

HEALTH AND SAFETY POLICY

1. Introduction

Randstad recognizes people as its most important asset and is committed to ensuring safe and healthy work environment for all its employees and people visiting its premises.

Randstad's Corporate Policy necessitates a specific Health & Safety Policy for its outsourced employees. Given that our EWs are deputed to various client sites, where each client's Health & Safety Policy would be different, it is our commitment to ensure that our EWs have safe working conditions, where risks if any, are well managed and our clients treat all our EWs as they would treat their direct employees in matters of health & safety.

This document is to be read and thoroughly understood by all Randstad EWs at the time of joining an assignment; it requires them to be aware of the policy and our recommendations for safe working practices.

We assure that we will not depute an EW to a client site, which causes an Occupational Hazard or risk to Health. We will only work with clients who are aligned to our Health & Safety Policy for EWs. Additionally, we advise our EWs and employees to bring to our notice, situations that an EW might encounter and could be a potential health & safety issue.

We also ask our EWs not to endanger themselves or their colleagues at work by violating any safety rules, and to comply with work place instructions besides ensuring that they wear Personal Protective Equipment where advised. Our EWs are asked not to interfere with or misuse anything provided for their safety, health and welfare. This is a condition of employment with Randstad.

Management reviews will be held each year to review implementation of this policy and draw upon further improvements for the following year. These improvements will include the policy itself and the associated business processes to attain objective of this policy.

2. Health & Safety Policy

Health & Safety in the work place is every one's responsibility. Randstad regards promotion of Health & Safety measures as a mutual objective for the management and employees, including deputed employees. Randstad has factored in statutory requirements while arriving at this Health & Safety Policy.

General Safety

1. Ensure that you are aware of your own responsibilities in respect of relevant health, safety and environmental matters.
2. Follow instructions the way it is meant to be. Use entries and exits, lifts in the manner it is meant to be.

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Randstad India Private Ltd

Randstad House,

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3. Ensure you have your EW ID card on your person at all times with your photograph, Randstad contact details and Nos. displayed in a clear manner.
4. If you have a visitor, ensure your visitor signs in and receives a security pass. Do not take your visitor into the client premises without permission.
5. If you identify a suspect package, do not touch it, inform your office facilities or securities manager.
6. You will not enter your work premises while under the influence of alcohol, drugs or any substance which may endanger your health or safety and/or that of any other person.
7. Beware of fact that many things which may be obvious get overlooked while working. Thus, appropriate care and concentration is required at work to ensure general safety.

Fire Safety

1. Ensure familiarity with the fire safety procedures in work place. Most organizations have fire safety training as a statutory requirement. Ensure you attend the same, after seeking necessary permission from your reporting manager.
2. Understand different kinds of fire fighting equipments installed at your work place.
3. Please become familiar to the sound of the fire alarm and know the emergency/fire exits. These are not normal entry/exits. These exits are signed with the statutory fire exit signs.
4. Attend fire drill if any at your work place and undergo evacuation training.
5. Avoid taking personal risks; do not try to tackle fire on your own.

Accident & First Aid

Familiarize yourself with the First Aid arrangements at your work place. Do not leave vehicles or items relating to your work in places other than that which is designated. This will help prevent accidents.

1. Follow rules on speed limit and wearing safety gear as is prescribed at the work environment that you are at.
2. If your office premises require you to wear a helmet while entering or exiting, comply with the same.
3. In the event of an accident, do not handle it on your own; follow procedures that you may have been trained in; inform the facilities manager or emergency numbers provided.
4. Understand accident report procedures at your work site.

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5. Always let someone know, where you are going and your expected time of return.

As a Randstad EW, you have the right to:

1. Work in places where all the risks to your health and safety are properly controlled.
2. To stop working and leave the area if you think you are in danger.
3. To inform your employer about health and safety issues or concerns.

Recommendations for Common Safe Working Practices

1. Do not smoke in areas prohibited.
2. Do not expose electric conduits/plugs/sockets to water.
3. If your work requires you to lift weight frequently, understand load management procedures at work.
4. Do not operate machinery unless you have been trained and authorized to do so.
5. Never throw anything from any height.
6. If you use tools as part of your work use only the right and authorized tools.
7. Report any Health and Safety incidents whether they result in injury or not to your respective Randstad anchor.
8. Co-operate in the investigation of accidents with the objective of introducing measures to prevent recurrence.



Swaminathan Iyer
Vice President

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Dec 26,2017

Welcome Letter

To,
Mr. Jammula Sai Karun Kumar ,
3-9-616/2,Hno. 48
Padmavathi nagar
Mansoorabad
500070

Dear Jammula Sai Karun Kumar

Congratulations and welcome to Randstad family! We are delighted to have you as part of our organization. Your role and association with us is critical in fulfilling the mission of our organization. We hope, our association will be professionally meaningful and mutually beneficial.

- Call us Toll free 1800 420 9944
- Email us to flexicare@randstad.in

As a new entrant, we would like you to know that Randstad is known for continuing to adhere to and live by the core values established in our early days.

It's good to know we continue to keep to and live by these values today.Theyare:

To Know - We are experts. We know our clients, their companies, our candidates and our business. In our business it's often the details that count the most.

To Serve - We succeed through a spirit of excellent service, exceeding the core requirements of our industry.

To Trust - We are respectful. We value our relationships and treat people well.

Striving For Perfection - We seek to improve and innovate constantly. It's our job to help our clients and candidates to find satisfaction in all their pursuits. This is what gives us the edge.

Simultaneous Promotion Of All Interests - We take our social responsibility seriously. Our business must always benefit society as a whole.

I wish you all the very best as you embark on an exciting journey with Randstad while enhancing your professional stature, along the way.

Sincerely yours,



Swaminathan Iyer
Vice President

Date : Dec 26,2017

To,
Mr. Jammula Sai Karun Kumar ,
3-9-616/2,Hno. 48
Padmavathi nagar
Mansoorabad
500070

Dear Jammula Sai Karun Kumar ,

FIXED TERM CONTRACT OF EMPLOYMENT

We are pleased to appoint you in our organisation as CMF Coordinator, for a fixed period of employment, on the following terms and conditions:

1. Your contract of employment shall be valid for a period of eleven months from 27/11/2017 to 26/10/2018. Notwithstanding this, in the event of the project/ work for which you are being employed comes to an end before the aforementioned period, this contract shall be co-terminus with the aforementioned project/work. At the end of the above referred period, the contract will stand terminated automatically without any notice or communication to you, unless they are explicitly extended by us by a letter in writing.
2. Notwithstanding anything above, depending upon the aforementioned project/work, the Company reserves its right to extend your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.
3. During the period of fixed contract, your services could be deputed at the sole discretion of the Management to any of our clients' company to do work pertaining to or incidental to the clients business.
4. Details of your salary break up with components is as per the enclosure.
5. You will be entitled to an employers contribution of Provident Fund to the extent of 12% of your basic salary.
6. You will be covered under a Group Accident Insurance Scheme to the extent of 200000/- and medical insurance upto 75000/-,per annum. This policy will come into effect after 30 days of employee joining the company.
7. You will be eligible for leave as per the company policy,during the period of your contract of

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employment.

8. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.

9. You are advised to read and understand Randstad Health & Safety Policy for deputees, and comply with relevant policies that are in practice at Wipro Limited. Adherence to the stated and relevant policies is a condition of employment with Randstad. In the event you are found to be non-compliant of any of the applicable policies, Randstad reserves the right to take necessary action against you.

10. This contract shall be terminable by either party giving 30 day's notice in writing or salary in lieu of notice, to the other.

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy and growth among all members of the Randstad family. As a new entrant, we would like you to whole-heartedly contribute in this process.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

With warm regards,
Yours truly,



Swaminathan Iyer
Vice President

I hereby accept the above mentioned terms and conditions

Signature :

Date :

Date : Dec 26,2017

To,
Mr. Jammula Sai Karun Kumar ,
3-9-616/2,Hno. 48
Padmavathi nagar
Mansoorabad
500070

Dear Jammula Sai Karun Kumar ,

DEPUTATION

Further to clause 3 of your letter of employment, we are pleased to advise you that your services are being deputed to Wipro Limited with effect from 27/11/2017. The terms and conditions of your deputation will be as follows:

1. You will, with effect from 27/11/2017, be required to work at our clients office/ premises at any of their locations.
2. During the tenure of the deputation, you will continue to be an employee of Randstad .
3. In the day to day functioning or carrying out all responsibilities, you will receive instructions from Wipro Limited and will undertake to abide by any suggestions, etc. given by any assigned person(s).
4. You shall also abide by any training that may be offered to you by Wipro Limited.
5. You shall be bound to follow the working hours of Wipro Limited.
6. You shall take care not to disclose confidential information / trade secrets, etc that you may come across in the course of your responsibilities to anyone outside Wipro Limited and use such information only in connection with the service provided to Wipro Limited.
7. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against Wipro Limited. This arrangement is purely a contractual agreement between Randstad and Wipro Limited for the time specified.
8. You shall not engage in any act subversive of discipline in the course of your duty/ies in the property of Wipro Limited or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of Wipro Limited entrusted to you in the due discharge of your duties and shall indemnify Wipro Limited when there is a loss of any kind to the said property.

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All the other terms and conditions of your employment remain unchanged. Please sign the duplicate copy of this letter as a token of having read and acknowledged the contents and return it to us.

With warm regards,
Yours truly,



Swaminathan Iyer
Vice President

I hereby accept the above mentioned terms and conditions

Signature :

Date :

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Name : **Jammula Sai Karun Kumar**

 CANCODE: **CAN0050358**

 D.O.B : **24/04/1996**

 Location : **Hyderabad**

 Designation : **CMF Coordinator**

 D.O.J : **27/11/2017 To 26/10/2018**

 CLIENT : **Wipro Limited**

Cost to the Company (Rs.)225,012		
Component	Monthly	Annual
Basic	9,800	117,600
House Rent Allowance	2,940	35,280
Conveyance	717	8,604
Bonus / Ex-Gratia	1,960	23,520
Medical Reimbursement	1,200	14,400
Gross Earnings	16,617	199,404
Employer Provident Fund	1,176	14,112
Employer ESI	789	9,472
Insurance	56	672
EDLI	113	1,352
Professional Tax	150	1,800
Employee State Insurance	291	3,490
Provident Fund	1,176	14,114
Gross Deduction	1,617	19,404
Net Take Home	15,000	180,000

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Date : 26/12/2017

Dear Jammula Sai Karun Kumar ,**General Terms & Conditions**

1. You will have to provide signed copies of all documents and forms in the joining kit including the signed appointment letter to Randstad India Private Ltd. (RIPL) within a period of 30 days from your date of joining. The documents can be either couriered or handed over in person at the designated RIPL offices. You will not be eligible for payroll in the subsequent months if these documents are not received within the 30-day period from your date of joining.

2. RIPL is working towards having a safe transaction mode for all payments and follows the practice of remitting salary, reimbursement, F&F and other payments directly to your designated bank account. You are required hereby to confirm your acceptance of the same and provide your Bank Account details with proof (cancelled cheque or copy of bank pass book or bank statement) within 15 days of the date of joining to RIPL personnel at the designated RIPL offices or sent an e-mail with scanned copy of the proofs mentioned to flexicare@randstad.in mentioning "bank account details" in the subject line of the mail.

3. You will have to provide your PAN card details within 15 days of your date of joining:

- In case, you don't have a PAN card, you will have to apply and provide the acknowledgement copy within 15 days from the date of joining.
- In case you do not provide PAN card details and your income falls under the taxable limits, you will be paid your monthly salary after deduction of taxes as per the existing tax laws.

4. Your pay slips will be available online for viewing, downloading and printing. This is a digitally generated document and does not require a physical signature for verification. The pay slip will be available at the end of first week of the month and will be deemed to have been received and accepted by you. For any clarifications or queries, regarding the same you can send an email to flexicare@randstad.in referencing your RIPL employee ID.

5. In case of any reimbursable components in your salary structure, you will be required to submit necessary proofs of payments and bills for the same, failing which the payments will be made after deduction of appropriate taxes.

6. If you are eligible for ESIC benefits and have an existing ESIC number, please inform in advance through the ESIC nomination form in your joining kit to retain the existing ESIC number. For PF transfer from an existing PF account, you will need to fill and submit the PF transfer form in your joining kit.

7. RIPL does not accept or retain any original certificates/ documents pertaining to your educational and other qualifications. You may be required to produce the same for verification purposes only, if requested by authorized RIPL personnel.

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8. You will have to complete all the exit formalities and hand over any assets including but not limited to ID cards, laptops, mobiles, etc. in your custody before your Last Working Day (LWD) in the organization. Your Full & Final Settlement (F&F) will be completed only if the exit formalities are done on time, which shall not exceed 45 days.

9. Your F&F settlement amount will be transferred to the bank account used for your salary transactions. In case, there are dues to be recovered from you in the F&F settlement, you will be issued your relieving letter and experience letters only on clearance of these dues.

With warm regards,

Yours truly,



Swaminathan Iyer
Vice President

I hereby accept the above mentioned terms and conditions

Signature :

Date :