

04 February 2020

Private & Confidential

Greeshma M
C/O Patel P Mahadevappa Ayarahalli
Kadakola Via Mysuru Taluk and District,Varuna Hobli, Mysore
Karnataka 571311 India
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EMPLOYMENT CONTRACT

Dear Greeshma,

We are pleased to offer you employment with **SAP Labs India Pvt. Ltd (SAP)** on the following terms and conditions:

- 1.1. You shall be appointed to the position of **Support Associate**. Your Career Level will be **T1** and the assigned Grade Level is **1**.
- 1.2. Your employment with us will start on **20 July 2020**.
- 1.3. You shall be based in **Bangalore** but will serve the Company or any of its subsidiaries or associated companies in any location within or outside of India.
- 1.4. Your employment with the Company is subject to your providing documentary proof of your last drawn salary, educational qualifications and work testimonials if any, and is also conditional upon your being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date.
2. **Background Check**
- 2.1. This offer of employment made in this Agreement is only valid and binding on the parties if SAP is, within its sole discretion, satisfied with the results of certain background and reference checks ("Checks") conducted by SAP in relation to you. In conducting these Checks, SAP may contact those individuals and companies whose details you have provided to us, as well as other third parties, to gather relevant information about you. SAP shall only use the information discovered as a result of the Checks in order to assess your suitability for employment by SAP. This may involve the transfer of your data to or from other countries. At all times, SAP will treat your personal data in accordance with the terms of its data protection policy. A copy of this policy will be made available to you should you request it. The results of the Checks will be confidential between SAP and the entity providing the information. The information gathered through these Checks will not be made available to you. In the event that the information resulting from these Checks is, in SAP's sole discretion, unsatisfactory, SAP may withdraw this offer of employment. By signing this employment contract, you are indicating your consent to SAP conducting the Checks, obtaining the information envisaged by this paragraph and obtaining and processing the data as indicated in this Agreement.
3. **Total Rewards**
- 3.1. Your annual Total target cash on joining SAP Labs India Pvt. Ltd is **INR 850,000.00** and a sign-on bonus of **INR 450,000.00**. Below is the break-up of your Total Target Cash and other benefits that are available to you.

(A)	Cash Components	INR per annum
	Basic Salary	231,527.12
	Flexible Compensation	429,978.93
	Benefits Allowance	29,845.18
	Retirement Benefits:	
	Provident Fund	27,783.25
	Gratuity	11,136.45
	Superannuation (Optional)	34,729.07
	Total Fixed Pay	765,000.00
Variable Pay (% of Total Target Cash)	85,000.00	
Total Target Cash (Total Fixed Pay + Variable Pay)	850,000.00	
Additional Sign-On Bonus	450,000.00	
Total Target Cash + Sign-On Bonus	1,300,000.00	

(B)	Benefits*	INR per annum
	Free Meals provided on campus	13,200.00
	Free Transport for office commute	42,000.00
	Relocation**	150,000.00
	Life Events (Birthday Gift)	2,000.00
	OwnSAP#	48,600.00
	Wellness Cover for Employee	5,000.00
	Higher Education Policy##	500,000.00
	Cost of Benefits (Approximate)	760,800.00
Cost to Company (A + B)	2,060,800.00	

**The employee benefits listed above are available only during active employment with SAP. These cannot be encashed or modified. SAP reserves the right to withdraw or alter the benefits at any time without prior notice to the employee. The values attributed to the benefits are arrived on an estimated value and are subject to change at sole discretion of SAP Management.*

***Relocation benefit is based on eligibility and reimbursed on actuals up to the defined limit. Relocation is applicable only at the time of joining SAP.*

*OwnSAP is a share purchase plan wherein company contribution is subject to employee participation in the program and the company contribution amount varies based on Fixed Pay and employee contribution percentage.

##Higher Education Policy can be availed as per eligibility defined in the policy, once in three years of employment.

In addition to the above compensation components and best-in-class benefits, SAP offers **FlexBen** program, which allows you to choose your benefits as per your needs.

You will also be eligible for other company provided benefits like medical, accident and life insurance, paid leaves, parental benefits, personal loan, etc. as per the prevailing company policy.

Variable pay:

- 3.2 You will be eligible for a variable pay plan applicable to your role, as per the policy for a full year's service or pro-rated as the case may be, in case you have joined the Company on or before 30th November of the fiscal year. The variable pay plan applicable to your role is paid in the first quarter of the following year. The payment of variable pay is subject to the condition that you are in employment of the Company as on 31st December of the eligible variable pay plan year.
- 3.3 The timing and quantum of variable pay - will be at Company's discretion and will be based on the overall profitability of the Company as well as your individual contribution. Details of the performance variable pay plan for your position will be provided on commencement.
- 3.4 The sign-on bonus will be paid in Six tranches; the first tranche of INR 75,000.00 will be paid along with the first month's salary; the second tranche of INR 75,000.00 in the seventh month's salary; the third tranche of INR 75,000.00 in the thirteenth month's salary, the fourth tranche of INR 75,000.00 in the nineteenth month's; the fifth tranche of INR 75,000.00 in the twenty fifth month's salary and the sixth tranche of INR 75,000.00 in thirty afirst month's salary. In the event if you leave SAP anytime within three years from the date of hire, you will reimburse SAP the entire sign-on bonus payout immediately. By your signature on this Employment Contract, you authorize SAP to set-off entire sign-on bonus amount from any severance and/or other final pay you receive upon termination of employment.

Salary reviews are based on work performance and granted on merit as per the company policy in force.

Please refer to the enclosed "Annexure" for details of compensation, benefits and terms of this offer. We would appreciate your confirmed acceptance of the above by signing and returning us the duplicate copy of this letter.

Yours sincerely,

For SAP Labs India Pvt. Ltd.

Shraddhanjali Rao
Head of Human Resource, India
SAP, India

Sabish Kovath Bhaskar
HR Service Senior Consultant
HR Service Centre, SAP, India

I accept the terms & conditions of service outlined above

Greeshma M

Date: _____
Place: _____



Signature Not Verified

SOKKALING ARUMUGAM DHANARAJ
CN-SOKKALING ARUMUGAM DHANARAJ,
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4367ba4069314402957eae Sakkalingam, PostalCode=570006,
PhoneNo=6204897445466 PhoneNo=62048939c15c36e9252e3c1
b45469e38dd65809, OU=REGISTRAR, O=JSS SCIENCE AND
TECHNOLOGY UNIVERSITY, C=IN

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www.sap.com

04 February 2020

Greeshma M

SAP Labs India Pvt. Ltd.

Re: EXTERNAL JOB TITLE

Dear Greeshma,

This letter serves to confirm your external job title as Support Associate.

Please note that your employment terms and condition remains as per your employment contract.

We thank you for your contribution and commitment to ensure success for SAP.

Yours sincerely

SAP HR Service Centre APJ



Signature Not Verified

SOKKALINGAM ARUNACHALAN DHANARAJ
CIN: SOKKALINGAM ARUNACHALAN DHANARAJ
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43c67a408090841409578f: SSK, Mysuru, PostalCode=570006,
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