



PRIVATE & CONFIDENTIAL

October 29, 2024

Chinmay Khot
23, Alankar M. G Road,
Goregaon West,
Mumbai - 400104

Dear Chinmay,

Acting as agent of our owners, Provenance Land Private Ltd, we are pleased to appoint you at Four Seasons Hotel and Private Residences Mumbai(the "Hotel") in the position of **Guest Services Attendant** from **November 04, 2024** on a **Fixed Term Employment** for the duration of 12 months.

You will report to the **Assistant Guest Services Manager** and will be responsible for the duties as laid down in your job description and the Handbook, a copy of which will be handed to you during the orientation. Please note that you are expected to work in other departments, either within your own or in any other division, as and when required to meet the needs of the Hotel operation.

1). Contract Period

This is a fixed term contract, effective from November 04, 2024 for the period of 12 months. This contract will expire automatically on completion of 12 months i.e. midnight of November 03, 2025 & without be a written order to this effect.

2). Monthly compensation

From the Effective Date, your Monthly Compensation Package will be **INR 18,000** and will consist of two components:

1.1 Basic Salary

Your monthly base salary amounts to **INR 10,800**.

1.2 House Rent Allowance

You will be paid a monthly House Rent allowance of **INR 7,200**.

The above will be paid in accordance with normal payroll periods at the Hotel. This is currently at the end of each month.

Your compensation package is subject to income tax deduction and will be reviewed annually in line with company policy.

3). Provident fund

You will participate in the Provident Fund and Pension Scheme as per the Provident Fund Act, 1952. The Hotel will contribute an amount equivalent to 12% of your basic salary towards the Provident Fund as Employer's contribution. An equal amount will be deducted from your gross monthly salary as part of your Employee contribution and at the rate applicable from time to time.

For further details regarding this benefit, please refer to the information given to you in your starter pack on commencement of employment and feel free to contact your Director of People & Culture for assistance at any time.

4). Meals, uniform, smoking

You will be provided with complimentary duty meal, snacks and non-alcoholic beverages in our employee restaurant, during your working shift in the hotel. Our break duration is 1 hour which can be split for a meal & a short break subject to your supervisor approval during your shift.

You will be provided with a uniform and you are expected to be perfectly groomed at all times. Please take note of the Hotel's grooming policy as outlined in the Employee Handbook. It is only permissible for male employees to grow a mustache or beard according to hotel grooming policy.

In the interest of promoting work safety, smoking is only permitted at the designated smoking area of the hotel.

5). Work hours, weekly day off

Your working hours shall be 9 hours per day inclusive of meal breaks/rest interval. You are entitled to Six days off per month as scheduled by your manager. If you work on your day off, your manager will decide when to schedule your missed day off.

In order for us to be able to provide the service standards our customers expect, your work shifts may be varied and you may be scheduled to work split shifts as well as overnight duty & flexibility is expected of all employees.

6). Leave

Your paid vacation is 21 days per annum, this does not include weekly off days.

You will be entitled to 4 paid national public holidays and 2 local festive holidays of your choice per year. As we are working in the service industry, the national public holidays cannot typically be given on the days that they fall. The Hotel is therefore offering an additional 7 compensatory days, thus bringing the total to 13 days.

You will be entitled to 08 casual leaves in a year.

You will also be entitled to 07 sick leaves in a year.

Please obtain prior written approval from your department head when planning to take annual leave and public holidays, in order to ensure the smooth running of your department operation.

Should an adjustment be made to the standard work week, this entitlement, which impacts the vacation accrual calculation, is subject to revision. Please refer to the Employee Handbook for additional medical and other leave benefits.

7). Insurance

Comprehensive Hospitalization, Accident and Disability coverage will be provided for you, according to Hotel policy. The People & Culture Office will provide details of coverage on commencement of your employment.

You shall be covered under the Employee State Insurance Scheme (ESIC). Under this scheme you are eligible to benefit from free medical consultation and hospitalization in the ESIC registered clinics and hospitals. You will contribute 0.75% of the gross monthly salary. The employer will contribute 3.25% towards the same and the rate as applicable from time to time.

In addition, you are welcome to use the services of the in-house clinic for complimentary consultation and outpatient treatment

8). Introductory Performance Review

At the end of your first 90 days in employment, you will have an introductory performance review with your manager to evaluate your current performance. On satisfactory completion of your introductory review, your continuation of services will be further determined.

9). Policy adherence

When you begin work you will be asked to sign a Confidential, Privacy and Proprietary Data Statement, an Electronic Systems Policy, Our Policy against Harassment and Code of Conduct & Business Ethics.

Please note that it is not permitted to solicit and/or accept gifts, gratuities, commissions, free services and other such favours from guests, suppliers or other parties, without the specific approval from the General Manager.

The service charges levied by the Company are entirely at the discretion of the Company and the service charges are liable to be amended/withdrawn or changed as per the Management's understanding of the requirements of the organization or practice in the industry and business exigencies.

You undertake to follow the Hotel's tips policy. Tips received from guests are pooled and distributed equally amongst all Hotel employees. It is an offence not to declare tips received. When guests wish to recognize employees for their work, we should understand that it takes a team to provide excellent service. Hotel conducts regular Integrity Tests to effectively implement the Tips Policy.

10). Gratuity, Bonus

You shall be paid gratuity after rendering the service for one year in accordance with the Payment of Gratuity Act, 1972.

You shall be entitled to receive the bonus in accordance with the Payment of Bonus Act, 1965.

11). Resignation, Termination, Retirement

Hotel reserves the right to offer 30 days' notice period or equivalent salary in order to terminate the contract. If you wish to terminate this contract, one month's advance written notice should be submitted to the People & Culture Office by you with the approval of your Department Head.

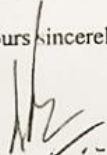
On acceptance of your resignation, the Hotel reserves the right to relieve you even before the completion of the notice period, if requested, by effecting the due notice pay including total compensation. Please note as per policy, you are expected to work and serve the notice period. Non-observance of these rules will be treated as non-completion of the service contract terms and will affect the full & final clearance/settlement, and the management may not issue the experience letter in its discretion.

This offer is issued subject to your medical clearance by the Hotel's doctor and is based on the contents of your initial application (CV & other Educational Certificates) at the time of your recruitment. If any information previously provided is found to be false at any point of your employment, the Hotel reserves the right to terminate your services with immediate effect.

If you agree with the terms in this letter, please sign and return the original to the People & Culture office, retaining a copy for yourself.

Chinmay, I would like to congratulate you on this important appointment and wish you success and personal satisfaction in your new role. Welcome to Four Seasons!

Yours sincerely,


Aaruni Dwivedi
Hotel Manager
AD/ng

Cc: Nabeel Paloba, Director of People & Culture
Indranil Ghosh, Director of Finance
Employee File



Att. Confidential, Privacy and Proprietary Data Statement
Electronic Systems Policy
Policy against Harassment
Code of Business Conduct and Ethics
Grooming Policy

I accept your offer as contained in this letter and have reviewed the rules and regulations stipulated in the Employee Handbook. Four Seasons Hotel Mumbai employing me under these terms, and my commencing and continuing employment under these terms, support this.


Signature (Chinmay Khot)

1/11/24
Date

30th September, 2024

Sahil Yerunkar
Mumbai

Dear **Sahil**,

With reference to your application and the subsequent interviews, we are pleased to offer you employment with us as **Culinary Associate** at The Westin Mumbai Powai Lake and Marriott Executive Apartments as operators for Chalet Hotels Limited.

Your monthly emoluments in INR are given below:

Wages	Monthly Amount	Annual Amount
Basic Salary	10,272	123,262
House Rent Allowance	4,402	52,826
Gross Total	14,674	176,088
Provident Fund Contribution @ 12% of Basic	1,233	14,791
Total CTC	15,907	190,879

You will be eligible to participate in the Hotel's health insurance scheme: Mediclaim Insurance of Rs. 1 Lakh (if single) and Rs. 2 lakhs for self and family (spouse and two children) as per a floater policy. Personal Accident Insurance as per company policy.

The offer is on Fixed Term Contract (FTC) for a period of 12 months. Your date of joining will be **4th November 2024**. On your date of joining you are requested to bring along with you the following documents:

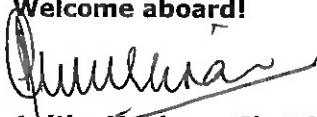
- Proof of Date of Birth (Birth certificate or Passport or Ration Card)
- Educational Qualifications
- Previous work experience & Last drawn salary slip
- Marriage Certificate (if married)
- PAN Card (Mandatory)
- **Aadhar card and Pan Card Linked (Mandatory)**
- Aadhar Card (Mandatory for PF UAN registration)
- ID proofs (Driving License or Voter ID card)
- 10 passport-sized photographs
- Cancelled cheque, with name on cheque (Mandatory)
- PAN Card & Aadhar card of parents/spouses

Also, you are requested to do medicals at your own cost at our medical Centre. Details for the tests will be provided by us.

Please note that upon reference checks/enquiry if the management finds any inconsistency or discrepancy in the particulars and supporting credentials provided by you in your application for employment or during the induction or thereafter as the case maybe or if the criminal check in any form is positive or if you are found medically unfit the management shall be free to revoke your offer letter forthwith.

A formal letter of appointment will be given to you on clearing the above. Kindly confirm back as a token of acceptance.

Welcome aboard!



Anitha Krishnan Chettiyar
Director of Human Resources

THE WESTIN MUMBAI POWAI LAKE

2 & 3B, Near Chinmayanand Ashram, Powai, Mumbai 400 087, INDIA.

Tel: (91 22) 6692 7777 Facsimile (91 22) 6692 8899 www.westinmumbaipowai.com www.marriott.com

Registered Office: Chalet Hotels Limited (Previously Chalet Hotels Pvt Limited), CIN: U55101MH1986PLC038538, Plot No. C-30, 4th Floor, Block G, Opp. SIDBI, Bandra Kurla Complex, Bandra East, Mumbai-400 051.