

*Doc No: F/HR/17  
Issue No, Date: 01, 01.06.2018  
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## EMPLOYMENT CONTRACT

Date: 05/10/2022

Dear Ms. Basini Baby  
Kochackal  
Maniyarankudy P.O  
Cheruthoni -Idukki  
Aadhar No – 4924 5653 6072

We are pleased to appoint you as *Analyst* from 05/10/2022 in our company M/s St. Mary's Rubbers Pvt. Ltd, for a one year contract .Details of the terms and conditions of your contract are as under:

1. **Position:** You are being appointed as *QC Analyst*.
2. **Compensation Package:** Your compensation package will be as per details given in **Annexure - A** attached herewith.
3. Your initial posting shall be at Quality Control Department. However during your contract you will be liable to be posted / transferred in such capacity the company may decide from time to time, to any other location, department, function, establishment or branch of the company or its subsidiary, associate or affiliate company. In such case you will be governed by terms and services applicable to the such new assignment.
4. You are required to work 6 days in a week, your working hours are the working hours of the Company, hence company expect maximum productive hours from you in a week, which is inclusive of half hour lunch/ tea break.
5. The perquisites applicable to your grade are subject to alteration and amendments, and you will be entitled to the same as per the rules of the company.

6. Notice period: The management by stating their intention to do so in writing may, terminate this contract by giving one month notice or salary in lieu thereof.

7. If you intends to terminate the contract, you may do so by giving one month notice. Thus notice period is mandatory. Otherwise company shall not be liable to settle the dues and issue any certificate of conduct.

8. However, in the event of you being guilty of misconduct or inattention or negligence in the discharge of duties or in the conduct of the Company's business, or such misdemeanor which is likely to affect, or affects the reputation of the Company, or its working or of any breach of the terms and conditions herein, the Company reserves its right to terminate your services forthwith, without any compensation or notice.

9. You should keep high moral standards during your tenure at the Company and shall not engage in any activities detrimental to the interest and reputation of the Company. You shall not disclose and discuss with colleagues about your terms and conditions of contract.

10. During your contract with the company, you will be governed by the rules and regulations in respect to conduct & discipline and other matters as may be framed by the company from time to time.

11. You will treat matters pertaining to the Company's business interest with at most confidentiality and such confidentiality has to be maintained during your contract with the Company and thereafter. You shall neither divulge or disclose to any unauthorized person during the period of your contract or even afterwards by word of mouth, electronic means or otherwise the particulars or details of the Company's business including it's assets, factory equipments , clients, projects, expertise, discovery, technical knowhow, copyrights, patents, trademarks, designs, formulae ,source codes , software related matters, plans , devices or materials directly or indirectly useful in any aspects of the business of the company ,financial data, licenses, quality control aspects , security arrangements, customer and supplier lists, databases, administrative, managements systems and marketing plans of the company and or organizational matters of confidential / secret nature etc., which may be your privilege to know by virtue of having a contract with the company.

If you leave the company , you shall not work with any other firms / companies / establishments which does the same nature of business i.e Glove Manufacturing ( as St Marys Rubbers Pvt.Ltd. is doing) for the next 3 Years within India or it's overseas branch.

12. During your contract with the Company you shall not in any way directly or indirectly engage in any activities that can inflict an adverse impact on the reputation / image or business of the Company or engage in any other undertaking, business, profession or any type of employment whatsoever. You will ensure judicious use of your time and resources.

13. Your address as shown in this contract shall be deemed to be correct for sending any communication to you at the given address and shall deemed to have been served on you. If there is any change in your residential address, you should intimate the same in writing to the Human Resources Department of the Company within three days from the date of such change of address.

14. You are eligible for leave in accordance with the Company's leave policy. Any leave you are entitled to, can be availed only with prior notice and proper permission. Prompt and regular attendance is essential condition of this engagement. Habitual late attendance and / or absence without prior permission in writing or any unauthorized absence from the place of work will be considered "misconduct" and will attract disciplinary action.

15. Unauthorized absence for a continuous period of 7 days shall result in termination of the contract automatically.

16. You will do everything necessary for the proper upkeep of Company's assets/equipments entrusted to you for operation /use. Any kind of misuse, theft, negligence, loss on your part to the Company will result in recovery of value from you. Any intellectual property rights that belong to the company will be considered as Company's assets for this clause.

17. Any Company property entrusted to you for your personal use during your association with the Company shall be returned to the Company, after use, in good condition, normal wear and tear exempted. If the property had deteriorated, while in your custody due to negligence on your part, the Company reserves the right to recover from you the cost of repairing and restoring it.

18. Non return or misuse of Company property in due course shall be deemed as misconduct and will attract appropriate action. The Company also reserves the right to recover losses due to such acts the amount due to you from the company and also from your assets.

19. Any violation of the matters specified in this contract will result in immediate dismissal and also will result in criminal and civil proceedings.

20. If the company decide to terminate the contract before the stipulated period or if the contract is not renewed by the company or if you decide to cancel the contract or not renew the contract with the company, you shall handover the details of the work entrusted to you, the stage at which the work is and all the data, documents, materials and all other things entrusted to you, to the satisfaction of our officer authorized on that behalf. In the event of your failure to hand over the details as above, the management reserves the right to take appropriate action against you as deemed necessary and warranted by the circumstances.

21. You have been given one year contract on the confidence that you would perform your job according to the expectation of the management and also that there is nothing in your past record which should have prevented the Company from offering you employment. Further, if you are repeatedly found unable to perform your job according to the expectation of the management or if it is found that your past record is objectionable then your contract with the company will be terminated without any notice or compensation in lieu thereof.

22. The company has given the contract to you on the belief that you being fit physically and mentally always to carry out the assigned job with clarity, team spirit and responsibility.

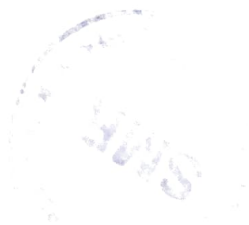
Wish you all the very best in your new assignment.

**For ST.MARYS RUBBERS PVT.LTD.**

  
**DIRECTOR**

Accepted and Agreed

Sign-----



<b>Description</b>	<b>Monthly</b>
Basic	13000
DA	2200
HRA	0
Medical Allowance	0
Conveyance Allowance	0
Special Pay	0
Other Allowance	0
<b>Total I</b>	<b>15200</b>
<b>Salary Package</b>	<b>15200</b>