

**Ref: Job offer and main terms and conditions of employment**

**Date: 14<sup>th</sup> June 2022**

Dear Swetha Bhadri,

Further to our recent communications, I am pleased to confirm our offer of employment to you. I believe that you will fit into the Company very quickly and I am confident that you will find Icon Consultancy Services an employer able to provide you with many exciting and varied challenges.

This Contract is subject to the terms and conditions in the Company Handbook, which you should retain for future reference. Our offer is also subject to receiving satisfactory references confirming your work experience and your Visa being approved.

Please sign and return the copy of this letter as well as page 35 of the Company Handbook, as acceptance of both the offer and the terms and conditions of said Handbook.

I look forward to supporting you in your career with Icon Consultancy Services. Please call me if you have any questions relating to our offer.

Yours Sincerely



Anand Pusarla  
Director

### **Permanent Contract of employment**

**Employer:** Icon Consultancy Services Ltd

**Employee:** Swetha Bhadri Vittala

**Job title:** Analyst Programmer

**Start Date:** 4<sup>th</sup> July 2022

**Salary:** £27,500 per annum

**Wages:** Salary is subject to increase depending on the project that you are working on at any time. Payment of wages shall be paid monthly into your bank account for the previous month's work, on the 1<sup>st</sup> of each month. Overtime is payable at a pro-rata rate of your salary if agreed and arranged. Uplift in rate for shift working will be dealt with on an individual basis as necessary but is unlikely to happen with your employment with us.

**Hours:** The normal hours of work shall be 37.5 hours per week Monday to Friday 9.00 am to 5.00 pm.

**Holidays:** You will be paid for 28 days holiday per year, inclusive of public holidays. The Holiday year runs from 1st January to 31st December. Holiday must be booked a minimum of 1 week in advance.

**Place of Work:** Your place of work will be at Forsyth House, 20 Woodland Road, Darlington, DL3 7PL.

**Sickness and Injury:** Please refer to the Company Handbook

**Disciplinary & Grievance Procedures:** Please refer to the Company Handbook

**Employment:** Your employment is permanent and subject to general rights of termination under law and to the following notice period

**Notice Period - Employee:** The period of notice to be given in writing by the Employee to the Company to terminate his/her Employment is at least one month.

**Notice Period - Employer:** The period of notice to be given in writing by the Company to the Employee to terminate his/her Employment is one week's notice for each year of continuous Employment with the Company up to a maximum of 12 weeks' notice after 12 or more years of continuous Employment except if the Employee is guilty of gross misconduct, in which case the Employee's Employment may be terminated by the Company without notice or payment in lieu of notice. "Gross misconduct" would include, without limitation, acts of dishonesty, theft, violence, drunkenness, drug abuse and serious or persistent breach of Terms of Employment. Please also refer to the Company Handbook for Termination of Employment.

**ICONCONSULTANCY**  
**SERVICES LTD**

Address:

Forsyth House  
20 Woodland Road  
Darlington  
County Durham, DL3 7PL  
Tel: 07545095613

[www.iconconsultancyservices.co.uk](http://www.iconconsultancyservices.co.uk)  
E-Mail: [info@iconconsultancyservices.co.uk](mailto:info@iconconsultancyservices.co.uk)

**I hereby accept the offer of employment, proposed start date and terms of employment:**

**Name:** .....

**Signed:** .....