

HR/STL/IN121

October 25th, 2022

Mr. Tharun Kumar
RGUKT, Srikakulam.

Dear **Mr. Tharun Kumar**,
Sub: Internship Offer Letter

Congratulations and Welcome to Startoon Labs Private Limited.

We have pleasure in appointing you as **Software Intern** at Startoon Labs Private Limited. We trust your knowledge, skills and experience will be among our most valuable assets.

Should you accept this letter of appointment for internship, you will be governed by the following terms and conditions of service.

1. Date of Joining: **1st Nov, 2022 at 10:00 AM**
2. Location: Work from Office, Hyderabad
3. Work Week: Monday to Friday.
4. Office Timings: Startoon Labs' office timings are 10:00 AM to 7:00 PM which includes maximum time of one hour for lunch. You are expected to report to duty on time and maintain the office timings. Late arrival of more than 15 minutes and early leaving shall require email approval of your reporting manager, without fail.
5. Grade: STL2
6. Reporting Relationship: During this internship period, you will be reporting to **Mythreyi Kondapi, Co-Founder | CTO** of Startoon Labs Private Limited.
7. Compensation: During your internship duration with Startoon Labs, your per month cost to the company is Rs. **10,000/-**. All taxes on account of your compensation (if any) will be borne by you.
8. Leave: You will be eligible for 1 day leave per full month worked. In addition to this, you will also be eligible for the national holidays according to Startoon Labs calendar. Any leave of any sort planned to be availed, including compensatory offs, must be in accordance to the leave policy with prior intimation and permissions obtained from reporting manager.
9. Internship Period: This **internship period is for six months**. Hence, the **internship ends on 30th April, 2023**. Extension of the internship period is subject to interest of both the parties, viz you and the Company. During the internship, we will access your progress and performance bimonthly.
10. Termination of Employment: The Company is free to end the internship relationship at any time, for any reason, with or without cause after submitting all deliverables, company documents and no dues signed by his/her reporting manager. Interns can be terminated immediately at any instant based on the unsatisfactory performance. An Intern who joins the Company via college placement cell have to obtain a prior written permission from his/her relevant faculty advisor / head of placement cell of his/her Institution to have his/her resignation accepted by the Company. In case an Intern fails to adhere to the aforementioned condition in this clause, the Company is not liable to carry out any of its standard exit formalities for the employee, with no

Employee Initials

questions asked by the Intern to the HR/ Management of the Company. An Intern who joins the Company via other online/offline platforms, cannot terminate his/her internship at his/her own will under any circumstance. In case an Intern fails to adhere to the aforementioned condition in this clause, the Company is not liable to carry out any of its exit formalities. The decision of the management shall be binding and final.

In case of any misconduct, including indiscipline and disregard for values, beliefs, policies, rules and regulations of Startoon Labs, issues of integrity, credibility, false information, your services will be immediately dispensed with, without any notice or standard exit formalities. Startoon Labs reserves the right to press criminal charges as well, in case of fraud, theft and physical assault.

11. Performance of Duties: During your internship period you shall devote your full business time to the business affairs of the Company and shall perform your duties faithfully and effectively subject to the direction of the Company, provided that the foregoing shall not limit or prevent you from serving on the board of directors of charitable organizations or other business corporations not in competition with the Company. However, you shall obtain written approval from the HR, prior to accepting any such assignments. You shall not be assigned duties and responsibilities that are not generally within the scope and character associated or required of other executives of similar rank and position.

12. Competing Businesses: During the period of your internship with Startoon Labs, you shall not be employed by or otherwise engage in or be interested in any business in competition with the Company, or with any of its subsidiaries or affiliates, except that your investment in your such business shall not be considered a violation of this paragraph if either (a) you own less than 1% of the equity thereof, or (b) such business is not in competition with the Company. You are required to take written approval from the HR.

13. Confidentiality: During and after the internship period, you will not divulge or appropriate to your own use or to the use of others, in competition with the Company, any secret or confidential information or knowledge about the business of the Company, or of any of its subsidiaries, obtained by you in any way while you were employed by the Company or by any of its subsidiaries.

14. Intellectual Property: You hereby assign to the Company, or its designee, all your right, title, conceives, develop or contribute to in the course of the Engagement and all intellectual and industrial property and other rights of any kind in or relating to the Proprietary Property, including but not limited to all copyright, patent, trade secret and trade-mark rights in or relating to the Proprietary Property.

Material or information conceived, developed or contributed to by you, outside work hours on the Company's premises or through the use of the Company's property and/or assets shall also be Proprietary Property and be governed by this Agreement if such material or information relates to the Business of the Company. The Participant shall keep full and accurate records accessible always to the Company relating all Proprietary Property and shall promptly disclose and deliver to the Company all Proprietary Property.

15. Applicable Law: The provisions of this Appointment shall be construed in accordance with the laws of the State of Telangana, India.

16. Copyrights (Applicable for Designers only): All the copyrights of the work accomplished during this engagement are reserved with Startoon Labs Pvt. Ltd.

Employee initials

The work will not be used by you for portfolio or other purposes until Startoon Labs does not release it officially in public domains. This includes the website and its social media pages. The concepts, unaccepted versions and final submission of this work will not be used by you without explicit written permission given by Startoon Labs.

We at Startoon Labs, hope that you will accept this internship offer and look forward to welcoming you aboard. This offer is valid till 26th October, 2022 ONLY and your failure to report to duty on or before 26th October, 2022, will lead to cancellation of this offer letter without any further communication. The decision of the Company in all matters shall be legally binding and final.

Note: This letter will be considered as null and void if not presented with 'Certificate of Completion.

Feel free to contact us if you have any questions or concerns.

Please sign the enclosed copy of this letter and return to me to indicate your acceptance of this offer.

We are confident that you will be able to make a significant contribution to the success of Startoon Labs and wish you the very best.

Thank you,

For Startoon Labs Private Limited,

HR Department

I accept the offer of internship on the terms and conditions mentioned in this letter. The original of this letter is in my possession. I shall report for duty on _____

Place:

Signature:

Date:

Name: