

Date – 26th Nov 2020  
Name – Shravani Athkuri  
8-4-33/2 Anand Colony, Old Bowenpally, Sec-Bad, Telangana - 500011

**Subject: Internship with Novartis Healthcare Private Limited**

We are pleased to offer you an Internship with Novartis Healthcare Private Limited, for a period of 6 months, commencing from 05-Jan-2021 to 30-Jun-2021. Your reporting manager will be informed to you on your joining.

You will be paid a stipend of Rs. 25,000 (Rupees Twenty Five Thousand Only) per month during the period of your internship. Details of your project will be shared with you on your joining.

Please find enclosed the Internship Agreement and this offer letter in duplicate. You are requested to sign and return to us a copy of this letter and the Internship Agreement to signify your acceptance of this offer and the terms and conditions of internship.

Please note that once accepted, you are bound by all the terms and conditions of the internship.

Yours sincerely,

Novartis Healthcare Private Limited

Authorized Signatory

**I accept all the aforesaid terms and conditions**

Signature: *A. Shravani*  
Name: SHRAVANI ATHKURI  
Place: HYDERABAD  
Date: 01-12-2020

Name: Shravani Athkuri

### **Internship Agreement**

1. With respect to your Internship with Novartis, below are the terms and conditions governing your internship:
  - (a) You will comply with all relevant laws and the Novartis Code of Conduct, Anti-Bribery Policy, Novartis Conflict of Interest Policy, and Disclosure Policy & Corporate Citizenship Policy.
  - (b) conduct yourself with decorum and will efficiently and honestly discharge and perform all duties and functions related to your internship as also such duties as you may be required to perform by the Company from time to time, consistent with your internship in relation to the business of the Company.
  - (c) Give and devote the whole of your time exclusively to your duties with the Company. Whilst serving the Company you will not engage yourself directly or indirectly, with or without remuneration, in any business or activity considered by the Company to be contrary to or inconsistent with your work obligations or prejudicial to the Company's interest, without prior written consent of the Company.
  - (d) Not directly or indirectly take up any gainful service on behalf of third parties and will not engage in business on your account without the written authorisation of the Company.
  - (e) Inform the Company at once of any act of dishonesty and/or action prejudicial to the interest of the Company on the part of any person, which may come to your knowledge.
2. **Special Undertakings**
  - (a) You will not under any circumstance during your internship or at any time after the termination of your internship with the Company for whatsoever reasons, except with prior written sanction of the Company, make any use of or disclose either directly or indirectly to any person, firm or body corporate:

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- (i) any knowledge, confidential information or document (including personally identifiable information or personal data) belonging to the Novartis Group of Companies or its employees and personnel, which you may acquire or which may come into your possession or custody during the course of or incidental to your internship with the Company concerning the business, affairs, finances or property of the Company or its associate concerns or any activity, business dealings or transaction in which the Company or its associate concerns may be or become concerned or interested whether directly or indirectly. "Confidential information" will be deemed to mean and include:
- all information that has not been made public by the Company itself or any of its directly or indirectly associated companies whether in Annual Reports or Statements to shareholders, in handouts or statements to the media, in lectures or publications by authorised employees or its letters patent.
  - Details of your remuneration and other benefits/perquisites as well as those of fellow employees.
  - Personally Identifiable Information or personal data of Novartis employees and/or personnel
- (ii) Any secret technical information, knowledge, processes or details of any process (whether patented or otherwise) methods of manufacture or other trade secrets or documents that may be obtained by you during the course of your internship and in relation to the business affairs, processes, patented or otherwise, owned by the Company or in respect whereof the Company is a licensee, sub-licensee or agent or which may come into your possession or custody or which you may acquire during or in the course of your internship with the Company.
- (b) During your internship with the Company, you will not without the previous written consent of the Company publish or cause to be published any publication or contribute any article or review to any newspaper, magazine or other publication whether for remuneration or otherwise on a subject in any way related to or concerning the Company's business.
- (c) You will not divulge confidential information even to fellow employees except where necessary for the conduct of business.
- (d) You will remain bound by the confidentiality clause even after completing your internship.

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- (e) You will not at any time during the continuance or after the termination of your internship with the Company make any use whatsoever for your own or any other purpose or purposes any information, knowledge or know-how that may be obtained by you directly or indirectly during the course of or incidental to your internship in relation to the business affairs, processes patented or otherwise owned by the Company or in respect to processes held in trust for the Company or in respect whereof the Company is a licensee, or sub-licensee or agent.
- (f) Any improvements, inventions and discoveries (whether patented or otherwise) including the areas of industrial designs, models and copyrights which you may make either alone or in conjunction with any other person during your internship with the Company will faithfully be communicated by you to the Company and will become the sole and exclusive property of the Company and the Company will be entitled without any payment to you to use the same during the continuance of your internship and at all times thereafter. You will not make use of such improvement, invention or discovery for your own benefit or for the benefit of others either during the continuance of your internship or any time thereafter.

You will, whenever requested to do so by the Company, execute or sign any oral applications, assignments or other instruments which the Company may deem necessary or advisable in order to apply for and obtain Letters Patent, design registrations and other forms of protection for or in relation to the said improvements, information and discoveries in such countries as the Company may direct and to vest in the Company whole title or interest therein or thereto. Financial rewards for such intellectual products will be deemed to be covered by the remuneration paid to you.

- (g) For the purpose of sub-clause (c) hereof the Company's opinion as to whether any of the events mentioned therein has occurred will be final and binding on you and you will not be entitled to question the same on any ground whatsoever.

### **3. Payments**

- a. In consideration of the performance of the terms and conditions contained in this Agreement, Novartis shall pay you a monthly stipend of Rs. 25,000 (Rupees Twenty Five Thousand Only) for the period of your internship. All payments by Novartis to you under this Agreement shall be made subject to deduction of all applicable taxes, for the time being in force.

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- b. You undertake not to make any claim from Novartis regarding any additional payments, benefits, costs, expenses or extension of the Internship beyond that specifically authorized by Novartis under this Agreement.

#### **4. Personal Information**

It is often necessary for you to provide to Novartis prior to and/or during your internship with Novartis, data about yourself and your family or for Novartis to collect information about yourself that is subject to applicable data protection, privacy or other similar laws (collectively your "Personal Information") from time to time in connection with your internship with Novartis. You agree that Novartis may process your Personal Information including your personal data and other data including your name, photo, date of birth, address, position, performance appraisal, salary, bank account, or other payment instrument details, physical, physiological or mental health or medical condition, details of identity documents, proof of address and other contact details, information concerning marital status, religion, medical records and history, biometric information, commission or alleged commission of any offence or proceedings for any offence committed or alleged to have been committed, the disposal of such proceedings or the sentence of any court in such proceedings.

- (a) Personal Information you provide will be collected, used and otherwise processed by Novartis to the extent it is necessary for the following purposes:
  - i. For administration of your internship with Novartis for purposes including processing of payments or is otherwise necessary in relation to your internship with Novartis.
  - ii. business process execution, including delivering services to clients;
  - iii. human resource management, including:

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- assessing individual work performance, attendance and disciplinary record;
- conducting disciplinary proceedings;
- conducting training ;
- monitoring your business communications (by monitoring telephone, email and internet traffic data i.e. sender, receiver, subject; date and time of text messages; attachments to email; numbers called and duration of calls; domain names of web sites visited, duration of visits; and files downloaded from the internet) if required in any investigation;
- disclosure to the tax and immigration authorities; and
- all other matters relating to your internship with Novartis as Novartis may consider being necessary or appropriate.

(b) Personal Information provided to Novartis and any third party appointed by Novartis in relation to your internship with Novartis will generally be kept confidential but you hereby consent and authorize Novartis to provide or disclose your Personal Information for the purposes stated in paragraph above to the following persons:

- Any person to whom Novartis is compelled or required to do so under law or in response to a competent or government agency;
- Any person where public interest or Novartis interests require disclosure;
- Any agent or third party service provider who provides administrative, telecommunications, computer or other services to Novartis in connection with its business;
- Any person seeking employment references;
- Such sub-contractors or third party service or product providers as Novartis may determine to be necessary or appropriate.

(c) You further agree that Personal Information may, if necessary for the purposes specified above, be transferred to third parties, including any other company within the Novartis group of companies, their advisors, third parties providing products and services, such as suppliers of IT systems, pension funds, other benefits, stock options and payroll administration, as well as to regulatory authorities if required by law. You have an option to know the agencies collecting and retaining your information and have an option to not provide the data or information sought to be collected and an option to withdraw your consent given earlier. Such withdrawal of the consent shall be sent in writing to Novartis. In the case of provider of information

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of providing or later on withdrawing his consent, Novartis shall have the right to terminate the internship of such provider with immediate effect.

- (d) You further agree that Novartis, as well as third parties who process your Personal Information as described above, may process the Personal Information in the country where you are interning as well as in other countries world-wide. Novartis shall ensure that third parties described above shall process the received Personal Information in accordance with the purpose and within the limits under which the data was originally collected and that third parties shall provide at least the same level of protection as Novartis. Provided, however, your Personal Information shall be shared without your consent with Government agencies mandated under the law for the purpose of verification of identity, or for prevention, detection, investigation including cyber incidents, prosecution, and punishment of offences.
- (e) Where Novartis considers it necessary or appropriate for the purposes of data storage or processing or human resource management, Novartis may transfer your Personal Information to another member of Novartis & its Group companies or third party service or product providers within or outside the country in which Novartis is established, under conditions of confidentiality and similar levels of security.
- (f) You have the right to request access to and correction of information about you held by Novartis and you may:
1. Check whether Novartis holds or uses your Personal Information and request access to such data;
  2. Request that Novartis correct any of your Personal Information that is inaccurate, incomplete or out-of-date;
  3. Request that your Personal Information is retained by Novartis only as long as necessary for the fulfilment of the purposes for which it was collected;
  4. Request that Novartis specify or explain its policies and procedures in relation to data and types of Personal Information handled by Novartis and
  5. Withdraw, in full or in part, your consent given previously, in each case subject to any applicable legal restrictions, contractual conditions and a reasonable time period.

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Provided however, Novartis shall not be responsible for the authenticity of the Personal Information or sensitive personal data or information supplied by you.

- (g) You may be required, as part of your work for Novartis, to collect, store, use and share the personal information of individuals. When you do so, the Novartis Global Privacy policies along with the India Data Privacy SOP and the Binding Corporate Rules (BCR) direct you to follow the rules down laid therein. It is important that you only collect, access and use Personal Information to the extent necessary for your work. If Indian law requires a higher level of protection for Personal Information than BCR, the more stringent rules shall be followed and implemented. On the other hand, the BCR take precedence if local laws provide a lower level of protection for Personal Information. Novartis BCR are principles, rules and tools governing the international transfer of Personal Information within the Novartis Group. Our BCR are based on the Novartis privacy standards as set in our "Novartis Policy on the Protection of Personal Information" and its implementation guidelines and standard operating procedures.
- (h) The Global Privacy policies along with the India Data Privacy SOP and BCR form an integral part of your terms of internship with Novartis.
- (i) The person to whom written requests for access to Personal Information or correction and/or deletion of Personal Information or for information regarding policies and procedures and types of Personal Information handled by Novartis is:

Head Human Resources,  
Novartis Healthcare Pvt. Ltd.  
Salarpura Sattva, Sy. No. 83/1, Plot No. 2,  
Rayadurg Panmaktha Villiage, Serilingampally (Mandal),  
RR (Dist), Hyderabad - 500081  
Telangana, India

To learn more about our Privacy Policy, please read our Personal Information Policy at:

<http://legal.novartis.net/Documents/group-data-privacy/global-privacy-policy/2016/Policy on Protection of personal info EN.pdf>



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## **5. Term and Termination**

This Agreement shall be effective from 05-Jan-2021 and expire on 30-Jun-2021, unless terminated earlier in accordance with the terms of this Agreement.

Either Party can terminate this Agreement with 30 days' written notice to the other Party.

Novartis has the right to immediately terminate this Agreement with no obligation to make any payment to you in the event that you breach any of the conditions of this Agreement or indulge in any misconduct in terms of Novartis policies or fail to comply with any of the relevant Novartis policies, including but not limited to Novartis Code of Conduct.

## **6. Relationship**

The relationship between Novartis and you is that of principal and independent contractor. Nothing in this Agreement can be construed to constitute an employer-employee relationship or that of principal and agent between Novartis and you. It is hereby expressly clarified that this Internship Agreement in no way constitutes employment with Novartis or any assurance or promise of future employment with Novartis.

## **7. Indemnity**

You hereby undertake and agree to indemnify and keep and hold Novartis indemnified and harmless from and against all claims including, but not limited to:

- a) Any breach of your obligations under this Agreement
- b) Claims for personal injuries (including death) of any of Novartis's officers, employees, workers, agents and directors, on the premises of Novartis arising for reasons attributable to your fault or negligence
- c) Loss and/or damage to any property of Novartis;
- d) Violations or alleged violations of applicable laws, rules and regulations
- e) The infringement or violation of any patent, copyright, trademark, trade secret or other proprietary right of a third party

## 8. Governing Law

This Agreement will be governed by and construed in accordance with the laws of India. The Courts at Hyderabad shall have the exclusive jurisdiction in respect of the subject matter of this Agreement.

**Novartis Healthcare Private Limited**

### Authorized Signatory

**I accept all the aforesaid terms and conditions**

Signature: *A. Shaavani*

Name: *SHRAVANI ATHKURU*

Place: *HYDERABAD*

Date: *01-12-2020*