

November 23, 2020

Thanika

RVIM

Subject: Internship Letter

Dear Thanika,

We are pleased to welcome you to Microland and associate with us as **Intern** from **25-Nov-2020 to 24-Mar-2021**, based at **Bangalore**.

You will be given a stipend of Rs 5000/- during the tenure; you can avail leave up to a maximum of 7 days (@1.75 days per month). Microland reserves the right to terminate the engagement due to non-performance at any time during the internship, with 7 days of notice.

During your internship with the organization or thereafter, Microland shall be the sole owner of any intellectual property developed by you, having rights to sell, license, and control duplication, distribution and preparation of deliveries of the intellectual property. You shall neither claim any income nor benefit from any such development at any point of time. You will be required to sign an Undertaking/NDA at the time of joining. You will not divulge any information concerning the company's (or its associates) operations, know-how, secrets etc. that you may come to acquire to any unauthorized person, nor use for any purpose other than the company's.

You shall take reasonable care in maintaining and protecting the assets, properties, facilities, software and hardware, if and when provided by Microland for your use. On demand, you shall take steps to return such assets, properties etc., back in the same condition as given, subject to normal wear and tear, on cessation of internship or any other time as may be required by the company. Failing this, the company shall be entitled to recover such cost / compensation as it may deem fit, keeping in view the cost of such assets, properties etc.

You shall be responsible for the use of e-mail facility provided by the Company on the express understanding that such usage will not be detrimental to the best interest of the Company. You agree not to transmit messages for personal commercial purposes, sending indecent/defamatory messages including any other unlawful materials; disseminate confidential information and trade secrets of the Company; knowingly cause interference or disruption to company's network by sending unsolicited bulk mails also prohibited. The Company shall have all rights and discretion to monitor and record your use of emails and its contents that are held, sent and received through the emails on all such equipment made available to you by the Company at any time. Random checks shall be conducted to ensure the rules of email facilities are observed. Any violation under this provision may result in disciplinary action including termination of internship. You will be governed by all the Rules and Regulations of the company as are in force at present and / or as may be introduced from time to time. Any future changes in the company policies, rules & regulations will supersede the points above.

We wish you a successful internship with us. You are requested to sign your full name on the duplicate copy of this letter and return it to us, as a token of acceptance after going through the above terms and conditions.

With Warm Regards

For Microland Limited



Ramya Sampath Sharma
Chief People Officer

Microland Limited

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