

LCS/GGN/India: RDS

PRIVATE & CONFIDENTIAL

Date: 29th June 2022

RAJDEEP SINGH
3/186 Bhim Nagar
Firozabad, U.P.
India -283203

Dear Rajdeep Singh,

APPOINTMENT LETTER AS ARCHITECT - GLOBAL DELIVERY CENTER

We are pleased to offer you an appointment as an **Architect** at **Global Delivery Center** on the following terms and conditions.

You shall perform your duties as **Architect** at our **Gurgaon** office.

However, the Company may at its sole discretion, transfer or assign you to work in any unit or department within the Company group or the Clients' offices in India or abroad in future depending on the exigencies of work, with or without any change in the terms and conditions of the appointment.

1. Commencement Date Your appointment will commence on **01st August 2022**.
2. Salary Your gross annual compensation package will be as stated in Annexure A in accordance with the break-up amounts stated therein. Taxes and statutory deductions, if any will be borne by the employee.

In all other matters concerning the allowances and benefits, you will be governed by such policies and rules as may generally be applicable to other staff or as specifically intimated to you, and as modified and amended from time to time. Please note the Management reserves the sole right to modify the allowances/benefits applicable in a category depending on the relative merits/demerits of any individual, determined on a case-to-case basis.
3. Probation Period The initial **six months** of your employment shall be a probationary period during which either party may terminate this employment contract by giving **one month** in writing or **month's** salary in lieu of notice. Your performance and suitability for continued employment will be reviewed at the end of the probation.
4. Working Hours Normal office hours are from 9.00 am to 5.30 pm. Mondays to Fridays with a ½ hour break for lunch (12.30 pm to 01.00 pm).

5. Overtime Due to the nature of the work involved, you may also be required to work such additional hours (outside your normal working hours) as necessary for the proper fulfillment of your duties.
6. Leave You will be entitled to the leaves as per the Company Leave policy.
7. Holidays You are entitled to public holidays in India. The list of public holidays will be published by the company every year. You hereby agree that if exigencies of work required, you will work on any holidays. Please refer to our HR Department for details.
8. Medical Out-patient Benefit The Company will reimburse, upon presentation of the requisite receipts, the costs of medical out-patient treatment up to 8% of monthly basic salary per annum.
All pre-existing illnesses prior to employment with the Company, (cost of medical treatment and prescriptions) will not be covered
9. Insurance You are entitled to participate in the Company's Insurance and Hospitalization Plan, subject to the rules of such insurance details of which are available from the Company Policy.
You will be provided such benefits based on the actual necessary and reasonable expenses incurred but such sum shall not exceed the maximum limit set out in the relevant insurance policy.
10. Employer Provident Fund If you are eligible, you shall be entitled to receive Employer Provident Fund contributions in accordance with the regulations of the Employer Provident Fund Board.
11. Income Tax & Business Travel Employees are fully liable for the payment of income tax payable in respect of all sourced emoluments in all jurisdictions.

AECOM has a policy of 100% compliance with regard to individual tax, corporate tax, and work authorization. If during the course of employment, you believe you may trigger foreign individual income tax liability due to your work activities, you are advised to raise the issue immediately to your manager, Human Resources and your Finance representatives.
In the absence of any prior written agreement to the contrary, you shall be personally responsible to track your own travel and settle any foreign individual tax that you may trigger.
12. Retirement You will automatically retire from the service of the company on attaining the age of superannuation i.e. 60 years, unless the management gives an extension in writing.

13. Termination of
Engagement
After Confirmation

We may at any time terminate your engagement by giving you **two months** notice in writing or by paying you **two months** compensation package in lieu of notice and, except as otherwise expressly provided, you will have no further claim on us.

You may terminate your service during the course of your engagement by giving us **two months** notice in writing or by paying to us **two months** compensation package in lieu of notice.

However in the event of your resignation you can be relieved at the sole discretion of the company without payment of any balance notice period.

However, the Company will not be required to give any notice or compensation package in lieu thereof, if the termination is due to act of indiscipline, furnishing of incorrect particulars/information during appointment etc.

Treatment of any outstanding leave entitlement within the notice period is at the discretion of the Company. We may instruct you to take leave on specific days within the notice period or pay for your outstanding leave entitlement.

If we terminate your engagement for reason of indiscipline and/or misconduct, you will forfeit all accrued and untaken leave.

14. Conformity

You will conform to the Company's laid down expected standards of discipline, policies, rules etc. As amended and modified from time to time or understood by convention as company norms. Any breach of such discipline, commission of misconduct will render your appointment liable for termination with immediate effect, without any obligation on the Part of the Management/Company.

15. Policy and
Procedures

You agree and confirm that you will comply with all Company policies and procedures issued including, for the avoidance of doubt, the Company's Code of Conduct and related training.

16. Confidentiality
Undertaking

You are required to observe and comply with the confidentiality undertakings as more particularly set out in the attached Confidentiality Undertakings. Please sign and return a copy of the attached Confidentiality Undertakings to acknowledge your acceptance and understanding of the same when you sign back a copy of your employment letter.

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Prior to commencing employment, you are requested to review the AECOM Code of Conduct and confirm your acknowledgement of receipt by completing and returning the enclosed Receipt and Acknowledgement Form. You agree and confirm that you will comply with all AECOM policies and procedures including, expressly, AECOM's Code of Conduct.

You agree and confirm that you will comply with all Company policies and procedures issued including, for the avoidance of doubt, the Company's Code of Conduct and related training.

We would be pleased to have your confirmation in writing that you agree and accept this offer on these terms and conditions. Please sign and date the attached copy and return it to our Human Resources Department immediately.

Yours sincerely,

AECOM India Private Limited



Sameer Mathur
Sr Director – HR, Enterprise Capabilities
sameer.mathur1@aecom.com

ACKNOWLEDGEMENT

I _____ S/O _____ fully
understand and accept the appointment on the terms and conditions set out above.

Name and Signature: _____

Date: _____