance and Inefficiency:** Frequent unapproved absences, tardiness, or inability to meet required performance standards.

**7. Provision of False Information:** Falsification or suppression of material facts regarding past employment, education, qualifications, or experience.

**8. Illegal Activities:** Involvement in unlawful acts, criminal offenses, or activities violating regulatory or statutory obligations.

Employees terminated for any of the above reason will not be entitled to any notice period, salary in lieu thereof, or any form of compensation.

**11.3** During the probationary period, either party may terminate the contract of employment by giving 21 (twenty-one) days' notices in writing.

**11.4** When the employment with the Company ceases, you shall return all documents, agreements, goods, credit cards, mobile phones, laptops, data cards, and any material / assets belonging to the Company issued to you, either at the time of appointment or during the tenure of service. The employee shall also be required to prepare a detailed handing over report and submit the same to his line superior. The contents of such handing over report shall be as per the sole discretion of the line superior.

**11.5** Release from the services of the Company shall be given only on satisfactory completion and settlement of all liabilities to the company.

## 12. Disputes

**12.1** Any dispute between yourself and the Company concerning or relating to or arising out of this contract shall be settled and/or otherwise dealt with within and subject matter to Mansa, Gandhinagar (Guj). jurisdiction.

## 13. Company Equipment, The Internet and computer Policy

**13.1** Protect your computer from theft or abuse: Use the screen lock function at all times when not personally present in front of your computer. When travelling outside Aarya's premises, use all care to avoid your laptop computer being stolen.

**13.2** Be aware of what data you store on any local storage media: Local storage (laptop, external drives, USB sticks etc.) shall never be the only storage for Sensitive business data. In any case, no business data shall ever be stored on private storage media, i.e., your own, not belonging to Aarya. Use passwords with care: Select strong passwords, and use the same password on all Aarya applications / systems. Do not use Aarya's passwords on third party systems.

**13.3** Protect your computer against viruses and other "malware": Make sure you have the group antivirus software installed, active, and updated.

**13.4** Beware of what you download from the Internet: Downloading data files from outside the AARYA network shall be restricted to business relevant Materials from trusted sources only. Never download copyrighted contents. Do not store business data in public shared space on the Internet. Use only properly licensed software; do not download or install any programs yourself. Install and use company-licensed software only on AARYA computers. If in doubt do not store data on customers, employees and suppliers without their express consent. IT resources, including all IT equipment, are company property.

Do not abuse company resources: Do not use company resources to send “spam” mail (unsolicited e-mail). The use of Aarya Internet facilities is provided primarily for business purposes.

**13.5** Observe specific security in external access to AARYA networks: Report IT security incidents immediately to your Local IT Manager: Theft of IT equipment, especially Laptops. Loss, theft, corruption or destruction of information. Virus active on your PC/Laptop/PDA or suspicious e-mails or files. Contacts from strangers asking for passwords or technical infrastructure.

**13.6** Use of Equipment: including desks, storage areas, work areas, lockers, file cabinets, credenzas, computer systems, office telephones, cellular telephones, modems, facsimile machines, duplicating machines, copying machines and vehicles – must be used properly and maintained in good working order. Employees who lose, steal, or misuse Company property may be personally liable for replacing or repairing the item.

The Company reserves the right, at all times and without further notice, to inspect and search all Company property for the purpose of determining whether this policy or any other policy of the Company has been violated, or when an inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws. These inspections may be conducted during or outside of business hours and in the presence or absence of the affected employee.

To protect the Company’s legitimate business interests, the Company reserves the right to question and inspect or search any employee or other individual entering or leaving Company premises, with or without notice. The inspection or search may include any packages or items that the individual may be carrying, including briefcases, handbags, knapsacks, shopping bags, etc. The individual may be requested to display the contents of any packages and/or turn out his or her pockets, etc. in the presence of a representative of the Company, typically a management employee of the same gender.

Whether information is entered or sent during or outside of working time, employees have no right of privacy as to any information or file maintained in or on Company property or transmitted or stored through Company computer systems, voice mail, e-mail or other technical resources. If, during the course of your employment, you perform or transmit work on Company computer systems or other technical resources, your work may be subject to the investigation, search and review of others in accordance with this policy. In addition, any electronically stored communications that you either send to or receive from others may be retrieved and reviewed when doing so serves the legitimate business interests and obligations of the Company.

Employees should use the computer systems only for business purposes. Using e-mail or the Internet for personal, non-business, purposes is prohibited during working time (as that term is defined in the Solicitation/Distribution of Literature section below).

Employees may access only electronic files or programs that they have permission to enter. Unauthorized copying or use of computer software exposes both the Company and the individual employee to substantial fines and/or imprisonment. Therefore, employees may not load personal software onto the Company's computer system, and may not copy software from the Company for personal use. All employees must contact the (insert title of appropriate Company representative) to install any software on the Company's computer system. 1 Unauthorized review, duplication, dissemination, removal, installation, damage or alteration of files, passwords, computer systems or programs, or other property of the Company, or improper use of information obtained by unauthorized means, will not be tolerated.

Messages stored and/or transmitted by voice mail or e-mail must not contain content that may reasonably be considered offensive or disruptive to any employee. Offensive content would include, but not be limited to, sexual comments or images, racial slurs, gender-specific comments or any comments or images that would offend someone on the basis of his or her age, sexual orientation, religious or political beliefs, national origin or disability.

**13.7 UNACCEPTABLE USE OF THE INTERNET:** In addition to the requirements stated above, use of the Internet must not disrupt the operation of the Company network or the networks of other users, and must not interfere with the productivity of any employee. Copyrighted materials belonging to entities other than this Company may not be transmitted by employees on the Internet. One copy of copyrighted material may be downloaded for an employee's personal use in research if pre-approved by the employee's manager. Employees are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner of such information or programs. Employees should be aware that harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's age, disability, gender, race, religion, national origin, physical attributes, sexual preference or any other classification protected by federal, state or local law will be transmitted.

**13.8 UNACCEPTABLE USE OF THE INTERNET:** In addition to the requirements stated above, use of the Internet must not disrupt the operation of the Company network or the networks of other users, and must not interfere with the productivity of any employee. Copyrighted materials belonging to entities other than this Company may not be transmitted by employees on the Internet. One copy of copyrighted material may be downloaded for an employee's personal use in research if pre-approved by the employee's manager. Employees are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner of such information or programs. Employees should be aware that harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's age, disability, gender, race, religion, national origin, physical attributes, sexual preference or any other classification protected by federal, state or local law will be transmitted.

**13.9 COMPUTER AND SYSTEM SECURITY:** All computers and the data stored on them are and remain

at all times the property of the Company. As such, all messages created, sent or retrieved over the Internet or the Company's electronic mail system are the property of the Company, and should be considered public information. The Company reserves the right to retrieve and read any message composed, sent or received on the Company's computer equipment and electronic mail system. Employees should be aware that, even when a message is deleted or erased, it is still possible to recreate the message; therefore, ultimate privacy of a message cannot be ensured to anyone.

**13.10** Accordingly, Internet and electronic mail messages are public communication and are not private. Furthermore, all communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of, or notice to, the sender or the receiver.

**13.11 VIOLATIONS:** Violations of any guidelines listed above may result in disciplinary action up to and including termination. In addition, the Company may advise appropriate legal officials of any illegal violations. This policy is in no way intended to modify the at-will nature of employment with the Company.

**13.12 Prohibited Substances & Items:**

The use, sale, purchase, possession, or distribution of alcohol, narcotic drugs, arms, weapons, pan masala, tobacco products, or chewing gum is strictly prohibited at the workplace and while on duty. Employees are prohibited from reporting to work under the influence of alcohol, drugs, or intoxicating substances.

**13.13 Smoking Policy:**

Smoking is strictly prohibited inside any of company premises except in designated smoking areas. The chewing or spitting of tobacco, pan masala, or chewing gum is strictly prohibited on any of company premises.

**13.14 POSH Policy:**

Effective August 2025, AARYA has implemented a POSH (Prevention of Sexual Harassment) policy. This policy reinforces our zero-tolerance approach towards sexual harassment. It outlines the reporting mechanism for complaints, the establishment of an Internal Complaints Committee (ICC), and employee responsibilities under the policy. For more details, please refer to the AARYA POSH policy.

**14. General**

**14.1** You are not authorized to issue any communication on behalf of the company other than that which is specifically allowed to you in writing by the management or by permitted by the currently valid Authority Limits Policy of the company

**14.2** You will adhere to all rules and regulations of the Company. You agree and undertake to adhere to all policies issued by the Company whether current or future.

**14.3** You will abide by Company's Code of Conduct.

**14.4** You will be responsible for administration of staff working under you.



**14.5** You will not take interest or engage yourself directly or indirectly, in any business or do any trading, on your own account.

**14.6** Breach of any of the above conditions and any form of dishonesty and insubordination will render you liable for termination of your employment without notice and forfeiture of dues from the Company, if any.

**15. Prohibition of Unlawful Activities:** You are strictly prohibited from engaging, directly or indirectly, in any unlawful, unethical, or unauthorized activities during the course of your employment with the Company. This includes, but is not limited to, fraud, bribery, corruption, misappropriation of Company assets, misuse of confidential information, harassment, or any conduct that is detrimental to the reputation or interests of the Company.

**16.** Any involvement in such activities shall be treated as gross misconduct and may result in disciplinary action, including immediate termination of employment, without notice or salary in lieu thereof, in addition to any legal remedies available to the Company.

**17. Modification of Terms of employment**

**17.1** The Company shall have the right to alter/modify the terms of your employment at its sole discretion.

**18. Documents to be submitted**

**18.1** The following documents shall be submitted to the Company on or before your date of joining:

- A) Two copies of your passport size color photograph.
- B) Copies of educational certificates (along with originals which shall be returned to you immediately after verification).
- C) Release letter from your immediately previous organization.
- D) Experience letters immediately preceding two employments.
- E) Name, address, relationship and telephone number of two persons who shall be contacted in any emergency.
- F) And other documents have required as mentioned in offer letter.

**19. Release Letter from Previous Employer**

**19.1** Your appointment in this Company is subject to your obtaining release from your present employer, which shall be submitted to us as per clause 16.1 (c) above.

**20. Company Policies:** You agree to abide by all policies, procedures, rules, and regulations of the Company, as applicable and as amended from time to time. The Company reserves the right to modify such policies as business requirements may necessitate, and such changes shall be binding on you without requiring written consent.

**21. Retirement:** You shall retire from the services of the Company upon attaining the age of 60 years, unless otherwise extended at the discretion of the Company.

Please confirm your acceptance of the terms and this offer by appending your signature to the duplicate copy of this letter.





**Yours faithfully**  
**Aarya Group,**

I have understood the terms and conditions as set forth in the Appointment Letter and I undertake to abide by the same.

**My joining date is** \_\_\_\_\_