

Offer Letter

Date: 22-feb-2021

Dear Shilpi,

With reference to the conversations we have had over past few weeks, we are glad to offer you the position of **Junior MIS Analyst**

Below are your compensation details:

Annual CTC: **INR 3,00,000 Lakhs Per Annum**

Start Date: On or Before **22-Feb-2021**

As discussed, we intend to disrupt the entire hotel industry in India by building India's most preferred value-for-money hospitality brand-a franchisee chain of budget hotels & guesthouses. For me, this is an amazing opportunity with huge potential for a real category killer that will change entirely the way Indians travel and book their personal & business stays.

By signing this appointment letter, you confirm that you are not prevented from commencing employment by any obligation or duty owed to any other party, contractual or otherwise.

We look forward to having you on board this rocket ship. Best,

For Casa2 Stays Private Limited

Megha Sharma

Senior Manager- HR

ANNEXURE – 1

Name: Shilpi Rastogi

Designation: Junior MIS Analyst

Location: Head Office, Gurugram

| COMPONENTS | MONTHLY | ANNUAL |
|-------------------------|------------------|----------------|
| | Amount in | |
| Basic Salary | 15,100 | 181,200 |
| HRA | 6,040 | 72,480 |
| Supplementary Allowance | 3,860 | 46,320 |
| Gross Total | 25,000 | 300,000 |
| | | |
| | | |
| CTC Total | 25,000 | 300,000 |

Note: TDS and any other change in Taxes will be considered separately as per the investments declared and Income Tax Law. Also, if you wish to apply for PF/VPF, you can discuss the same at the time of joining.

For Casa2 Stays Pvt. Ltd.

Authorized Signatory

Important Points to Note

Location

The place of employment shall be **Head Office, Gurgaon**. However, depending on the time constraint and work-related commitments within which the Company may have to provide services to its clients, the Employee undertakes to make himself available in respect of the business of the Company during such times.

Confidentiality of Salary Information

Please remember that compensation information is confidential. Your personal compensation details with the Company are between you and the Company, and we request that compensation details not be discussed with other employees. We thank you in advance for your cooperation with respect to confidentiality. We look forward to your joining our team and being part of our exciting, dynamic company.

Alternative Employment

An employee would not be allowed to undertake any other commercial activity while employed with the Company, without our prior specific written approval. While employed with the Company, Moonlighting (i.e. working on another job while pursuing the regular one) is strictly prohibited. You shall not perform such work or provide such services to any person or entity, directly or indirectly, where such work or services are similar to those provided by you to the Company.

Probation Period

The Employee will be on probation for the period of **3 Months** starting from the commencement of this Agreement. After the expiry of the probation period, Employee's job confirmation will be solely decided by the Company depending on his job performance, code of conduct and other parameters that the Company deems fit. During the probation period, the Company may at any time end the employment on a day's notice for the reason of non-performance or violation of any of the terms mentioned in the Employment Contract. However, if the employee wants to end the Employment Contract during the probation period, a prior notice of minimum **14 working days** should be given in writing to the Company. If your probation period is extended under any circumstances, the same will be communicated to you in writing.

Notice Period

- a) The employment Agreement may be terminated by employee by following proper resignation process and upon serving at least **One Month** of notice. The Company reserves the right to terminate your employment with a notice of 30 days or by paying proportionate gross salary (excluding variable) in lieu of any short notice. This, in no way, limits the Company's right to terminate your employment without notice in the event of serious misconduct which includes, committing a criminal offense, theft, fraud, embezzlement,

- b) Intoxication, violence, sexual harassment, damage to the Company's reputation, etc. The Company also reserves the right to terminate your employment without cause, with a notice of One month(s) or by paying proportionate gross salary (excluding variable) in lieu of any short notice.

Tax Implications

Tax will be deducted as per the investment declared. Employee will be solely responsible for declarations and implications arising thereof for all personal income tax purposes.

Conduct and Discipline

You shall perform such duties as may from time to time be assigned to you and you will be subject to all such applicable rules and regulations in accordance with the Company policy as may be in force from time to time, including as laid out in the employee handbook.

Data Privacy

You shall abide by all the terms and conditions of the Employment, Confidential Information/Data Privacy entered into by you with the Company. It is a condition of your employment not to disclose, directly or indirectly, to any person or persons, any Confidential Information or proprietary information or information relating to the affairs of the Company or any related or affiliated entity, customer or client which is commercially sensitive or the disclosure of which would adversely affect the Company, its shareholders, related or affiliated entities and / or the Company's clients. This obligation survives the termination of your employment with the Company. "Confidential Information" means any proprietary or confidential information of the Company, its affiliates, their clients, customers or partners, including, without limitation, technical data, trade secrets, research and development information, product plans, services, customer lists, etc.

Non-solicitation

You will not, during your employment with the Company and for a period of 12 months after ceasing to be employed under this Agreement, without the prior written consent of the Company in connection with the carrying on of business similar to that of the Company or its group companies on your own behalf or on behalf of any person, firm or company, directly or indirectly:

- (a) Approach, induce, solicit or persuade any client or customer of the Company or
- (b) Any of its group companies to cease doing business with the Company or any of its group companies or reduce the amount of business which that person or entity would normally do with the Company or any of its group companies; or
- (c) Endeavor to entice away from the Company or any of its group companies any person who has at any time during the 12 months immediately preceding such cessation of employment, been employed or engaged by the Company or any of its group companies.

Non-Compete

The undersigned Employee hereby agrees not to directly or indirectly compete with the business of the Company and its successors and assigns during the period of employment and for a period of 12 months following termination of employment and notwithstanding the cause or reason for termination. The term "not compete" as used herein shall mean that the Employee shall not own, manage, operate, consult or be employed in a business substantially similar to, or competitive with, the present business of the Company or such other business activity in which the Company may substantially engage during the term of employment. Such competitors include, but are not limited to Oyo Rooms, Zo Rooms/ Zostel, Treebo, Zip Rooms, Wudstay, Stayzilla, Vista Rooms and/ or their registered entities.

Background Check and References

We would be conducting a background and reference check on your employment details. Your joining us is contingent upon our obtaining a satisfactory report on the background check conducted by our approved agency relating to employment, experience, work history etc.

Exit Clause

The employee hereby agrees that he/she shall abide by the exit code of conduct laid by the Company. The employee acknowledges that the employee shall properly fill and sign NO Dues form, certificate and shall take the departmental clearances from respective department before taking exit from the company to ensure all handovers of (active & inactive) accounts, assets, and all other company belongings are completed to the satisfaction of the company. In addition to this, it is mandatory to take clearance from the central and finance team before leaving. The company may hold the full & final settlement or terminate the duties with immediate effect if the below infractions are found:

- Fraud bookings & transactions are suspected and after investigation proved against the employee during his/her course of employment.
- If an employee found doing any kind of manipulation with facts & figures, cash register and day books.
- Abruptly leaving the company without signing No dues form, No Dues certificate, completing exit and giving proper handover.
- In case any BTC pendency is reflecting against the employee even after taking exit the company shall have right to initiate other recourse as warranted by law.
- F&F will be done on the basis of DSR reports and performance, the attitude shown, Co-operation provided, No uninformed leaves taken, etc during the notice period.
- In the event Individual bookings are being wrongly tagged to the corporate without verifying the authenticity of such bookings. Any such booking which comes across so to be wrongly tagged or not correctly mapped or is not authentic would be considered as a breach of conduct and discipline and a case of negligence. This would lead to the serious action against the particular employee as warranted by law.