

Date: 10th June, 2022

Arjun S  
Chennai

Dear Arjun,

**Subject: Offer of Employment cum Appointment order at NielsenIQ (India) Private Limited**

We are very pleased to offer you employment at NielsenIQ (India) Private Limited. We are the world's leading information and measurement company and are looked upon for providing customized and tailor made apt solutions to our clients in the Market Research space. We congratulate you on your decision to join this dynamic and motivated band of professionals and welcome you to the NielsenIQ family!

You would be joining the company as **Data Processing Analyst** and in this role you will be based at **Chennai**.

However, you will appreciate that the company reserves the right to change your job title, job responsibilities, reporting relationship or the location of posting at any time.

The terms and conditions of the appointment are set forth below:

**Position - Data Processing Analyst**

**Global Job Band –9**

**COE – INROC Chennai**

**Salary & Perquisites** - Your annual Total Base Salary (TBS) is **INR 346,415/-** which will be payable monthly on a pro-rata basis. Details of your annual salary and perks (Hypothetical CTC) are shown in the attached **Annexure-II**. Your hypothetical CTC is **INR 360,000 /-**. An annual performance review will be conducted to assess your performance and to provide the basis for salary review.

**Leave Entitlement** – You will be entitled to the following types of leaves:

- 24 days Privilege Leave (on confirmation, six months from the date of joining) as per company's policy;
- 10 days of Casual Leave (prorated from the date of joining, as leave is calculated as per Financial year) which cannot be carried forward or converted into cash;
- 8 days of Sick Leave which may be accumulated up to a maximum of 30 days but cannot be converted into cash

**Provident Fund (EPF) and other statutory benefits** -NielsenIQ contributes towards EPF and you hereby consent to such contribution, including your participation towards such EPF. In keeping with applicable law, you will be entitled to benefits such as under the Employee State Insurance Act, 1948 and the Payment of Gratuity Act, 1972, as is applicable to you.

**Income Tax** - You will be responsible and liable for filing and payment of your income taxes worldwide.

**Probation** – You will undergo a probationary period of six months. Upon successful completion of probation you will be confirmed in the services of the company. During or at the end of the probation period, or any extension thereof, employment may be terminated by either party giving 15 days' notice or notice pay in lieu of notice, without assigning any reason thereof.

**Termination** – Written notice is required by either party to terminate this contract. As per the policy notice period is two (2) months for band 5 to band 11, and three (3) months for band 4 and above or notice pay in lieu of notice in the event of resignation or any kind of termination including dismissal or redundancy. The employer reserves the right to dismiss without notice in the event of serious misconduct.

**Retirement:** You will retire from the services of the company on attaining 58(fifty-eight) years of age.

**The NielsenIQ Company Code of Conduct** – Your terms and conditions of employment are also governed by the NielsenIQ Code of Conduct a copy of the same is attached herewith and any other applicable policy of NielsenIQ, as updated from time to time. Please go through the document(s) and convey your acceptance along with this offer of employment.

**Confidentiality** – All information disclosed to you during the course of your employment with NielsenIQ is deemed confidential and should be maintained as confidential unless communicated otherwise. Any contravention or breach in this understanding would constitute a material breach of applicable policies of NielsenIQ for which NielsenIQ may initiate disciplinary action, including but not limited to termination of your employment. Please confirm your acceptance by affixing your signature and return the attached “Employee Confidentiality, Proprietary Rights and Conflicts Agreement”, appended herein.

**Working Hours** – Your work hours including any need to work in shifts will be informed to you on your joining date. NielsenIQ reserves the right to introduce new shift timings/schedules depending on the nature and exigencies of business which more particularly are required to cater to the internal/external client's ever changing demands. Any variation in your work hours will be communicated to you by your supervisor. Non adherence to this provision constitutes a ground for termination. Any appeals against such a termination notice can be appealed against to the Chief Human Resource Officer, whose decision shall be final in this regard.

**Privacy and personal information (including sensitive personal data or information)** - By accepting this offer of employment, you consent to NielsenIQ collecting, using, or disclosing your personal information for any purpose directly or indirectly connected with your employment. This may include transfer of your personal information within the organisation to other states, territory or country as required by law for internal administrative purposes.

Some examples of personal information as detailed under Rule 3 of the Information Technology (Reasonable security practices and procedures and sensitive personal data and information) Rules, 2011 (“IT Rules”), would be (i) financial information such as bank account or other payment instrument details; and (ii) medical records. This may be collected used or

disclosed for purposes including but not limited to administering your employment relationship, processing your pay, conducting background checks and generally discharging all human resource management activities.

Please note that NielsenIQ will only collect personal information for the purposes mentioned above. The personal information so collected by NielsenIQ is solely utilized for the specific purpose of maintaining a repository of employee information in order to comply with statutory or regulatory requirements prescribed by applicable law or for internal requirements as mentioned above.

NielsenIQ represents that except for the purposes mentioned herein or if required under law, NielsenIQ will not disclose to any third party or otherwise use in any manner the personal information, without your prior consent. You provide your unequivocal consent to NielsenIQ using your personal information in the manner specified above.

**Assignment Guide/Right to Amend** – Conditions and circumstances not covered in this letter will be in accordance with established Company policy. The Company reserves the right to revise or amend the provisions outlined in this agreement as circumstances necessitate. This agreement sets forth the entire understanding and agreement of the parties and supersedes any and all oral or written agreements and understandings between the parties as to the subject matter of this agreement. Except as otherwise provided herein, this agreement may be changed only in writing and with the signatures of all parties.

**Governing Law and Jurisdiction** – This employment cum appointment order shall be governed by and construed in accordance with the laws of India. The courts at Mumbai/New Delhi shall have exclusive jurisdiction on the matters arising from or herein, without regard to the principles of conflicts of laws.

**Notices** – Any notice or other communication to be given by one party to the other pursuant to the employment cum appointment order shall be made in writing and signed by or on behalf of the party giving it. It shall be served by letter or facsimile transmission or email and shall be deemed to be duly given or made when delivered (in the case of personal delivery), at the time of transmission (in the case of facsimile transmission or email, provided that the sender has received a receipt indicating proper transmission) and a hard copy of such notice or communication is forthwith sent by prepaid post to the relevant address of such party) or 5 (five) days after being dispatched in the post, postage prepaid, by registered mail to such party at the address set out above in case of the employee or the NielsenIQ office as applicable depending on your location of employment.

Should you agree to the terms set out in this letter, please kindly sign and return the duplicate copy of this letter together with the “Employee Confidentiality, Proprietary Rights and Conflicts Agreement” to us.

We are all looking forward to working with you in your role with NielsenIQ. We think the future holds great things, and we look forward to you sharing in our success.

Yours faithfully

For and on behalf of NielsenIQ (India) Private Limited



**Anand Pandya**  
Executive Director, Human Resources

#### **Acceptance of Offer & Company Code of Conduct**

I, hereby accept the above employment terms and conditions as well as the NielsenIQ Code of Conduct to the position of **Data Processing Analyst** with NielsenIQ (India) Private Limited. My Date of Joining would be **27th June, 2022**.

Signature: \_\_\_\_\_  
(Arjun S)

Date: \_\_\_\_\_

\*\* Please sign the duplicate copy of this letter as an acceptance of the above terms and conditions and return the same to us.

***Note: Information in this document is meant to reaffirm your decision to join NielsenIQ and not meant for external circulation***



## NIELSENIQ KEY BENEFITS & POLICIES

Welcome to the NielsenIQ Family! As a ready reckoner, please find information on key policies, benefits & procedures below.

### (A) WORK TIMINGS

- We work from Monday through Friday with regular working hours being **9:30am to 6:00pm**.
- Select Field Office-based employees work **Monday through Saturday**. This will apply to associates working for those teams. In such cases, regular working hours are based on the schedule/ shift of Field Projects.

### (B) LEAVE QUANTUM

Privilege Leave	Sick Leave	Casual Leave	Maternity Leave	Paternity Leave	Child Adoption Leave	Paid National/Festival Holidays
24 days	8 days	10 days	26 weeks	5 days	24 weeks	12 days

### (C) PERFORMANCE PLANNING & REVIEW

- Our Performance Review Cycle follows the calendar year starting from January to December

**INSURANCE BENEFITS –**

*All our associates are covered with the below mentioned insurances –*

**1. Group Life Term Insurance Scheme : (Provider – Exide Life Insurance)**

Provides Life Insurance assistance to the associate’s family in case of death of an associate.

Grade	Sum Insured INR
11,10,09	20,00,000

**2. Group Medclaim Insurance Scheme: (Provider – New India Assurance Company) -**

Provides pre/during/post hospitalization cashless or reimbursement benefits to associate & family members.

Band	Sum Insured INR
11,10,09	3,50,000

**3. Personal Accident Insurance Scheme (ICICI Lombard General Insurance)**

The policy provides Insurance cover for injury to an associate.

Grade	Sum Insured INR
11,10,09,08,07	5,45,000

***Note: Information in this document is meant to reaffirm your decision to join NielsenIQ and not meant for external circulation***

ANNEXURE-I

As a part of the joining formalities please note that you would be required to submit to us the following documents.

1. PAN Card Copy
2. Passport/ Rent agreement/ Electricity bill / Telephone bill / Driving license
3. Certificates of Highest Qualification Degree: Graduation / PG / MBA.
4. 2 passport sized photograph.
5. Relieving letter /Service letter/ Resignation Acceptance from your last company.
6. Salary Certificate / last Salary Slip / copy of Form 16 from the previous employer. Please note, the non-receipt of these documents would lead to grossing-up of the Income for the current financial year & accordingly the tax would be deducted.

We have a tie up with ICICI Bank and HSBC Bank for salary accounts. Upon joining, please contact your HR to open an account with one of the banks.

### ANNEXURE - III

We are pleased to highlight few of our key initiatives and policies for your ready reference.

#### **India Integrity**

NielsenIQ's long-term business success and its ability to attract clients, talented employees and investors are dependent on high standards of ethics, integrity, and compliance. The India Integrity Programme was launched as a means to bring to notice any compromise in these values. The India Integrity is a dedicated point of contact to whom you can raise your concern anonymously and in confidence, around any kind of integrity breach.

Examples of Misconduct - Fraud, Loss of Confidentiality, Kickbacks, Bribery, Falsifying Expenses, Conflict of Interest, Discrimination, Harassment, Copyright Violations, Inappropriate Computer use, Data Integrity, Data Theft, Data Falsification, Panel Integrity issues, Other Legal Compliance issues, etc.

If you have questions or concerns about compliance or integrity, view the [Whistle blower procedures](#), call the Helpline or write to us.

E-mail: [indiaintegrity@smb.nielseniq.com](mailto:indiaintegrity@smb.nielseniq.com)

Report a concern online in 38 native languages, anonymously at <https://iwf.tnwgrc.com/NielsenIQ>

Call the Whistle-blower Hotline and speak to confidential, third party representatives 24 x 7

Dial: (000-117) 855-373-5902

To know more, we encourage you to visit Compliance & Integrity page on the NielsenIQ intranet and familiarize yourself with the process and methods of reporting noncompliance or misconduct.

#### **Prevention of Sexual Harassment at Workplace**

Keeping in line with NielsenIQ's commitment to provide a safe and conducive work environment to its employees, it is imperative to prevent and eliminate sexual harassment at the workplace.

The policy is formulated in pursuance of the Vishakha Guidelines, 1997 which is now the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013. Based on the policy, we have constituted a Local Complaints Redressal Committee chaired by the Chief Diversity Officer, NielsenIQ India.

In case of a concern, we would recommend the aggrieved woman to report to the committee or any of the committee members in writing.



For complaints, write to: [WPHPIndia@NielsenIQ.com](mailto:WPHPIndia@NielsenIQ.com)  
All queries and matters will be treated in strict confidence.

Based on the written complaint, the committee would conduct an enquiry and conclude before initiating action against the defendant (or the complainant in case of false complaints).

### **Employee Assistance Programme (EAP)**

We care for you and your family's overall wellbeing and through the EAP, we bring to you an exclusive counselling service. This program is run in association with ICAS India, world leader in Wellness services to help you and your family maintain a healthy & balanced lifestyle.

Key highlights of the program are External Counsellors, Telephone Counselling, Face-to-Face Counselling,

E-Therapy, Complete Confidentiality Assurance, English & Regional Language compatibility, Available 24 x 7 x 365 and at absolutely no extra cost to you.

Toll Free Helpline: 1800 22 70 22 | Toll Helpline: 022-2649 3919

E-counselling: [wellness&wellbeing@icasindia.com](mailto:wellness&wellbeing@icasindia.com)

All Face-to-face counselling would be based on need and prior appointment

To know more about EAP, contact your HRBP or write to [eap@NielsenIQ.com](mailto:eap@NielsenIQ.com)

The purpose of EAP is to help you and your family deal with everyday concerns & problems, overcome emotional challenges through professional, timely and confidential services.

For more information on the above and other policies, please visit the NielsenIQ Now intranet page: <https://intranet.NielsenIQ.com/Pages/default.aspx>

---

\*\*Upon joining, you will have access to all the above intranet links. You may also contact your HR Business Partner for more information.

***Note: Information in this document is meant to reaffirm your decision to join NielsenIQ and not meant for external circulation***

