



Internship Letter

Feb 15, 2022

Shashwat Sharma
House No 134, Ward No 15,
Ishanagar Road, Nowgong,
Chhatarpur- 471201

Dear Shashwat,

We are delighted to offer you "**Intern Technology**" with **TLG INDIA PRIVATE LIMITED** in "**Publicis Re:Sources**" division ("the Company" or "Publicis Re:Sources"). Publicis Re:Sources is the Shared Service Centre which was established by its parent company "Publicis Groupe", one of the world's largest and most influential marketing, communication and business transformation companies.

Publicis Re:Sources provides its services to Publicis Groupe agencies to help them deliver creative solutions that transform their clients' businesses. We achieve this with "Excellence through partnership." Publicis Re:Sources has global reach to serve our agency partners those are located around the world.

We are looking forward to your joining us for the Internship program. We see this program as an opportunity for you to experience a truly amazing work-place, work on Publicis Re:Sources projects, and contribute to shaping our future!

Your Internship will commence from **Feb 18, 2023 to August 18, 2023** at our **Gurgaon** office. On your first day of Internship, please report to office at 08:30 AM along with the documents as mentioned in Annexure 'B'. Should there be a change in your start date, it is mandatory for you to communicate the same to us a week in advance as this impacts your experience with Publicis Sapient.

Kindly return a copy of this letter, duly counter signed by you, within a week.

Best Regards

NIDHI
TULSI Digitally signed
by NIDHI TULSI
Date: 2023.02.15
18:40:51 +05'30'

Nidhi Tulsi
Director, Talent Acquisition
Publicis Re:Sources (India) division

Publicis Re:Sources. Powering the companies that make Publicis Groupe the most valuable holding company in the world.



SAATCHI & SAATCHI



razorfish



publicis
sapient



MSL



Publicis Re:Sources
(A division of TLG India Private Limited)



I hereby accept and agree to the terms and conditions of Internship. I agree to abide by the policies, rules and regulations of the Company in effect from time to time throughout the period of my Internship with the Company.

Signature : _____
Name : **Shashwat Sharma**
Date : _____

Publicis Re:Sources. Powering the companies that make Publicis Groupe the most valuable holding company in the world.



SAATCHI & SAATCHI



razorfish



publicis
sapien



MSL



Publicis Re:Sources
(A division of TLG India Private Limited)

Candor TechSpace SEZ,
Tower 88, Sector 21, Old Delhi-Gurugram Road, Village Dundahera,
Gurugram 122016, Haryana, India
Tel: +91 (124) 499 6000
Fax: +91 (124) 499 6001

Oxygen Business Park SEZ, Tower C, Plot 7, Sector 144,
Expressway, Noida 201301,
Uttar Pradesh, India
Tel: +91 (120) 479 5000
Fax: +91 (120) 479 5001

Bagmane Constellation Business Park
2870, Building Virgo, Outer Ring Road, Doddanekundi Circle, Marathahalli
Post, Bengaluru 560037, Karnataka, India
Tel: +91 (80) 6128 0000
Fax: +91 (80) 6128 0001

15th Floor, Urmi Estate, Tower A, 95, Ganpatrao Kadam Marg, Lower Parel
(West), Mumbai 400013
Maharashtra, India
Tel: +91 (22) 3041 0200
Fax: +91 (22) 3041 0210



Annexure "A" to Internship Offer Letter

TERMS OF INTERNSHIP

We are detailing below some of the significant terms of **Internship** and policies that will apply to you at **TLG INDIA PRIVATE LIMITED** in "**Publicis Re:Sources**" division ("the Company" or "Publicis Re:Sources"). Please ensure that you read and fully understand all the terms and policies.

This offer supersedes all prior understandings, negotiations and agreements, whether written or oral, between you and Publicis Sapient as to the subject matter covered by this letter. During the term of your Internship with the Company, you will be subject to rules and regulations in accordance with Company policy as applicable, enforced, amended or altered from time to time.

TERMINATION

In case of breach of the terms of Internship or misconduct (which includes amongst other things failure to return to work after vacation, absconding from work, taking actions injurious to Publicis Sapient's business or reputation, undertaking fraudulent acts, obtaining a criminal conviction), Publicis Sapient may terminate your Internship without prior notice and without any payment in lieu of notice, and all benefits shall be withdrawn with immediate effect.

During the Internship period, either party may terminate the Internship by providing 7 days prior notice in writing to the other party.

PROPRIETARY INFORMATION AND CONFIDENTIALITY

Please note that the conditions of this offer letter of Internship are specific to each individual and therefore, the terms should be held in confidence.

During your Internship with Company, we may disclose to you certain trade secrets or confidential proprietary information. You agree that you will hold in confidence, and not disclose to anyone outside of Publicis Sapient any of our trade secrets and our confidential or proprietary information, or similar information that you may receive from us with respect to the company or any of our existing or prospective clients. Upon joining, you will be required to sign the Company's standard Non-Disclosure, Non-Solicitation and Non-Competition Agreement regarding these and other matters relating to your Internship.

Publicis Re:Sources. Powering the companies that make Publicis Groupe the most valuable holding company in the world.



SAATCHI & SAATCHI



razorfish



publicis
sapient



MSL



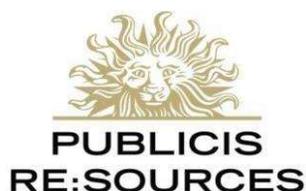
Publicis Re:Sources
(A division of TLG India Private Limited)

Candor TechSpace SEZ,
Tower 88, Sector 21, Old Delhi-Gurugram Road, Village Dundahera,
Gurugram 122016, Haryana, India
Tel: +91 (124) 499 6000
Fax: +91 (124) 499 6001

Oxygen Business Park SEZ, Tower C, Plot 7, Sector 144,
Expressway, Noida 201301,
Uttar Pradesh, India
Tel: +91 (120) 479 5000
Fax: +91 (120) 479 5001

Bagmane Constellation Business Park
2870, Building Virgo, Outer Ring Road, Doddanekundi Circle, Marathahalli
Post, Bengaluru 560037, Karnataka, India
Tel: +91 (80) 6128 0000
Fax: +91 (80) 6128 0001

15th Floor, Urmi Estate, Tower A, 95, Ganpatrao Kadam Marg, Lower Parel
(West), Mumbai 400013
Maharashtra, India
Tel: +91 (22) 3041 0200
Fax: +91 (22) 3041 0210



INTELLECTUAL PROPERTY

All the proprietary rights title and interests in any and all intellectual properties, such as ideas, inventions, or works which are conceived, developed or prepared by you during your Internship with the Company, shall vest with the Company absolutely.

COMPLIANCE WITH POLICIES

You acknowledge that being an intern of Publicis Sapient you must comply with the corporate policies and procedures ("Janus") of the Publicis Groupe. You also understand and acknowledge that these policies and procedures are continually evaluated and these may be amended or altered from time-to-time and as applicable and enforced shall be binding upon you.

PERSONAL INFORMATION

You acknowledge and understand that the Company will process your personal information including your sensitive personal data or information ("Personal Information") for Internship related purposes. By accepting the terms of Internship, you hereby consent to the collection and disclosure of your Personal Information by the company to and from third parties and for the transfer of your Personal Information by Company to Publicis Groupe companies, suppliers and customers within and outside India, where it is necessary for purposes related to your Internship or where it is legally required. The reference to "sensitive personal data" above is to the categories of personal data identified by data privacy laws as requiring special protection.

You also agree to comply with the Personal Information Protection Policy ('Policy') which is available on the Company's intranet in all the data processing activities which you may perform on Company's behalf. In particular, you agree not to use any Personal Information other than in connection with and to the extent necessary for meeting the business requirements of the Company.

DISCLOSURE AGREEMENT

You confirm that you have disclosed fully to the Company all your business interests whether or not they are similar to or in conflict with the business(es) or activities of the Company, and all circumstances in respect thereof and whether there is, or might be, a conflict of interest between you or any immediate relative, any such interests or circumstances which may arise during your Internship.

Publicis Re:Sources. Powering the companies that make Publicis Groupe the most valuable holding company in the world.



Publicis Re:Sources
(A division of TLG India Private Limited)

Candor TechSpace SEZ,
Tower 88, Sector 21, Old Delhi-Gurugram Road, Village Dundahera,
Gurugram 122016, Haryana, India
Tel: +91 (124) 499 6000
Fax: +91 (124) 499 6001

Oxygen Business Park SEZ, Tower C, Plot 7, Sector 144,
Expressway, Noida 201301,
Uttar Pradesh, India
Tel: +91 (120) 479 5000
Fax: +91 (120) 479 5001

Bagmane Constellation Business Park
2870, Building Virgo, Outer Ring Road, Doddanekundi Circle, Marathahalli
Post, Bengaluru 560037, Karnataka, India
Tel: +91 (80) 6128 0000
Fax: +91 (80) 6128 0001

15th Floor, Urmi Estate, Tower A, 95, Ganpatrao Kadam Marg, Lower Parel
(West), Mumbai 400013
Maharashtra, India
Tel: +91 (22) 3041 0200
Fax: +91 (22) 3041 0210



INSIDER TRADING

Please note that during the period of your Internship with the Company and for a reasonable period thereafter, you will be strictly required to follow guidelines regarding insider trading and that will require compliance with U.S. Securities laws, including but not limited to not sharing of non-public information about Publicis Sapient or any of its Clients or affiliates that may trigger insider trading violations, with anybody, including spouse and family.

ABSCONDING CLAUSE

If you absent yourself without approved leave or remain absent beyond the period of leave originally approved or subsequently extended, the same shall be considered as you having voluntarily terminated the Internship without giving notice unless you

- Return to work within three days of the commencement of such absence, and
- Give an explanation to the satisfaction of the Company regarding such absence.

LEAVE

Leaves will be accrued at the rate of 1.5 days per month. For the avoidance of doubt, you shall be entitled to prorated leaves in the event you join in the middle of the month. If un-availed, the same can be carried forward to the next month.

PLACE OF WORK

You may, during your Internship with the Company, be considered for Internship or assignment at any other work place/branch/division of the Company within India or in any other country where the affiliates of the Company do business. Decisions for such transfers will depend on your suitability for the intended task and other relevant factors. In the event that such a transfer is requested by the Company, you will be required to report for duty at the new place of work from the effective date communicated to you in this regard.

WORK SHIFTS

Please note that Publicis Sapient may require you to work in shifts as determined by business needs. Reasonable effort will be made to give you advance notice of such shift changes to minimize any inconvenience to you. Your work timings may vary according to the shift assigned to you.

Publicis Re:Sources. Powering the companies that make Publicis Groupe the most valuable holding company in the world.



SAATCHI & SAATCHI



razorfish



publicis
sapient



MSL



Publicis Re:Sources
(A division of TLG India Private Limited)

Candor TechSpace SEZ,
Tower 88, Sector 21, Old Delhi-Gurugram Road, Village Dundahera,
Gurugram 122016, Haryana, India
Tel: +91 (124) 499 6000
Fax: +91 (124) 499 6001

Oxygen Business Park SEZ, Tower C, Plot 7, Sector 144,
Expressway, Noida 201301,
Uttar Pradesh, India
Tel: +91 (120) 479 5000
Fax: +91 (120) 479 5001

Bagmane Constellation Business Park
2870, Building Virgo, Outer Ring Road, Doddanekundi Circle, Marathahalli
Post, Bengaluru 560037, Karnataka, India
Tel: +91 (80) 6128 0000
Fax: +91 (80) 6128 0001

15th Floor, Urmi Estate, Tower A, 95, Ganpatrao Kadam Marg, Lower Parel
(West), Mumbai 400013
Maharashtra, India
Tel: +91 (22) 3041 0200
Fax: +91 (22) 3041 0210



INTERNSHIP RESTRICTIONS

Your Internship with Publicis Sapient is conditional upon your not being employed simultaneously, whether full time or part time or as a contractor, with any other organization, person or entity or being a partner in a partnership firm or a Director on the Board of any Company, or having any other affiliation that will detract from your Internship with Publicis Sapient.

CHANGE OF ADDRESS

You shall keep Publicis Sapient informed of your latest postal address at all times and intimate in case of change of address. Any communication sent to you by Publicis Sapient on your last known address (as intimated by you) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.

Annexure "B" to Internship Letter

Documents to be submitted on the start date of Internship

1. Duplicate copy of the internship letter duly accepted (if not submitted already)
2. Photocopy of your graduation certificate/degree/final/last semester mark sheet
3. Relieving letter from the company (if you were working earlier)
4. Self-attested copy of your PAN card
5. Self-attested copy of any of the following documents as your 'proof of identity & address'
 - Valid Passport
 - Voter's ID Card
 - Ration Card

Publicis Re:Sources. Powering the companies that make Publicis Groupe the most valuable holding company in the world.

SAATCHI & SAATCHI

razorfish

publicis
sapient

Zenith
The ROI agency

MSL

Publicis Re:Sources
(A division of TLG India Private Limited)

Candor TechSpace SEZ,
Tower 88, Sector 21, Old Delhi-Gurugram Road, Village Dundahera,
Gurugram 122016, Haryana, India
Tel: +91 (124) 499 6000
Fax: +91 (124) 499 6001

Oxygen Business Park SEZ, Tower C, Plot 7, Sector 144,
Expressway, Noida 201301,
Uttar Pradesh, India
Tel: +91 (120) 479 5000
Fax: +91 (120) 479 5001

Bagmane Constellation Business Park
2870, Building Virgo, Outer Ring Road, Doddanekundi Circle, Marathahalli
Post, Bengaluru 560037, Karnataka, India
Tel: +91 (80) 6128 0000
Fax: +91 (80) 6128 0001

15th Floor, Urmi Estate, Tower A, 95, Ganpatrao Kadam Marg, Lower Parel
(West), Mumbai 400013
Maharashtra, India
Tel: +91 (22) 3041 0200
Fax: +91 (22) 3041 0210