

GSK

GlaxoSmithKline Pharmaceuticals Ltd.
Thapar House, 3rd Floor,
163, S. P. Mukherjee Road
Kolkata- 700026

To,
Mr. Debam Ray
Bidhannagar Shilpakanan,
Phase 1, House no 27,
Durgapur- 713212
Paschim Bardhaman
West Bengal
Mob: 7477359822

Date: June 29, 2023

Dear Debam,

We are pleased to offer you the position of a Reach Sales Business Associate in Reach **Team**. As explained during the interview process, your appointment is subject to:

Successful fulfilment of the Training Program. Please note that **it will be an online training programme, which is scheduled to start from 3rd July 2023. It is live virtual session on Microsoft Team so please ensure you should be having Laptop with good internet connectivity and minimal disturbance to focus on learnings.**

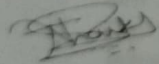
- GSK's right to assess during and after your training.
- Your adherence to terms set out in this letter, and any instructions provided by GSK during Training Program.
- Verification by GSK (or through external appointed by GSK) of your background, credentials and documentary proofs submitted...

It is mandatory to submit the following in order to participate the Training Program:

- Signed copy of this letter
- Copy of your resignation letter mentioning the last working date with your previous employer, which date shall be prior to commencement of Training Program.

Please sign each page of the duplicate of this letter and return the same to us as a token of your having accepted the terms and conditions mentioned therein.

Yours Sincerely,
For GlaxoSmithKline Pharmaceuticals Limited,



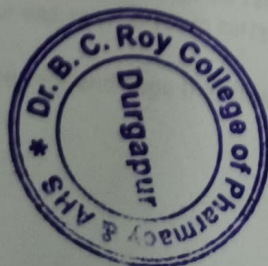
Tabarej Shaikh
Rx Sales

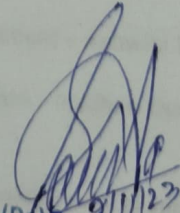
Acknowledged and accepted

Name:

Date:

Place:




Prof. (Dr.) Samir Kumar Samanta
M. Pharm., Ph.D (J.U.)
Principal
Dr. B. C. Roy College of Pharmacy & AHS
Durgapur, West Bengal-713206

Annexure A

Details of GSK Training Programme

- We are pleased to advise you to join our Reach Sales Business Associate's Training Programme to be held **from 3rd July 2023**, this is virtual training conducted on **Microsoft Teams** starting from 9 A.M. to 5 P.M. daily which would include intermittent breaks, which you can attend on your Laptop, I pad Or Tab with Strong Network, Wi-Fi connectivity and from 3rd July 2023.

Please ensure you have submitted the following documents before reporting for training,

- All Original Educational Statements (from 10th standard onwards) of marks, degree certificates and other documents along with its Xerox Copy.
- 2 passport size colour photographs.
- PAN Card / Aadhaar Card / Driving License / Photo Identity Card.
- Two Postal addresses & contact details of references out of which one should be your immediate Superior in previous company or the Professor, in case of the Fresher.

Please note:

- Please ensure that you provide accurate and proper documents & all related information. These would be required for background verification by an external agency. Hence, we request you to provide correct and accurate information.
- During the training period you will be reimbursed a reasonable out of pocket expenses @ Rs. 75/- per day not exceeding Rs. 1950/-.

By having signed this letter you agree:

- To adhere to GSK's Code of Conduct enclosed herewith as Annexure C
- In case of involvement in any unethical activities, illegal activities or any act in violation of the GSK Code of Conduct, GSK is entitled to take appropriate action.
- That all information provided to you during or after your Training Programme whether in physical/ hard copies or transmitted verbally or electronically is GSK's confidential and proprietary information, which you shall not disclose to, discuss with any third person outside the GSK Training Programme, transmit by any medium, or use it in any manner except as permitted by GSK, and which you shall return to GSK authorised representative whenever directed by GSK
- That you have returned all assets belonging to your previous employer(s) to the concerned persons as directed by such previous employer(s)
- That you shall not disclose to GSK any confidential / proprietary information belonging to such previous employer(s)

In addition to above, below are some of the contact points whom you will be connecting with in the course of your Employment with us:

- New Joining onboarding - Sandesh Kothavale - sandesh.s.kothavale@gsk.com
- Employment Confirmation & Medical Insurance and Dependent Insurance - Ashwini Deshmukh - ashwini.s.deshmukh@gsk.com
- Background Verification & Time and Leave Management - Ashwini Deshmukh - ashwini.s.deshmukh@gsk.com
- Transfer Benefits & Workday updating and Correction - Madhuri Dumbre - madhuri.x.dumbre@gsk.com

We hope you have already submitted all the required documents to the branch offices. If there are any pending documents from your end, request you to carry the same at the time of training.

We wish you all the best and hope that this will be a great learning experience to you.

Annexure B

Details of Salary

Head	Monthly	Annual	Structure
Basic	15,000	180,000	Basic
Flexible Allowance	5,239	62,864	Consolidation of HRA, RWA and LTA
PF	1,800	21,600	
Gratuity	722	8,658	
Insurance Premium		2,600	
Statutory Bonus		16,800	
Sales Bonus		80,947	
ATEC minus LTI		373,469	
AGC		242,864	Basic + Flexible allowance

Field Working Allowances

	Rupees per day
Daily Allowance	385
Head Quarter	395
Ex-headquarter	960
Upcountry	90/- for H.Q. and 350/- for Ex H.Q. and Upcountry
Meeting Allowance (Applicable when in house arrangement is not made)	

Note :

1. Ex-Headquarter is defined as a place of work beyond the Municipal Limits of Head Quarter
2. Field working Allowance is not applicable on meeting/briefing day.
3. When in house arrangement is made by Company for meetings, the employee is not eligible for any allowance.
4. If on a holiday, the employee takes night train/Bus from H.Q. to proceed to Ex HQ for field work,
No field work allowance is applicable for the holiday. Reasonable on-board expenses for meals with supporting will be reimbursed through Concur.
5. Any expense incurred for car hire (local/outstation) beyond the stipulated field working allowance for that day will be reimbursed.
6. When two employees travel together on car/two wheeler, only one of them will be eligible to charge the mileage

Annexure C

Code of Conduct

1. PURPOSE

It is vital to the financial success of GlaxoSmithKline that we conduct our business with honesty and integrity and in compliance with all applicable legal and regulatory requirements. This Code of Conduct sets out the fundamental standards to be followed by employees in their everyday actions on behalf of the Company. Further guidance on the Company's standards in specific areas will be provided through related corporate policies and guidelines.

2. SCOPE

This policy applies to all GSK employees world-wide, within all sectors, regions, areas and functions.

3. POLICY

Each GlaxoSmithKline employee must:

- 3.1 Conduct the Company's business with honesty and integrity and in a professional manner that protects the Company's good public image and reputation.
- 3.2 Build relationships with customers, vendors and fellow employees based on trust and treat every individual with respect and dignity in the conduct of Company business.
- 3.3 Become familiar with and comply with legal requirements and Company policy and procedures.
- 3.4 Avoid any activities that could involve or lead to involvement in any unlawful practice or any harm to the Company's reputation or image.
- 3.5 Avoid actual or potential conflicts of interests with the Company, or the appearance thereof, in all transactions.
- 3.6 Provide accurate and reliable information in records submitted, safeguard the Company's confidential information, and respect the confidential information of other parties with whom the Company does business or competes.
- 3.7 Promptly report to the Company any violations of law or ethical principles or Company policies that come to the employee's attention, and cooperate fully in any audit, enquiry, review or investigation by the Company.
- 3.8 Provide the Company's External Auditor with access at all times to the Company's records and accounts (in whatever form they are held) and provide additional information as requested by the External Auditor. If such requested information is legally privileged the employee must contact the Legal Department before responding to the request.

4. RESPONSIBILITY

- 4.1 All employees must uphold these standards in the conduct of Company business and the Company must handle, in a manner consistent with these standards and related policies, all actual and apparent conflicts of interest between personal and professional relationships and all other matters governed by this Code and such related policies. If a decision about a particular action is not covered specifically by this Code or related corporate policies, employees are required to seek guidance from their supervisor or appropriate internal resources, such as the Legal Department, Human Resources or Compliance Officers.

- 4.2 Senior management should be a role-model for these standards by visibly demonstrating support and by regularly encouraging adherence by managers. Managers should ensure all their employees receive guidance, training and communication on ethical behaviour and legal compliance relevant to their duties for the Company.
- 4.3 Failure by any employee to comply with this or any GSK policy will subject employees, including supervisors who ignore prohibited conduct, or have knowledge of the conduct and fail to correct it, to disciplinary action up to and including separation from employment with the Company.
- 4.4 When in doubt as to the correct action to take, ask the following question. "Would I feel comfortable in explaining this action to my family or close friends or seeing my action reported on the front page of the local newspaper?" The Company is best served when each employee's answer to this question is an unqualified, "Yes."