

To
Principal
Through
The Head of Department
Electrical and Electronics Engineering
GNITS

Subject:- permission to attend Internship at "Wabtec Corporation"
for a period of 6 months and permit of attendance
for classes

Respected Sir,


I am G. Chandana [20255A0203], currently
pursuing IV year, II semester. I have recently got an opportunity
to work as an intern at Wabtec Corporation for 6 months
will begin from January 9, 2023 and end on June 30, 2023.

This Internship program is an integral part of my
full time employment, which will help me develop
major technical skills, knowledge & build my career.
Therefore, I would appreciate it, if you grant me permission
to attend and permit of attendance for IV year, II semester.

Forwarded to the
Principal Sir

Kindly request permitted
for internship
N. Madhukar
31/1/22

To
HOD-EEE, Yours faithfully,
Permitted. G. Chandana.


20255A0203.



WABTEC INDIA INDUSTRIAL PRIVATE LIMITED
ITC Green Centre, 6th Floor, Southwest Tower, No. 18
Banaswadi Main Road, Maruthiseva Nagar
Bangalore, Karnataka, India – 560005

December 21, 2022

Gone Chandana
GNITS

Dear Chandana,

Congratulations!

You have been selected as an **Intern - Electronics & Communication Engineering** with the WABTEC INDIA INDUSTRIAL PRIVATE LIMITED, a Wabtec Company. Your assignment will begin from **January 09, 2023, and end on June 30, 2023.**

Subject to the compliance with terms enclosed herewith as Annexure 1, during the above period you will be paid a stipend amount of Rs. 30000/- (INR) per month. This offer is subject to your joining us on the mentioned date and time. Annexure 2 and 3 will provide you with helpful information. You hereby consent that your engagement will be terminated with an immediate effect if the Compliance terms and conditions stated in Annexure 1 are not complied.

Please note that this offer letter constitutes neither an offer of employment nor commitment to offer employment with the Company to you in the future.

This offer is valid until 7 days from the date of this letter. Look forward to your acceptance.

Yours Sincerely,

Sumeeta Desai
Director - Talent Acquisition Asia Pac

Enclosure:

- Annexure 1 – Compliance Terms and Conditions
- Annexure 2 – Joining Formalities/Facilities
- Annexure 3 – Travel Reimbursement and Contact Numbers for Accommodation

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Annexure 1

Wabtec Code of Conduct

Personnel engaged Wabtec Company or working in Company premises have made a personal commitment to follow:

- Obey the applicable laws, rules and regulations governing Wabtec Company's business conduct worldwide.
- Be honest, fair and trustworthy in all of your Wabtec Company activities and relationships.
- Avoid all conflicts of interest between work and personal affairs.
- Foster an atmosphere in which fair employment practices extend to every member of the diverse Wabtec Company community.
- Strive to create a safe workplace and to protect the environment.
- Sustain a culture where ethical conduct is recognized, valued and exemplified by all employees.

Wabtec Company Compliance Obligations Improper Payments

- Always adhere to the highest standards of honesty and integrity in all contacts on behalf of Wabtec Company. Never offer bribes, kickbacks, illegal political contributions or other improper payments in cash or kind to any customer, government official or third party.

Money Laundering Prevention

- Follow all applicable laws that prohibit money laundering and identify warning signs that may indicate money laundering or other illegal activities or violations of Wabtec Company policy.

Privacy

- Never acquire, use or disclose any information in ways that are inconsistent with Wabtec Company privacy policy or with applicable privacy and data protection laws, regulations and treaties.

Complying with Competition Laws

- Never propose or enter into any agreement with Wabtec Company competitor to fix prices or resale prices, terms and conditions of sale, costs, profit margins, or other aspects of the competition for sales to third parties.

Environment, Health & Safety

- Learn how to conduct your activities handle new products hazardous materials in compliance with all relevant environmental and worker health and safety laws and regulations and conduct your activities accordingly.
- Report to Wabtec Company management all spills of hazardous materials; any concern that Wabtec Company product are unsafe; and any potential violation of environmental, health or safety laws, regulations or company practices or requests to violate established.

Fair Employment Practices

- Extend equal opportunity, fair treatment and a harassment-free work environment to all employees, co-workers, consultants and other business associates without regard to their race, color, religion, national origin, sex (including pregnancy), sexual orientation, age, disability, veteran status or other characteristic protected by law.

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Security and Crisis Management

- Protect access to Wabtec Company facility from unauthorized personnel and report any apparent security lapses.

Intellectual Property

- Identify and protect commercially significant Wabtec Company intellectual property in ways consistent with the law.
- Consult with Wabtec Company counsel in advance of soliciting, accepting or using proprietary information of outsiders, disclosing Transportation, a Wabtec Company intellectual property.
- The interns hereby undertake that they shall protect all the intellectual property rights of Wabtec Company and any information shared by them shall be deemed to be confidential and they need to protect it.
- Any technology/ material developed in their course of engagement shall be exclusive property of Wabtec Company and Wabtec Company shall have complete rights and ownership of such products. The hereby assigns and agrees to assign to Wabtec Company and to cause its personnel to assign to Wabtec Company, without additional compensation, all of such technology/ material and associated intellectual property rights.
- All made under this Agreement including any associated intellectual property rights belongs to Wabtec Company.

Annexure 2

Joining Instructions:

- You shall safeguard any information regarding the company's business or any other relevant information.
- You will sign the Innovation and Proprietary agreement to protect the interests of the company as you might be exposed to classified projects during the course of your training.
- You shall abide by the rules and regulations of the company.

Annexure 3

Travel Reimbursement:

- You are entitled to 1st class AC train / Flight tickets from your institute/ place of residence in India to **Bangalore** and back.
- We will reimburse local Conveyance from your Place of stay at **Bangalore** to the Centre on your first day. This will be reimbursed along with your Train / Flight fare.

Accommodation:

- You will be entitled for reimbursement of Boarding and Lodging as per the company norms, for initial 10 days of joining. This will be paid on submission of Bills.
- You will be responsible for your own accommodation in case you are asked to report to Wabtec office locations during the period of your internship.