



# EMPLOYEE HANDBOOK

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## **PURPOSE OF HANDBOOK**

The SAMSARA Employee Handbook establishes policies, procedures, conducts, benefits, and working conditions that will be followed by all SAMSARA employees and Board members as a condition of their employment at SAMSARA. The Code of Conduct describes the expected actions and behaviors of employees and Board members while conducting Company business.

The SAMSARA Employee Handbook is not a contract of employment nor is it intended to create contractual obligations for the Company of any kind.

The policies and procedures outlined in this handbook will be applied at the discretion of SAMSARA. SAMSARA reserves the right to deviate from the policies, procedures, benefits, and working conditions described in this handbook. Furthermore, the Company reserves the right to withdraw or change the policies, procedures, benefits, and working conditions described in this handbook at any time, for any reason, and without prior notice.

SAMSARA will make every effort to notify employees when an official change in policy or procedure has been made but employees are responsible for their own up-to-date knowledge about the Company policies, procedures, benefits, and working conditions.

No provision in this employee handbook and expected Code of Conduct can be waived without written permission from the Company's Director, or designee. Such a waiver, if granted, applies only to the employee for whom the waiver was granted at the time of the waiver.

SAMSARA strives to provide an employee-friendly environment in which goal-oriented individuals thrive as they achieve ever more demanding challenges and responsibilities. SAMSARA's commitment towards quality, efficiency, and environment-social sustainability is unwavering. Keeping this in mind, the following aims at creating a work environment that is mutually beneficial and in the interest of both customers and employees.

SAMSARA values the talents, abilities and aspirations of its employees and seeks to align employee interests with that of the Company through fostering an open, cooperative, and dynamic environment. SAMSARA provides an Open Door Policy in which employees are encouraged to take problems to the next level of management if they are unable to resolve a situation with their direct supervisor.

SAMSARA is an equal opportunity employer. Religion, age, gender, national origin, sexual orientation, race, or color does not affect hiring, promotion, development opportunities, pay, or benefits. SAMSARA ensures fair treatment of

employees based on merit. The company complies with all applicable central, state, and local labor laws.

Employment of SAMSARA is on an “at will” Basis, which means that SAMSARA may terminate the employment relationship at any time, for any reason, with or without cause. The employee also has the right to the above, except an employee will have to give SAMSARA a 30 days notice period before hand. Only a written agreement, signed by the Director of SAMSARA can change the “at will” nature of the employment of any individual.

All employees are required to review the policies, procedures, benefits, and working conditions described in this handbook. All employees will be asked to affirm that they have read, understood, agreed to abide by, and acknowledged your receipt of this employee handbook and employee Code of Conduct.

Regards,

SAMSARA BUILDTECH

# WELCOME MESSAGE

Welcome to SAMSARA

We here at SAMSARA believe that if work becomes fun, it doesn't stay work anymore. It becomes an employee endeavor that multiplies energy.

This handbook is designed to acquaint you with the company and to provide you with information about policies, procedures, benefits, and working conditions affecting your employment. You should read, understand and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the company to benefit the employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employer handbook, at least not this one, can anticipate every circumstance or question about policy. As the business continues to grow, the need may arise to change policies described in the handbook. The company therefore reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes as they occur.

We believe that each employee contributes directly to the company's growth and success, and we hope you will take pride in being a member of our team. Our employees have always been our most valued assets and a driving force behind this company.

So get inspired and inspire others around you, and become a part of the journey this company takes in achieving greater heights.

Regards,

SAMSARA BUILDTECH

## **COMPANY OBJECTIVES**

Our Mission, Spirit, Company Motto and Values are integral towards separating us from our competition. Moreover our commitment towards these strengths underpins our entire approach towards a responsible and ethical business conduct. We may all take these attributes for granted at times, so it is helpful to remind ourselves of exactly what makes SAMSARA a great company to work for and to do business with:

### **Background**

SAMSARA is a privately held real estate development company established in 2015 with its base in Ahmedabad.

The name SAMSARA originates from the Sanskrit scripture, and promulgates the ideology of the journey one takes towards realizing the truth. Inspired by this, SAMSARA was founded with a singular aim of helping customers along this journey by offering living and commercial spaces that will truly resonate with them and their lifestyles.

From a royal city to an emerging mega city, Ahmedabad is ever-evolving, reverberating and replete with anticipation – with one foot that is unfalteringly attached to the past; the other is ardently closing towards the future and the opportunities it holds. The existing dichotomy paired with the paradigm shift in consumer preferences and lifestyles has resulted in burgeoning ambitions waiting to be fulfilled; giving rise to an insatiable quest for spaces that can not only accommodate people – but also their dreams and ambitions. This is the backdrop around which SAMSARA is setting its roots firmly, with a vision of redefining the concept of living and working spaces by understanding and giving significance to what truly matters – the dreams associated behind them.

At SAMSARA, it is a constant pursuit and an unflinching commitment to ascertain that the connection between the spaces we fabricate and the lives entrenched around these very spaces, realize a sense of enrichment. Understanding and resonating with a myriad of lifestyles is almost a cultural constant here at SAMSARA – a lens through which we envisage each of our projects and each minor element that goes with it.

SAMSARA is currently amidst the development of upwards of 5 lakh sq. ft. of residential real estate in Ahmedabad, juxtaposed into two distinct project offerings. Targeting the luxurious housing segment, SAMSARA's premium luxury brand, Privé is launching a 4 BHK, 7 storey, smart apartment building project in Ambawadi, called ELEMENT. Simultaneously, a project catering to the affordable housing segment is being planned through the economy brand within SAMSARA's portfolio, Aspire. With an offering of one bedroom studios and two bedroom apartments, this project is coming up near S.G. Highway.

## **Vision**

Our vision serves as the framework for our Road map and guides every aspect of our business by describing what we need to accomplish in order to continue achieving sustainable and qualitative growth in a socially and environmentally responsible manner.

“Our vision is to translate our work and ideologies into the most trusted and sought-after brand in the eyes of the consumer when it comes to buying and renting living and commercial spaces, locally and nationally.”

## **Mission**

Our Roadmap starts with our mission. It declares our purpose as a company and serves as the standard against which we weigh our actions and decisions.

- To create a brand that caters to people across all social and financial strata. We believe in and are strong advocates for the “Housing for all” movement. SAMSARA aims to build a minimum of 5lakh sq. ft. of living spaces in the Affordable Housing segment by 2018 through its new brand portfolio, Aspire
- To inspire moments of optimism and elation in our customers and partners by constantly striving to achieve a higher level of professionalism and quality of products through our innovative and avant-garde ideas and solutions.
- To relentlessly offer customers the most compelling experiences through living and commercial spaces, and exceeding their expectations with the best possible service, selection, quality and value the market has to offer.
- To be radically and uncomfortably transparent in any and all possible ways regarding our business, products, and ideologies. Developing a meaningful relationship with the customer is as important to SAMSARA, as is the mission to change the mindset of skepticism that plagues the industry we are in.
- To be an active contributor to our nation’s communities and its environment and be a responsible and aware organization that is built on the ethics of sustainability and equality.

## **Values**

We, the women and men of SAMSARA, are guided by the same set of high values which describe our company as we want it to be. We want our decisions and actions to demonstrate these values. We believe that putting our values into practice creates long-term benefits for customers, employees, partners and the communities we serve.

We take responsibility for **QUALITY** by providing modern, sensible, and reliable offerings.

We deliver **CUSTOMER** satisfaction by understanding and delivering to our customers' needs.

We provide **LEADERSHIP** as a company and as individuals through our talented employees, efficient and transparent approach, and innovative ideas.

We act with **INTEGRITY** in all we do through honesty and fairness in all aspects of our work.

We value **SAMSARA's PEOPLE** by providing an environment that fosters growth, development, and optimism, and by giving value to their ideas.

We regard our **PARTNERS** as essential team members by giving them the same type of respect that we show to our customers.

## **Overall Goals**

Our Goals serve as the framework for our Roadmap and guides every aspect of our business by describing what we need to accomplish in order to continue achieving sustainable, quality growth.

**People:** Be a great place to work where people are inspired to be the best they can be.

**Portfolio:** Bring an array of quality offerings that anticipate and satisfy customer's needs and desires.

**Partners:** Nurture a wining network of customers and partners to create a mutually beneficial and time-enduring relationship.

**Planet:** Be a responsible citizen that makes a difference by helping build new and transform existing communities into sustainable living and working spaces.

**Profit:** Maximize long-term return to our customers and partners while being mindful of our overall responsibilities.

**Productivity:** Be a highly effective, lean and fast-moving organization that adapts and sets new benchmarks constantly.

# **SAMSARA: CODE OF CONDUCT**

## **Preface**

Employees of SAMSARA and its subsidiaries and controlled affiliates should do the right thing – follow the law, act honorably, and treat each other with respect.

We expect all of our employees and Board members to know and follow this Code of Conduct. Failure to do so can result in disciplinary action, including termination of employment. Any waivers of this Code for directors or executive officers must be approved by our Board.

Never retaliate against anyone who reports or participates in an investigation of a possible violation of the Code.

If you have a question or concern about this Code or believe that someone may be violating it, you can also make a report of a suspected violation or concern anonymously.

## **Avoid Conflicts of Interest**

A conflict of arises when at any time competing loyalties could cause you to pursue a personal benefit for you, your friends, or your family at the expense of SAMSARA or our stakeholders. Avoid conflicts of interest and circumstances that reasonably appear to be a conflict. Sometimes a situation that previously didn't present a conflict of interest may develop into one.

When faced with a potential conflict, ask yourself:

- Would this activity create an actual or apparent incentive for me to benefit my friends, my family, or myself?
- Would this activity harm my reputation or hurt my ability to do my job?
- Would this activity embarrass SAMSARA or me if it showed up in the press?

If the answer to any of these questions is “yes,” the relationship or situation is likely to constitute a conflict of interest, and you should avoid it.

## **Ensure Financial Integrity and Responsibility**

Ensure that money is appropriately spent, our financial records are complete and accurate, and our internal controls are honored.

If your job involves the financial recording of our transactions, make sure that you're familiar with all relevant policies, including those relating to revenue recognition.

Never interfere with the auditing of financial records. Similarly, never falsify any company record or account.

If you suspect or observe any irregularities relating to financial integrity or fiscal responsibility, no matter how small, immediately report them.

## **Obey the Law**

Comply with all applicable legal requirements and understand the major laws and regulations that apply to your work. A few specific laws are easy to violate unintentionally and so are worth pointing out here. If you have any questions about these laws or other laws governing our work, please consult our legal counsel.

### 1. Competition Laws

Be sure you follow all laws designed to promote free and fair competition and protect consumers and various involved stakeholders. These laws generally prohibit 1) arrangements with competitors that restrain trade, 2) abuse of market power to unfairly disadvantage competitors, and 3) misleading or harming consumers. Some of these laws carry civil and criminal penalties for individuals and companies.

### 2. Anti-Bribery Laws

Various laws that prohibit bribery in different settings. Our rule is simple – don't bribe anybody, at any time, for any reason.

*Non-government relationships.* Be careful when you give gifts and pay for meals, entertainment or other business courtesies on behalf of SAMSARA. Avoid the possibility that the gift, entertainment or other business courtesy could be perceived as a bribe. Provide such business courtesies infrequently and, when you do, to keep their value moderate.

*Dealings with government officials.* Various laws prohibit seeking to influence official action by offering or giving anything of value to government officials, candidates for public office, and employees of government-owned or -controlled companies, public international organizations, or political parties. Avoid not only traditional gifts, but also things like meals, entertainment, travel, political or charitable contributions, and job offers for government officials' relatives. With pre-approval, it may be permissible to make infrequent and moderate expenditures for gifts and business entertainment for government officials that are directly tied to promoting our products or services (e.g., a modest meal at a day-long meeting/conference).

## **Conclusion**

We rely on one another's good judgment to uphold a high standard of integrity for our company and ourselves. We expect all Board members and employees to be guided by both the letter and the spirit of this Code.

# ATTENDANCE AT WORK

## Exempt and Non-Exempt Employees

**Exempt employees** are employees who, because of their positional duties and responsibilities and level of decision making authority, are exempt from the Work Timings, Overtime, and Attendance policy rules and regulations. Exempt employees are expected, by the company, to work whatever hours are necessary to accomplish the goals and deliverables of their exempt position. Also Exempt employees are not entitled for overtime pay.

**Non – Exempt employees** are employees who, because of the type of duties performed, the usual level of decision making authority, and the method of compensation, are expected to follow all rules and regulations related to Work Timings, Overtime, and Attendance policy of the company.

## Working Hours and Overtime

Working Hours – 10 hours (10am to 8pm)

One hour before and one hour after working hours (from 9am to 9pm); ‘no-compensation hours’, will not be considered overtime.

Compensation for overtime of an employee will be given monthly and measured in actual after-working hours with a minimum of at least 1 hour outside the ‘no-compensation hours’ being considered as overtime. Compensation if given will be provided as per the table given below (Half Day Policy/Absence). The company reserves the right to withhold compensation for overtime at will and for any reason.

At this point it is important to emphasize that overtime will be given, if at all to employees that have been asked to handle more work than their job description for longer hours for an extended period of time. Completing one’s own assigned work in the given timeline is the employee’s responsibility towards his/her job and the company. Moreover no compensation will be made, nor should it be asked for in such cases.

## Half Day/Absences Policy

The company follows a simple method to determine whether an employee has worked his/her share for a given day and aims at fairness through a common policy.

7 hours or more	Full Day
4.5 hours to 7 hours	Half Day

7 hours of work or more by an employee in a given day and inside the Working Hours (10am to 8pm) will be accepted as a full day of attendance by the company. Lesser than 7 hours of work within the Working Hours (10am to 7pm) will be considered a Half Work day and salaries will be cut accordingly following a pro-rata basis. Lesser than 4.5 hours of work in a given day during Working Hours will result in an absence.

The company highly discourages half days or fewer working hours without substantive reasons or extenuating circumstances given by an employee. Necessary action will be taken, including the termination of the employment contract in severe cases if any employee is found to misuse this policy in any way. The decision remains a discretion of the company and can be exercised without any reason.

An absence at work by any employee on a working Saturday or Monday will be counted as an absence for the day/days of absence plus Sunday. Salaries will be cut accordingly.

### **Lunch Period**

<b>Break</b>	<b>Employee Type</b>	<b>Duration</b>	<b>Timings</b>
Lunch Break	All	45 minutes	1:15pm to 2:00pm

### **Attendance Expectations and Policy**

Working Days (Mon – Sat); except Holidays.

The company expects at least 90% attendance of all the working days on monthly and yearly basis.

The company follows a strict attendance system wherein failure to meet the aforementioned requirement could result in the termination of employee contracts in extreme situations wherein an employee is found unable to give any satisfactory justification for his/her poor attendance.

## **Paid Leave and Holidays**

The company policy permits a total of 24 non-consecutive days of paid-leave in a year, apart from Holidays. This is divided into 4 quarters with not more than SIX consecutive or non-consecutive days per quarter. A quarter is a three-month period.

Salaries will be cut based on pro-rata basis in the case of an absence of more than SIX days in a given quarter.

Any other extenuating circumstance needs that an employee may have will have to be approved by the HR Team.

<b>Type</b>	<b>Definition</b>	<b>No. of leaves allowed</b>
<b>Paid Holidays</b>	see table below	10
<b>Paid Leave</b>	includes Sick/Casual Leave	24
<b>Privilege Leave</b>	for employees who have worked in the company for more than 3 years	5

Privilege Leave is granted every calendar year to an employee meeting a certain criteria and cannot be accumulated or carried forward to the next year.

<b>Holiday</b>	<b>Date</b>	<b>Duration</b>
<b>Makarsankranti</b>	14 January	1 day
<b>National Republic Day</b>	26 January	1 day
<b>Holi</b>	as per actual	1 day
<b>National Independence Day</b>	15 August	1 day
<b>Rakshabandhan</b>	as per actual	1 day
<b>Diwali</b>	as per actual	5 days

The following table is generic in its nature. The company recognizes that employees from all faiths have a right to their specific holidays and aims to cater to all needs. Employees that have legitimate reason for observing any other holiday apart from the ones mentioned above need to get an approval from the HR team beforehand.

# SALARIES AND EXPENSES POLICIES

## Employee Salaries/Remuneration

All yearly salaries/remuneration as mutually decided upon by the employer and the employee will be paid monthly. The first day of each month is the designated day by the company for giving out employee salaries/remuneration.

## Expense Reimbursement Policy

Type	Allowance	
Hotel Stay (Max.)	1200/day	
Food (Max.)	400/day	
Travel Allowance (Max.)	400/day	
Conveyance Allowance in case of own vehicle	2/Km (2 wheeler)	4/Km (4 wheeler)
Mobile Expenses (Max.)	300/month	

This table shows the maximum amount of expenses that can be reimbursed. All the expenses will be paid on actual basis after receiving a proof of the particular expense by the employee. This table is indicative in nature. For actuals, please contact the HR department.

Hotel Stay, Food, and Daily Travel Allowance are only applicable when an employee travels out of the city for official company work and can be reimbursed based on the above pre-condition. More than the above stated limit can be reimbursed in specific cases with legitimate reason upon receiving proof of the expense.

Travel allowance in case of own vehicle can be reimbursed in specific cases as per mutual understanding between the employer and employee.

Mobile Expenses up to the aforementioned maximum amount is applicable for reimbursement to all employees upon the company's procurement of proof of the expense.

# **WORKPLACE PROFESSIONALISM & COMPANY REPRESENTATION**

## **Work Dress Code**

Business Casuals is the dress code of the company. Company's objective in establishing a business casual dress code, is to allow our employees to work comfortably in the workplace. Yet, we still need our employees to project a professional image for our customers, potential employees, and community visitors. Business casual is the standard for this dress code.

## **Tobacco Free Workplace**

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees, the company premise shall be entirely smoke free. Additionally the use of all tobacco products, including chewing tobacco, cigarettes, etc. is banned from the Company workplace, except as designated in this policy.

Smoking is prohibited in all of the enclosed areas within the Company office, without any exception. This includes common work areas, conference and meeting rooms, private cabins, hallways, lunch area, stairs, restrooms; employer owned or leased vehicles, basement and all other enclosed facilities.

The only designated smoking/tobacco area in Company is outdoors, adjacent to the building premises.

## **Drugs and Alcohol**

Drug Free Workplace renders the following activities as strictly prohibited under the company's drug policy –

- Taking or using alcohol or drugs,
- Selling drugs, or
- Affected by the after effects of indulging in alcohol or drugs outside of the workplace during non-work time.

## **Violence and Weapons at Workplace**

The company expects all of its employees to maintain professionalism at the workplace. Any kind of violence, misbehaving or inappropriate behavior with the opposite sex, seniors and subordinates, and use of abusive or hurtful language or body language or any form of bullying, physical or otherwise, may lead to

disciplinary action against the person found guilty. Carrying any kind of weapon at the workplace, construction sites, or in the company premises is strictly prohibited.

## **Use of Company Equipment, Electronics and other Property**

All Company property – including desks, storage areas, work areas, lockers, file cabinets, credenzas, computer systems, office telephones, cellular telephones, modems, facsimile machines, duplicating machines, copying machines and vehicles – must be used properly and maintained in good working order. Employees who lose, steal, or misuse Company property may be personally liable for replacing or repairing the item.

The Company reserves the right, at all times and without further notice, to inspect and search all Company property for the purpose of determining whether this policy or any other policy of the Company has been violated, or when an inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws. These inspections may be conducted during or outside of business hours and in the presence or absence of the affected employee.

To protect the Company's legitimate business interests, the Company reserves the right to question and inspect or search any employee or other individual entering or leaving Company premises, with or without notice. The inspection or search may include any packages or items that the individual may be carrying, including briefcases, handbags, knapsacks, shopping bags, et cetera. The individual may be requested to display the contents of any packages and/or turn out his or her pockets, et cetera, in the presence of a representative of the Company, typically a management employee of the same gender.

Whether information is entered or sent during or outside of working time, employees have no right of privacy as to any information or file maintained in or on Company property or transmitted or stored through Company computer systems, voice mail, e-mail or other technical resources. If, during the course of your employment, you perform or transmit work on Company computer systems or other technical resources, your work may be subject to the investigation, search and review of others in accordance with this policy. In addition, any electronically stored communications that you either send to or receive from others may be retrieved and reviewed when doing so serves the legitimate business interests and obligations of the Company.

Employees should use the computer systems only for business purposes. Using e-mail or the Internet for personal, non-business, purposes is prohibited during working time (as that term is defined in the Solicitation/Distribution of Literature section below).

Employees may access only electronic files or programs that they have permission to enter. Unauthorized copying or use of computer software exposes both the Company and the individual employee to substantial fines and/or imprisonment. Therefore, employees may not load personal software onto the Company's computer system, and may not copy software from the Company for personal use. All employees must contact the (insert title of appropriate Company representative) to install any software on the Company's computer system.

Unauthorized review, duplication, dissemination, removal, installation, damage or alteration of files, passwords, computer systems or programs, or other property of the Company, or improper use of information obtained by unauthorized means, will not be tolerated.

Messages stored and/or transmitted by voice mail or e-mail must not contain content that may reasonably be considered offensive or disruptive to any employee. Offensive content would include, but not be limited to, sexual comments or images, racial slurs, gender-specific comments or any comments or images that would offend someone on the basis of his or her age, sexual orientation, religious or political beliefs, national origin or disability.

### **Unacceptable Use of the Internet**

In addition to the requirements stated above, use of the Internet must not disrupt the operation of the Company network or the networks of other users, and must not interfere with the productivity of any employee. Copyrighted materials belonging to entities other than this Company may not be transmitted by employees on the Internet. One copy of copyrighted material may be downloaded for an employee's personal use in research if pre-approved by the employee's manager. Employees are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner of such information or programs.

Employees should be aware that harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's age, disability, gender, race, religion, national origin, physical attributes, sexual preference or any other classification protected by federal, state or local law will be transmitted.

### **Social Media and Blogging Policy**

Uses of Social Media and Blogging are not allowed during work times though employees can use social media during the break hours, or after work timings. These means can also be used if this is the need of the company business.

## **Employee Responsibilities**

Employees will be given an electronic mail password when granted access to the Internet or the Company's electronic mail system. Employees may change these passwords from time to time; however, all passwords must be made known to the Company. Because your system may need to be accessed by the Company when you are absent, the Computer Department will be able to access all Company computer equipment, electronic mail and Internet accounts.

Each employee is responsible for the content of all text, audio or images that they place or send over the Internet. All messages communicated on the Internet should have your name attached. No messages will be transmitted under an assumed name. Employees or other users may not attempt to obscure the origin of any message. Employees who wish to express personal opinions on the Internet are encouraged to obtain their own user names on other Internet systems.

To prevent computer viruses from being transmitted through the system, employees are not authorized to download any software onto their computer or any drive in that computer. Employees interested in obtaining software from the Internet should contact the Computer Department.

## **Computer and System Security**

All computers and the data stored on them are and remain at all times the property of the Company. As such, all messages created, sent or retrieved over the Internet or the Company's electronic mail system is the property of the Company, and should be considered public information. The Company reserves the right to retrieve and read any message composed, sent or received on the Company's computer equipment and electronic mail system. Employees should be aware that, even when a message is deleted or erased, it is still possible to recreate the message; therefore, ultimate privacy of a message cannot be ensured to anyone. Accordingly, Internet and electronic mail messages are public communication and are not private. Furthermore, all communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of, or notice to, the sender or the receiver.

## **Violations**

Violations of any guidelines listed above may result in disciplinary action up to and including termination. In addition, the Company may advise appropriate legal officials of any illegal violations. This policy is in no way intended to modify the at-will nature of employment with the Company.

## **Solicitation/Distribution of Literature**

The Company has established rules applicable to all employees that govern solicitation or distribution of written material during working time and entry onto the premises and work areas. All employees are expected to comply strictly with these Company rules.

- No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed.
- No employee shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time, or during the working time of the employee or employees at whom such activity is directed.
- Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on Company property.
- Off duty employees are not permitted in areas not open to the public.

As used in this policy, “working time” includes all time for which an employee is paid and/or is scheduled to be performing services for the Company. It does not include break periods, meal periods or periods in which an employee is not performing and is not scheduled to be performing services or work for the Company.

## **Bulletin Boards**

Bulletin boards are reserved for the exclusive use of the Company for posting work related notices or notices which must be posted pursuant to local, state and federal law. From time to time, the Company will post special notices and information for employees on the bulletin boards. Please check the boards regularly for such notices. Employee postings are not permitted.

# EMPLOYEE NON-DISCLOSURE AGREEMENT

This Agreement is made and entered into on this ( ) day of ( ), 20\_\_ , by and between SAMSARA, an Indian company with its principle place of business at Ahmedabad; and \_\_\_\_\_ (“Employee Name”), with an address at \_\_\_\_\_.

For good consideration of being employed by the Company, the undersigned Employee hereby agrees and acknowledges as follows:

That during the course of my employment there may be disclosed to me certain trade secrets of the Company; said trade secrets consisting but not necessarily limited to methods, processes, systems, techniques, innovations, computer programs, research projects, buyer/investor information, customer lists, pricing data, sources of supply, financial data, marketing plans, production plans, and PR initiatives.

That I shall not during, or at any time after the termination of my employment with the Company, use for myself or others, or disclose or divulge to others including future employees/employers, any trade secrets, confidential information, or any other proprietary data of the Company in violation of this agreement.

That upon the termination of my employment from the Company:

I shall return to the Company all documents and property of the Company, including but not necessarily limited to: drawings, blueprints, reports, manuals, correspondence, customer lists, computer programs, and all other materials and all copies physical or digital, thereof relating in any way to the Company’s business, or in any way obtained by me during the course of employment. I further agree that I shall not retain copies, notes or abstracts of the foregoing under any form.

The Company may notify any future or prospective employer or third party of the existence of this agreement, and shall be entitled to full injunctive relief for any breach.

That this agreement shall be binding upon me and my personal representatives and successors in interest, and shall insure to the benefit of the Company, its successors and assignees.

That I shall indemnify the Company against any and all losses, damages, claims, or expenses incurred or suffered by the Company, whether directly or indirectly, including reasonable attorney’s fees and costs, resulting from my breach of this Agreement.

This Agreement shall remain in full force and effect with respect to the confidential information without limitation of time.

This Agreement shall be governed by and construed under the laws of India.

Employee Signature:

Date:

## **EMPLOYMENT “AT WILL”**

In the event of termination of services by employee, the applicable notice period will be one month, failing which, you may be required to compensate the company, the amount of compensation being commensurate to the criticality of the situation, decided by the company. And if the company terminates the employment due to any reason, you will be given notice for the same at least 7 days before the termination date.

This employment at will relationship exists regardless of any other written statements or policies contained in this Handbook or any other Company documents or any verbal statement to the contrary.

### **Progressive Discipline and Employment at Will**

While the Company may elect to follow its progressive discipline procedure, the Company is in no way obligated to do so. Using progressive discipline is at the sole discretion of the company in an employment at will workplace.

### **Exceptions to the Employment at Will Policy**

No one except the Company’s CEO/MD can enter into any kind of employment relationship or agreement that is contrary to the previous statement. To be enforceable, such relationship or agreement must be in writing, signed by the CEO/MD, and notarized.

Employee Signature:

Date:

I HAVE READ AND UNDERSTOOD THIS AGREEMENT, AND I ACCEPT AND AGREE TO ALL OF ITS TERMS AND CONDITIONS. I ENTER INTO THIS AGREEMENT VOLUNTARILY, WITH FULL KNOWLEDGE OF ITS EFFECT.

Employee Signature:

Date: