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19th August, 2019

To,
Ms. Shefali Sharma,
Flat No.303,Nandan CHS,
Opp Royal Challenge Hotel,
Yashodham,Goregaon East
Tel.No:9461162120

Dear Shefali,

This has reference to the interview and discussions you had with us. We are pleased to appoint you as "Student Relationship Executive" effective from 19th August 2019. You would be on probation for a period of six months. On successful completion of probation period your services would be confirmed.

Find below your compensation details.

		(Amount in Rupees.)		
		Per Month		**Per Annum**
Basic Salary	:	21,500		2,58,000
House Rent Allowance	:	1,075		12,900
Transport Allowance	:	425		5,100
Total: Rs. Two Lakh Seventy Six Thousand only p.a.	**:**	**23,000**		**2,76,000**

Regards,
Jaro Education

Sushant Mallya
Sr. Manager-Human Resource

I agree to the above and attached terms & conditions _____Dated_____

ANNEXURE
TERMS AND CONDITIONS

(1)

- You shall abide by all terms and conditions of service as shall be applicable from time to time.

- You will be on probation initially up to six months; however your period can be extended at the management discretion. You will continue to be on probation until such time till you receive the letter of confirmation. During the probation or after confirmation the services may be terminated by either party giving thirty days' notice in writing or by thirty days salary in lieu of notice. Such notice shall not be deemed necessary in the case of termination of services on the grounds of poor performance, refusal to get relocated to any upcountry location as per the organization requirement, willful neglect or breach of trust, or any other serious derelictions of duty, which are prejudicial to the interest of the Company. In case of resignation, the Company reserves the right to relieve you any time during the notice period without payment of any compensation for the remaining notice period. Full and final payment of dues and other formalities would be completed within 45 days after your last working date.

- The information relating to education qualification, past employment record - salary drawn, nature of job, period of employment, reason for change of job, notice period served, company property returned etc., submitted by the staff members at the time of joining is subject to verification. In case it is found that the information is incorrect, the services of the said staff would be terminated without assigning any reasons thereto. The concerned staff would not be eligible for any payment or experience certificate from the company for the period of employment with the company.

- You are bound on the termination of your appointment, however terminated, to return to the Company any property/intellectual property of the Company in your possession, including manuals, reports, technical documentation, software and hardware and correspondence etc.

- The office hours are subject to change at the management's discretion. We attach considerable significance to the strict adherence of these timings and to regular attendance.

- Though you have been engaged for a specific position, the Company reserves the right to determine type of range of work you may be subsequently called upon to perform, as also the place where you may be posted. Your services can also be transferred to any concern within the group/associate Companies.

- In the event you are sent abroad/overseas on training and / or project work, you will be required to sign a bond for service with the Company for a reasonable period to a maximum of one year.

- You shall at all times inform the Company about your permanent address and latest mailing address. Company shall be guided by the last address on record for correspondence.

- You will not associate yourself directly or indirectly with any activity/ assignment, whether for remuneration or not, which will be, according to the Company, in conflict, directly or indirectly, with the interest of the Company's business while in employment and at least for a period of two years after you cease to be an employee.

- You shall be liable to legal action, during or after your work tenure with Jaro Group, in case you are found to spread negative news about the Group or act in manner which tarnishes the brand image of the Group.



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- You are not allowed to float your CV (be active) on any job portal during your tenure of service with the Company without the knowledge or consent of the reporting manager in writing. In case your CV is found active on any job portal without prior sanction, you would be asked to explain the reasons for the same & strict action would be taken against you including termination of services.

- In case of abscond or shortfall of notice then recovery / legal notice would be applicable for the said employee with service tax or other taxes as applicable.

- You are not entitled to avail paid leaves during the notice period or encash un-availed paid leaves at the end of your service with the company.

- You shall maintain confidentiality of information concerning the organization, administration, operation, business, finance or methods (including any secret process or trade secret), its customers or clients which would come to your knowledge during the course of execution of your duties and responsibilities and shall not divulge any information of the company by any mode of communication to any other person or organization during the course of employment with us or thereafter.

- You shall not indulge into any malpractices such as false commitments, sharing of false information about the products and services which may create dissatisfaction amongst our customers or create a bad image about our organization. You are expected to maintain a professional behavior at all times. In case any false commitments/ false information is found, Company would take strict legal action against the employee without prior Notice with penalty of Rs. 10,000/-

- In case of any dispute from either side the jurisdiction will be limited to Mumbai jurisdiction.

- Please submit copy of your photo, address and signature identification proof viz., Pan Card, Passport, Aadhar Card, along with the name & address of your guardian whom should be contacted in case of emergency. The signature put on this acceptance letter should match with the identification proof submitted and the same signature shall be treated as official signature on company's record for all official communication with or on behalf of the company.

- Please sign the duplicate copy of the Terms & Conditions and return it to us as a token of your acceptance of the terms.

Thanking you,

Yours sincerely,
Jaro Education

Sushant Mallya
General Manager-HR

I agree to the above terms and conditions _____ dated _____

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Employee Code of Conduct

Policy brief & purpose:

Our **Employee Code of Conduct** refers to our company's expectations regarding employees' behavior towards their colleagues, supervisors and overall organization.

We promote freedom of expression and open communication practices. But all employees are still obliged to follow a code of conduct. They should avoid giving offence, participating in serious disputes and disrupting the workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

Scope:

This policy applies to all prospective or current employees of the company regardless of employment agreement or rank.

Policy elements:

Company employees are bound by their contract to follow our Employee Code of Conduct while performing their duties.

Compliance with Law:

All employees must protect the company's legality. They should comply with all environmental, safety and fair dealing of local laws. Employees should also respect our company's policy for social corporate responsibility.

All employees are obliged to refrain from unlawful and offensive behavior against our company where its culture, finances, products, partnerships or public image are concerned.

Respect in the Workplace:

All employees are bound by our company's equal opportunity policy. They should behave in a respectful manner towards their colleagues. Any kind of discriminatory behavior, harassment or victimization is prohibited. This applies to all aspects of our workplace from recruitment and evaluation processes to interpersonal relations between employees. We won't tolerate this behavior and we'll take disciplinary actions when appropriate.

Protection of Company Property:

All employees should treat our company's property, whether material or intangible, with respect and care.

Company equipment must not be misused or used frivolously.

Employees should respect all kinds of incorporeal property, including law-binding creations such as trademarks and copyright, as well as other elements for which it retains ownership (information, reports etc.) They should use them only within the rights accompanying the duties of their position.

Employees are responsible to prevent company facilities and other material property (e.g. company cars) from damage and vandalism. Such actions will invoke disciplinary and/or legal action in cases of voluntary violation.

Professionalism:

All employees must show integrity and high quality professionalism in the workplace:

- Personal Appearance

All employees must follow our dress code and personal appearance guidelines. If they don't, they'll be met with disapproval and will have to change their conduct.

- Corruption

We discourage employees from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party. This behavior may invoke legal actions.

- Job duties and authority

All employees should fulfill their job duties with integrity and respect towards the customers, stakeholders and community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Mentoring and motivating are actively encouraged. We expect employees to follow supervisor's instructions and execute all of their duties with skill and in a timely manner.

- Absenteeism and Tardiness

Employees should follow their established schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. But, generally, we expect employees to be punctual when clocking in for Office.

- Conflict of Interest

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties. Any situation voluntary or involuntary that might be perceived as conflict of interest must be reported to the appropriate manager.

- Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to the work of their colleagues.

- Communication

All employees must be open for communication with their colleagues, supervisors or team members. Any employee in the workplace can talk to others so that their workplace can be productive and problem-free.

- Benefits

We expect employees to not abuse their employment benefits. This can refer to time off granted to an employee for a specific reason (e.g. sick leave), insurance, facilities, subscriptions or other benefits that our company offers.

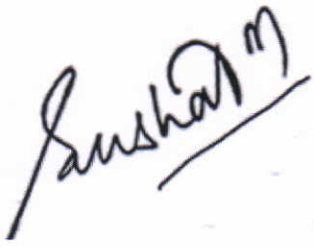
- Policies

All employees should be aware of and follow our policies.

Disciplinary Actions:

Failure to comply with any part of the Code of Conduct's guidelines will result in appropriate disciplinary action. The party responsible will be subject to repercussions that vary depending on their violation. Possible consequences will include reprimand, detraction of benefits for a definite or indefinite time, demotion, suspension or termination for serious offences. We may have to pursue legal action in cases of corruption, theft, embezzlement or other unlawful behavior.

Regards,
Jaro Education



Sushant Mallya
General Manager-HR