



20 Dec 2021

Kanishka

C/O Rajesh kumar Sharan
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Sub: Service Agreement as Fellow Impact Evaluation

Dear Kanishka,

We are pleased to engage you as Fellow Impact Evaluation. Your expected starting date is 23rd December 2021. Welcome to Haqdarshak!

The details of your engagement are provided in the Annexures. If you have any questions, please contact your co-ordinating manager Prajakta Deshmukh at prajakta.deshmukh@haqdarshak.com or write to HR department at central_hr@haqdarshak.com.

We look forward to a mutually rewarding association.

Best wishes

Sharmil Avachat
AVP-HR

Haqdarshak Empowerment Solutions Private Limited (HESPL)

Annexure A: Terms and Conditions
Annexure B: Code of Conduct



Annexure A: Terms and conditions

1. Background verification: We are in the process of completing background check as a part of the HR hiring process and this offer shall be valid only on satisfactory completion of reference check. If any discrepancy is found in the data and information shared by you during the verification process, this offer stands annulled with immediate effect.

2. Location

Haqdarshak Empowerment Solutions Private Limited (HESPL's) administrative office is in Pune, Maharashtra & Registered office is in Bangalore, Karnataka. Basis the project requirements and business expansion plans, you may need to travel and/or relocate to any of the notified project locations of HESPL operations, PAN-India. Professional arrangement between both the parties will be such that you will be required to provide your services at any of the Haqdarshak offices / sites

3. Tenure

This service agreement shall be from 23rd December 2021 to 31st March 2022. You are required to join the project on 23rd December 2021.

4. Payment and other expenses

You shall be entitled to a Professional fee of INR. 10,000 per month (Rupees Ten Thousand Only) per month during the engagement period. Travel and other reimbursements shall be provided as per the Organizational Reimbursement Policy.

The payment of professional fee shall be released only after the completion of the deliverables assigned to you within the set timeline and approval of the Co-ordinating Manager and in line with the payment cycle of the Organization. The Organization is not liable to make additional payment against the extended period of engagement in case of delay, if any, in meeting the deliverables at your end within the tenure mentioned above.

All statutory taxes as per Income/Service Tax rules and those related to Company Compliance as demanded by Law in force from time to time will be applicable

5. Other engagements:

During the appointment period you shall not engage yourself directly or indirectly or in any capacity with any other organization and/or business Identical or similar to the business of our company. In the event of breach of this condition, this service agreement is liable to be terminated forthwith by the company.



6. Administrative norms applicable

Work related expenses and settlement: Actual expenses on account of work may be claimed separately from the company by raising expense statements with supporting documents in accordance with the organization reimbursement policy.

7. Reporting and Reviews

Coordinating Person

You shall be assigned a coordinating person to review your work-

The reporting of the work will be as follows:

- The deliverables and the progress shall be discussed with the coordinating person on a timely basis and shall be regularly monitored
- You will be expected to submit a monthly report basis key responsibility, assigned deliverables to the coordinating manager
- The progress of the project, the scope of your role and the deliverables achieved shall be reviewed at the end of each month

8. Termination

There is no employer / employee relationship and at the end of the service period professionals will have no right of employment. Also, either party can terminate/annul the contract by giving a 15 days' notice in writing.

Annexure B – HESPL Code of Conduct

1. Introduction

Haqdarshak Empowerment Solutions Limited (HESPL) is committed to conducting its business with highest standards of compliance and ethical conduct. This Code of Conduct ('Code') has been adopted to summarize the standards of business conduct that must guide the actions of the employees (including all Directors) at all times.

2. Scope

The Code of Conduct of HESPL is applicable to all employees, contractors, interns and consultants whether full time or part-time (henceforth called as "employees" for the purpose of this document) as long as they are engaged with HESPL and are undertaking activities in the capacity of representing HESPL.

3. Guiding Principles

1. The following are HESPL's pillars of culture and are the driving force behind how we conduct business:

1. Honesty, Integrity and Transparency
2. Meritocracy
3. Collective Consciousness
4. Sum is greater than the Parts
5. Freedom
6. Respect

2. While HESPL may not wish to constantly monitor everyday activities of employees, there will be zero tolerance of violations. The company places the onus on the employees to conduct themselves in a fair, unbiased and ethical manner.

3. Every employee should take responsibility to formally raise a complaint when a violation comes to their notice irrespective of whether they are directly impacted by the violation and irrespective of hierarchy and reporting relationships.

4.Aspects Covered

4.1.Indian Law

All employees are required to comply with applicable laws, rules and regulations of the land strictly and should not do anything or direct others to do anything that is in violation thereof. Notwithstanding the legal consequences of such violation, any employees found guilty will be additionally liable to disciplinary actions, initiated by the company for violating the Code. Particular care should be taken to act legally in those areas where the law is evolving rapidly or is being extended to cover activities that have not been covered by legal requirements in the past. When in doubt, HR should be consulted.

4.2. Use of company asset and resources

The Company's assets and resources are dedicated to achieving its business objectives. All employees are required to safeguard company assets and resources against any loss, damage, theft or misuse, and should not use them for any unlawful or unethical purpose.

4.3. Confidentiality

The Company's confidential information is a valuable asset. Employees must maintain the confidentiality of sensitive information (i.e., information that is not in public domain) relating to the Company which comes to them in the course of the discharge of their duties or in any other manner. However, disclosures may be made if such disclosure is authorized by the Company or is legally mandated.

Confidential information includes information that is not in public domain that might be useful to competitors or that could be harmful to the Company or its customers if disclosed. It includes intellectual property such as trade secrets, patents, trademarks and copyrights, as well as business, research and new product plans, objectives and strategies, records, databases, salary and benefits data, employee medical information, customer, employee and suppliers lists and any unpublished financial or pricing information.

All the proprietary information in the possession of any employee should be surrendered back to the company upon leaving the Company.

4.4. Zero Tolerance towards bias



HESPL is committed to providing an environment that is free from harassment, discrimination and intimidation. The Company is committed to adoption of fair employment practices. It ensures diversity of workplace through efforts to recruit, develop and retain the most talented people from a diverse candidate pool. It upholds the principle that advancement is based on talent and performance and there is a commitment to equal opportunity.

The company has a zero tolerance towards bias arising out of one's gender, caste, creed, religion, language or race. All kinds of harassment such as physical, verbal, visual or written will fall under the purview of code of conduct. If found to be true after a written complaint and thorough investigation the company can take punitive action.

Manifestation of bias can include but not be limited to unwelcome comments, or other verbal or physical conduct where such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Bias will also include expression of personal preferences when in capacity of representing the company. This will include but not limited to expressing religious preferences in company owned premises, during company meetings and events or on social media as a representative of the company.

Opportunities and growth at Haqdarshak are based only on merit and performance. The company has an unwavering commitment to equal opportunity. Extending and/or denying opportunities to another based on gender, caste, religion or language will be termed violation of code of conduct.

4.5 Prevention of Sexual Harassment

This is governed by the POSH policy and the ICC that has been instituted to address sexual harassment complaints.

4.6 Gifts

Employees shall not accept gifts - anything of value (including entertainment and incentives) from current or prospective customers or vendors or suppliers. The employees must not make any payment to or for anyone for the purpose of obtaining or retaining business or for obtaining any favourable action. If any employee is found to be involved in making such payments, such employee would be subject to disciplinary action.

Bribe is a reward offered, promised, provided, given or received directly or indirectly in order to influence a decision of the recipient which may result in a business, financial or other kind of gain or advantages to the entity offering bribe. The company has a zero tolerance towards giving or accepting bribes to gain or receive such favours related to business.

4.7 Entertainment

While HESPL firmly believes that every employee's personal circumstances are not a matter of concern of the company, a certain decorum is expected of every employee while representing the company during or outside office hours, within or outside office premises.

While representing the company, acting under influence of illegal drugs and excessive alcohol that result in disrepute, misrepresentation of company's intent and/or causing harm to an individual within or outside the organization will be considered violation of code of conduct. If the violation is proved, disciplinary action will be initiated.

4.8 Treatment of all associated partner organizations



All employees shall act responsibly, honestly and with integrity in all dealings with the Company's vendors, customers including prospective customers, government officials, regulators and competitors.

The Company's contractual relationships with its vendors, agents and customers are important for its success. Vendor selection and hiring decisions must be made objectively and in Company's best interest, based on evaluation of integrity, suitability, price, delivery of goods/ service, quality and other pertinent factors.

Any personal relationship of the employees with contractors, suppliers and vendors should be disclosed by them to their superiors at the time of entering into any transaction with them and should not influence any decisions made on behalf of the Company. Negotiations with customers and potential customers should be conducted in a professional manner.

Vendors or suppliers should not be used for any personal purposes, so as to have any conflict of interest while dealing with them.

4.9 Contact with media

In order to proactively manage the reputation of the company with the media and to ensure consistency of messages, interaction with media must occur only with the prior approval of Marketing and Branding vertical of the company.

Social media allows users to interact with each other by sharing information, opinions, knowledge and interests. Sometimes employees use personal social media accounts to share information about HESPL. When doing so employees are expected to maintain and express neutral views with respect to political and religious affiliations. Haqdarshak has no affiliation to any political party or religion and employees should bear this in mind while interacting with everyone within or outside the company while representing the company.

There are various risks associated with communicating on the Social Media platform. Thus, there is a need to address such concerns in an appropriate manner keeping in mind the interest of the Company and its wider stakeholders.

4.10 Information Security

Employees must take all reasonable precautions, including password maintenance and file protection measures to prevent unauthorised access and have an obligation to maintain the security and confidentiality of the information systems over which they have responsibility or control and that are owned or used by agreement. Employees are required to report any breach of security or misconduct at the earliest to the IT Manager.

Employees must comply with all clauses of the HESPL IT Policies, Information Security policy and Data Privacy policy that are in force or may be enforced in future, including modifications from time to time as needed for business compliance during employee's tenure with HESPL. Certain policies may continue to be in effect after the employee leaves HESPL in compliance with Indian Laws and other Regulatory compliance guidelines.

5. Enquiries and Investigation

5.1 Raising Ethical issues

The Company encourages its employees to report to their line managers/HR/Internal Grievance Committee, concerns and suspected violations of the Code, internal policies, external legal and regulatory requirements etc. All significant breaches should be escalated immediately.

The Company will conduct prompt and thorough investigations of alleged violation and take appropriate corrective action. No retaliatory action against an employee shall be taken for making a report in good faith.

6. Violation of Code of Conduct

Any act of breach of the stipulations mentioned in the Code would be treated as misconduct which may attract penal action.

6.1 Matrix of violation

Habitual Irregularity

Examples of habitual irregularity may include but not limited to

- Repeated negligence to perform duties
- Discourteous behaviour with customers, co-workers, employees, vendors and partners
- Careless use of company assets that results in minor losses and business risk for the company
- Use of abusive language and gestures
- Showing a consistent and unreasonable negative attitude towards another employee or group of employees in the company

The Internal Grievance Committee will take into account the nature of violation, impact to company, number of occurrences and decide the course of action which may include written feedback and/or warning. The Internal Grievance Committee could also decide to refer the matter to HR and Senior Management.

Gross Violations

Gross violations could include but not limited to:

- Failure to comply by the company policies
- Sexual harassment
- Bias of any nature as described in section 4.4
- Obstructing other employees from discharging their duties
- Accepting and giving gifts in violation of the code of conduct
- Violation of Information Security policy, IT Policy or Data Privacy policy of the company
- Taking decisions at the cost of the company that is favouring employee or those associated with the employee
- Failure to take all possible steps to protect the interest of the Company and to perform Duties with utmost integrity, honesty, devotion and diligence
- Any act which brings or has the potential to bring dis-repute to the image of the Company at all times
- Failure to act in spite of being aware of violations being practised



Gross violations when raised will be investigated by HR and the senior management team for further action.

Fraud

Fraud in relation to affairs of a company or anybody corporate includes any act, omission, concealment of any fact or abuse of position committed by any person or any other person with the connivance in any manner, with intent to deceive, to gain undue advantage from, or to injure the interests of, the company or its shareholders or its creditors or any other person, whether or not there is any wrongful gain or wrongful loss.”

- Suppression or misrepresentation of facts
- Wilful act of creation or acceptance of fake records and/or data
- Theft of data
- Involvement in corruption

Fraud if raised and proved can lead to termination and any other action as required by law.

7. Process for Disciplinary Procedures

All violations can be taken up for investigation only if recorded on email or any other form of written complaint.

All habitual irregularities should be referred to the Internal Committee who upon thorough investigation can either decide on further course of action or refer the case to HR. Further course of action could mean amicable reconciliation, documented feedback and written warning to either complainant or defendant and/or inputs to the line managers for reflection in appraisal reviews. All decisions taken by the internal committee will be largely cautionary in nature.

All gross violations and fraud should directly be brought to the attention of senior management and/or HR. After thorough investigation and if required inputs from legal experts and POSH Committee members, HR and senior management can jointly arrive at one of the following conclusions for the defendant:

- Exit through resignation
- Termination
- Withholding increments, promotions etc
- Demotion
- Recovery of money (in case of financial frauds)
- The company reserves the right to classify the violation as irregularity, gross violation or fraud.




To be filled by the Fellow:

Declaration:

I, Mr./Ms. _____ confirm and declare that

1. I have read and understood the terms of employment/engagement applicable to me and the provisions of the HESPL Code of Conduct.
2. I understand that HESPL is an equal employment opportunity organization and has zero tolerance towards bias of any kind as outlined by the Code of Conduct.
3. I understand that HESPL conducts all its businesses with no compromise on ethics and integrity and expects the same from all employees, fellows, consultants and interns whether full time or part time.

Date:

Signature: 

Place:

Name: