



11/24/2020

Devu Sai Padmini

Dear Devu Sai Padmini,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E-sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,
Yours Sincerely,

Lokendra Sethi
{{Sig1_es :signer1:signature}}

Lokendra Sethi (May 22, 2020 11:33 GMT+5.5)

Lokendra Sethi
Vice President - Human Resources



11/24/2020

Devu Sai Padmini

Plot no- 605, Vaidehinagar, Vanasthalipuram

Hyderabad, 500070
India

Dear Devu Sai Padmini,

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as Associate Professional Software Engineer at EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 05/28/2020.

Your appointment with EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] is on the following terms and conditions.

You are expected to report at Building #4, Mind Space IT Park, Madhapur, Hitech City, Hyderabad, 500081, at 9:00 AM to complete your joining formalities.

1 PAY and BENEFITS

Your Fixed Gross salary will be INR 342,857.00 per annum and Total Gross Salary inclusive of incentive compensation (at an indicative payment of 100%) will be INR 360,000.00*.

*Subject to deduction of the statutory liabilities, if any.

1.1 Basic Salary

You will be eligible for a Basic Salary. The amount towards the basic salary is INR 180,000.00.

1.2. Flexible Benefit Plan (FBP):

You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the difference of amount between basic salary and total fixed salary. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

1.3. Provident Fund:

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.

1.4. Gratuity:



You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

1.5 Variable Pay Program

You will be eligible to participate in one of the Company's discretionary Incentive Compensation Plans based on the job assigned to you. Your annual target Incentive (at a payment of 100%) for the job title upon joining is INR 17,143. This incentive can vary depending on individual, group and company performance, and can be nil if one or more of the said criteria are not met.

Incentive Compensation Plans will be administered as per the provisions of the respective plans, details of which can be asked to be shared after joining. Employees joining on or after 1st Jan until and including 31st March will not be eligible for any payout for the period from date of joining until 31st March in the year of joining

1.6 Insurance

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium equivalent to Rs 13,976 will be borne by the Company and is over and above your fixed gross salary, mentioned above. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage as per the said Act. Your share of contribution along with the company's share of contribution will be remitted, as per the said Act.

1.7. Leave

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick-cum-casual leave per annum. You may utilize your leave as per the company policy.

1.8 Relocation Expenses

In the event of you having to relocate to your place of posting, you would be eligible for relocation expenses as per the Company Policy (to be claimed within 3 months of joining). This amount is fully recoverable in the event you leave the Company within 12 months from your date of joining the company.

2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1. Your job classification detail is as listed below:

Job Function: Technology Applications Group

Job Family: Software Engineering

Job Title (Internal): Associate Professional Software Engineer

Salary Grade: 51007431

2.2. Work Place

You are initially appointed to work in our office in Hyderabad. You may be transferred or required to travel for the Company's business/training at the sole discretion of the Company.

2.3 Probation

You will be on probation for a period of six months from the date of joining. At the end of the probation period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. The company reserves the right to extend the probation for a further period of three months. During probation, your employment may be terminated by either party with one month notice in writing or

payment of one month salary in lieu of notice period.

2.4 Transfer

Though you have been engaged for a specific position, your services can be transferred by the company from one location to another, one department/entity to another. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

2.5 Retirement

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

2.6 Notice for Separation/ Termination

i. This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.

ii. Your services can be terminated by either party by giving to the other, a notice of two months in writing (hereinafter referred to as 'Notice Period'). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for two months' in lieu of the Notice Period.

iii. Your position with the company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to two month's Salary. Salary for the above purposes would constitute Basic Salary and 50% FBP only.

2.7 Conflict of Interest

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

2.8 Standards of Business Conduct

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

2.9 Information Security

All employees are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. Employees are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. Employees are responsible for maintaining information security outside the premises of organization and outside the normal working hours.

2.10 Non-Smoking Policy:

Smoking is prohibited in the office premises other than the specifically assigned zones, if any.

2.11 General Conditions

I. Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company



keeping in mind business needs and deliverables to its customers.

II. You will be governed by all the Company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet exigencies of business.

III. You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.

IV. You will be covered by DXC Technology Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.

V. The terms of the employment shall be governed by the laws of India.

VI. If you are absent from the designated office beyond a period of 3 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.

Please sign and return the copy of this appointment letter as a token of your acceptance.

Thanking You,
Yours Sincerely,

Lokendra Sethi
{{Sig1_es_ :signer1:signature}}
Lokendra Sethi (May 22, 2020 11:33 GMT+5.5)

Lokendra Sethi
Vice President - Human Resources

I accept the above referred Pay and Benefits and the general terms and conditions of employment

chennu bhavana
{{Sig1_ es_ :signer2:signature}}
chennu bhavana (May 22, 2020 11:52 GMT+5.5)

Bhavana Chennu

{{DteMay22,es2020:signer2:date}}

Candidate Physical Signature (to be completed first day of work):