



Email: admin@readingright.in
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EMPLOYMENT AGREEMENT

THIS AGREEMENT is made on the 11 May 2021 by and between Reading Right having its place of business at 26 B Camac Street, Kolkata 700016 (hereinafter referred to as the "Reading Right/Organization/Employer") represented by Ms. Shrishti Jain, CEO & Founder of the Reading Right, and Mr. Subham Singh, residing at Kolkata (hereinafter referred to as the "Employee").

WHEREAS

The Employer is desirous of appointing Mr. Subham Singh as its HR Specialist with effect from 13 May 2021 and the Employee has agreed to on the terms and conditions outlined here below.

The Employment is of a duration of 12 (Twelve) months and is liable to be extended by a further duration based on the performance of the Employee during the term of employment, of which Reading Right shall be the sole judge.

NOW THIS AGREEMENT WITNESSES AS FOLLOW:

1. Mr. Subham Singh is hereby appointed as the HR Specialist in the Organization and will hold the said office on a full time basis, subject to the provisions made hereinafter, for the term of 12 (Twelve) months from the date of this agreement,

Provided that if the Employee take leave for more than 7 days during a month then the term of office will automatically get extended by the number of days the leave has been taken by the Employee as mentioned in clause 8(b) below.

2. **Remuneration:** Your monthly remuneration is detailed below. Based on the periodic reviews, your compensation package may differ as per the compensation Policy applicable to other employees of your category in respective department.

➤ Remuneration: Fixed- INR 5000 per month

➤ First month after joining will be training period and without any remuneration

3. The Employee shall perform such duties and exercises such powers as may from time to time be assigned to or vested in Employee by the Employer.
4. **Confidentiality:** The Employee shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Organization which may be known or confided with the Employee by any means and the Employee shall use such records, documents and information only in a duly authorised manner in the interest of the Employer. For the purposes of this clause 'Confidential Information' means information about the Employer's business and that of its customers which is not available to the general public and which may be learnt by the Employee in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Employee's product offerings, processes including ideas, concepts, projections,

technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

5. It shall be the duty of the Employee to safeguard and not disclose Confidential Information during the term of this Agreement and for two (2) years after completion/termination of this Agreement with the Employer.
6. **Competing Business:** During the Term of this Agreement and for a period of two (2) year after the termination of this Agreement, the Employee agrees not to engage in any employment, consulting, or other activity that competes with the business, proposed business or business interests of the Employer.
7. **Restrictive Covenant:** Following the termination of employment of the Employee by the Employer, with or without cause, or the voluntary withdrawal by the Employee from the Employer, the Employee shall, refrain from either directly or indirectly soliciting or attempting to solicit the business of any client or customer of the Employer for his own benefit or that of any third person or organization. The Employee shall not directly or indirectly divulge any financial information relating to the Employer or any of its affiliates or clients to any person whatsoever.
8. **Leave:**
 - a. More than 2 days of leave in a month will tantamount to deduction in salary proportionate to leave days of the said month.
 - b. If the Employee takes leave for more than 7 days during a month then the term of office will automatically get extended by the number of days the leave has been taken by the Employee
 - c. Any planned leave should be prior approved by the Team-lead. In the event that the Employee is absent from work due to sickness/injury/or any other emergency, the Employee will inform the Team-lead as soon as possible and will provide regular updates of recovery and as far as practicable will inform the Team-lead of expected date of return to work.
 - d. If the Employee is absent from work due to sickness or injury for more than two consecutive days he/she must submit to the Employer a self-certification form. If such absence lasts for more than seven consecutive days the Employee must obtain a medical certificate from his/her doctor and submit it to the employer.
9. The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of office devote the whole time, attention and abilities to the business of the Employer.
10. The Employee shall obey the instruction from time to time of the Employer and in all respect conform to and comply with the directions given and regulation made by the same. The Employee shall well and faithfully serve the Employer to the best of its abilities and shall make utmost endeavours to promote interests of the Employer.
11. **Termination:**
 - a. The said Employee shall not resign office HR Specialist without rendering service for a period of 12 (Twelve) months. The Employee shall not take employment with any other person, firm or Company during such period.
 - b. The Employer may terminate this agreement at any time before the expiry of the stipulated term.
 - c. The Employee agrees to return any Employer property upon termination and ensure a smooth handover of his responsibilities and duties.

- d. The Employee further agrees and undertakes that in case the Employee commits breach of the above condition and resigns or leaves/abandon the service and/or neglects in performance of the duties assigned, leading to termination of service as per rules/regulations, the Employee have to pay liquidated damages of an amount equivalent to Rs. 50,000/- (Rupees Fifty Thousand Only) or an amount equivalent to two months of the Employee's remuneration, whichever is higher.


12. **Renewal:** Should the Employee wish to discontinue their engagement at the end of 12(twelve) months they must inform the Employer one month in advance. The renewal of the Agreement post 12(twelve) months is a sole discretion of Employer.

13. **Breach by Employee:** Both parties recognize that the services to be rendered under this Agreement by Employee are special, unique and extraordinary in character, and that in the event of a breach by Employee of the terms and conditions of this Agreement to be performed by Employee, or in the event Employee performs services during the Term of Employment for any person, firm, corporation or other entity engaged in a competing line of business with Employer, or otherwise breaches this Agreement, Employer shall be entitled, if it so elects, to institute proceedings and to prosecute them in any court of competent jurisdiction, either in law or in equity, to obtain damages for an amount of Rs. 50,000 (Rupees Fifty Thousand) or the amount equivalent to make up for the damages for any breach of this Agreement, or to enforce the specific performance thereof by Employee, or to enjoin Employee from performing services for any such other person, firm, corporation or other entity.

IN WITNESS whereof, the EMPLOYER & the EMPLOYEE have put their signatures as a token of acceptance of this agreement in the presence of the witnesses on this ____ May 2021.

EMPLOYER

EMPLOYEE



By: _

By: _____

For and on behalf of Reading Right
Name: Shrishti Jain
Title: CEO and Founder

Name: Subham Singh
Title : Employee

Witness

Witness


Priyanka Garg

Name:
Address:

Address: Kolkata