

18. General Terms:

- a. Your address as indicated in your application shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been served upon you. You shall also not refuse to accept any communication as offered to you for personal delivery. In case there is any change in your residential address, you will intimate the same in writing to HR Dept of GVK EMRI, Chennai within 3 days of such change and get the changes recorded.
- b. Your appointment and continuation in the employment is subject to your being found and remaining medically fit. The management shall have the right to get you medically examined or re-examined at any time by a registered medical practitioner, whose finding will be final and binding.
- c. You shall be responsible to ensure safe custody of GVK EMRI Assets, documents and information in your possession and GVK EMRI's resources shall be put to use only for official purposes.

19. Work Rules: Being Emergency Services, there is a need to adhere to a set of work rules; to ensure that Emergency requests are responded on time, communication and documentation protocols are adhered to and care guidelines are followed without any delays or dilutions. A set of such work rules will be communicated to all employees by the reporting authority from time to time.

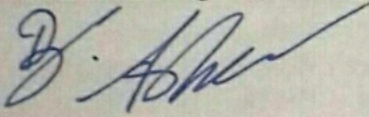
20. We request you to submit copies of the documents as listed in the Annexure-B.

21. In all matters not mentioned above, the GVK EMRI Service Rules, Policies & Practices shall be applicable mutatis mutandis and exceptions if any will have overriding effect.

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you and return it to HR.

We welcome you to **GVK EMRI, Tamil Nadu** and look forward to a long and mutually beneficial association.

For **GVK Emergency Management and Research Institute (GVK EMRI), Tamil Nadu**



Ashokkumar R
Head - HR

I have read all the terms and conditions of the appointment order and I will also abide by the GVK EMRI Service Rules, Policies & Practices that shall be applicable from time to time and would like to confirm my acceptance.

Name in full : Mr. Anestraj S

Signature : S. Anestraj S

Address : No1/48 North Street, Kalikkampatti Vill & PO, Athoor Tk, Dindigul-624303, Tamilnadu

Place and Date: 21-Oct-2020 & Chennai

15. Integrity: You shall work honestly with utmost sincerity & maintain high standard of integrity, loyalty and cordial relationship with other employees of GVK EMRI. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time. You shall diligently and satisfactorily carry out the lawful orders/instructions/ directions of the superiors in connection with the work assigned to you to the best of your skill and ability.

16. Restraints:

- a. Authorization: Only those authorized by a specific power of attorney may sign legal documents, representing GVK EMRI.
- b. Smoking: We owe and assure a smoke-free environment for our employees. Barring some areas, the entire office premises including conference rooms, lobbies, ambulance locations, rest rooms, Hospitals, nursing homes etc. are declared as "No-Smoking Zone".
- c. Dispute: Internal Grievance redressal mechanism to be followed. All unresolved disputes of whatever nature will be subject to the jurisdiction of the Courts in Chennai, Tamil Nadu.
- d. Adherence to safe work place rules & code of conduct as per GVK EMRI policy to be ensured.

17. Termination of Employment: Your services with GVK EMRI, Tamil Nadu are liable to be terminated at any time during your service with GVK EMRI without giving any notice period or salary in lieu of notice period in the event of

- a. Any material errors / suppression of any of your statements/particulars furnished (age, educational qualifications, previous experience, previous salary details etc.) and are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standards set by GVK EMRI.
- b. Any adverse report against you during your back ground verification which may be detrimental to the interests of GVK EMRI or if the information furnished by you is not true.
- c. Any breach of the Rules and Regulations, Policies & Procedures of GVK EMRI as applicable/may be made applicable to you from time to time and terms and conditions laid down in this appointment.
- d. Seeking favors in cash or in kind, directly or indirectly from any beneficiary of the services or from public or private hospitals or individuals who have a reason to unduly benefit from use/misuse of the fleet and infrastructure of GVK EMRI.
- e. You remaining absent from work without authorization or sufficient and reasonable cause for more than seven consecutive calendar days.
- f. Disclosure of any information, whether written or oral, which relates to internal controls, computer or data processing programs, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of GVK EMRI or its Affiliate, or any client, agent, contractor or vendor.
- g. Found drunk during duty or within the premises / place of work
- h. Misuse of ambulance mobiles and medicines.
- i. Misbehaving with patients / patients' attenders.
- j. Violation of laid down emergency treatment protocols.
- k. Involved in sexual harassment of female coworkers.

RECEIVED AND ACCEPTED

S. Ananthanarayanan
21/10/2020

8. **Non-disclosure Agreement:** You shall not, at any time, either during the employment, or after leaving the services of our organization, divulge or disclose either directly or indirectly the trade secrets, processes, inventions or any information that we may impart to you or you may acquire in the course of your employment with our Organization.
9. **Assignments /Deputation/Transfer:** GVK EMRI reserves the right to send you on Training / Deputation / Secondment / Assignments / Transfer to any branch / department / post in India or abroad wherever GVK EMRI has its operations or may have operations in future or has its business requirement at any of its clients' locations or to any of our Subsidiaries, Group companies, Associate Companies. Your services are also liable to be transferred to any other Institute and/or a service provider to GVK EMRI, at the sole discretion of the Management and upon such transfer you will be issued an order of appointment by such Institute or the service provider where you are transferred, and you will cease to be an employee of GVK EMRI, Tamil Nadu. In such case, the terms and conditions of service applicable to the new assignment will govern you. You shall, only on specific authorization of GVK EMRI, Tamil Nadu, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed.
10. **Leave and Other Benefits:** You will be entitled for leaves as per GVK EMRI's policy applicable from time to time. Your employment shall be governed by all statutory provisions such as PF, ESIC, Gratuity, Service Rules and other rules and regulations of GVK EMRI.
11. **Unauthorized Software:** You shall not install, download, copy, and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems and be guided by the electronic communications policy of GVK EMRI.
12. **Intellectual Property Rights:** You shall protect intellectual property rights of GVK EMRI. All the Training Materials, Processes and protocols developed and used at GVK EMRI are the Intellectual property of the Organization. Intellectual properties held by you, if any, shall be declared at the time of joining. All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trademarks developed by you during your tenure with GVK EMRI or by using the GVK EMRI infrastructure, or acquired in performance of official duties at GVK EMRI shall be the sole and exclusive property of GVK EMRI and the same shall be deemed to be "work made for hire". You shall execute/sign such documents for the purpose of assigning such Intellectual property, as and when required by the Institute. GVK EMRI reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of GVK EMRI.
13. **Conflict of Interest:** Your position with GVK EMRI calls for whole time employment and you will devote yourself exclusively to the business of GVK EMRI. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly in any other trade or business, during your employment with GVK EMRI, Tamil Nadu without written permission from GVK EMRI. In case of any related party transactions the employees are to disclose the same and be not part of such business decision. You shall not take up any Job/Assignment with any similar Business / Competitor till completion of at least one Year from date of separation from GVK EMRI. In the event, you are assigned night shift duties, you are expected to take adequate rest and then come for duty to ensure that emergency requests are addressed in time as per protocols. Violation of this advisory in any form leading to missing or delaying emergency case response would invite appropriate action.
14. **Security:** On demand you shall produce Identity card to the security personnel deployed in all the floors who take care of the security. If there is a need to take some of the equipments/infrastructure out of the office premises for any reason you shall obtain the gate pass from the security staff after the authorization from your reporting manger.

RECEIVED AND ACCEPTED

S. Anandh Babu
21/10/2020

Date: 21-Oct-2020

To
Mr. Anestraj S
No1/48 North Street
Kalikkampatti Vill & PO, Athoor Tk
Dindigul - 624303
Tamilnadu

Dear Mr. Anestraj S

Sub: Fixed Term Employment as Emergency Medical Technician (EMT)

With reference to your application, subsequent interview and training that you had with us in regard to employment in our organization, we are pleased to offer fixed term employment on the terms and conditions specified below:

1. You are appointed as **Emergency Medical Technician (EMT)** in the grade of **Assistant-L1** in **EM Operations Division**.
2. This appointment will come into effect from **22-Oct-2020** and your services are assigned to our 108 Operations in Tamil Nadu. Your initial district of posting will be advised by HR department, Chennai. Your services are liable to be transferred to any place / district, where GVK EMRI, Tamil Nadu is having its operations based on the requirement of the job.
3. Your monthly compensation package in terms of Gross would be **Rs.13760/- (Rupees Thirteen Thousand seven hundred and sixty only)**. The detailed salary structure is enclosed as Annexure – A. The Gross Salary mentioned is applicable for 12 hours spread over shift duty that you would be required to perform per day. This compensation package provided for spread over shift shall stand withdrawn in case you cease to work for 12 hours spread over shift duties and adjusted if you are required to work only in normal shift working hours for any reason whatsoever.
4. **Employment Tenure:** The term of your employment is for a period of 1 year from your date of joining as mentioned above. Notwithstanding this, in the event of the Project / Work for which you are being employed terminates before end of said employment period, your employment shall be coterminous with the termination of the Project / Work.
5. **Extension:** The term of your employment with us would automatically come to an end on **21-Oct-2021** after completion of 1 year from your date of joining.
6. **Notice Period:** Either party can terminate this employment by serving 30 days' notice on the other or payment of Gross monthly salary in lieu thereof.
7. **Training:** As you are working in Essential Emergency Services and need to effectively handle emergency victims, it is mandatory that you must undergo refresher training including other global certifications of emergency care every year and get yourself certified successfully as and when nominated. In the event of non-renewal of refresher or other certification programs or you fail to get certified, your services can be discontinued from GVK EMRI.

RECEIVED AND ACCEPTED

S. Anestraj S

21/10/2020