

PERSONAL NON-DISCLOSURE AGREEMENT

Protection of Confidential Information

I agree to hold in confidence all information learnt by me, disclosed to me by the officers or shared with me by colleagues concerning the business activities of Nova Human Resources Outsourcing Pvt. Ltd. (hereinafter referred to as “NovaHRO”) and its Clients. This obligation applies to information in oral, written or electronic format, whether or not marked as “confidential”, including information belonging to employees, clients, customers, partners or other third parties with whom I am dealing. I will use, access, copy and disclose the information only on an “as-needed” basis, to the extent necessary to achieve the purpose for which the information was disclosed to me. I will not disclose the information to a person who is not an authorized recipient of NovaHRO or their clients and will not remove the information from the premises of NovaHRO or their clients without being expressly authorized in writing to do so.

Whats is Confidential Information :

Confidential Information means and includes without limitation, any information disclosed, either directly or indirectly, in writing or orally or by inspection of tangible objects (including without limitation documents, prototypes, samples, plant and equipment) during the course of the discussions/negotiations for a potential strategic business alliance/relationship/project (the “Discussions”) by NovaHRO and/or their clients (the “Disclosing Party”) to myself (the “Receiving Party”) including (a) confidential and proprietary trade secrets of the Disclosing Party and/or all other information belonging or relating to the Disclosing Party’s business that is not generally known; (b) the Disclosing Party’s products, processes, methodologies, system techniques, programs, data, software, know-how, documentation of developed systems, improvements, developments, techniques, business or marketing plans, strategies, forecasts, licenses, prices or lists of the Disclosing Party, business and financial affairs, personnel matters, operating procedures, organization responsibilities, marketing matters and any policies and procedures; (c) confidential information of third parties; and (d) the terms and conditions of employment.

Confidential Information excludes information that: (i) can be shown with documents as already known to the Receiving Party (myself) at the time that it is disclosed to Receiving Party; (ii) is in or comes to public domain through no fault, wrongful act or breach of this Agreement on the part of the Receiving Party; (iii) has been independently developed by Receiving Party without breach of this Agreement or infringement of the proprietary rights of Disclosing Party; (iv) has been rightfully received from a third-party without restriction on disclosure and without breach of this Agreement; (v) has been approved in writing for disclosure by Disclosing Party; (vi) has been disclosed pursuant to a requirement of Government agency or law; (vii) has been disclosed pursuant to a requirement of Government agency or law; (viii) has been disclosed in written, graphic or other tangible form unless clearly designated in writing as “confidential” or “proprietary”.

Proprietary information shall include any and all patent, trademark, copyright, trade secret and other proprietary rights of any kind whatsoever, any and all works in any medium whatsoever that refer to, relate to, incorporate, include, analyze or utilize such Proprietary Information, including but not limited to improvements and modifications thereto and derivations there from.

Limitation on Use

I, as a Receiving Party expressly agree to use any Confidential Information disclosed by the other party only as provided in this Agreement and understand that any unauthorized disclosure or misuse of the Confidential Information of the other party may result in substantial and irreparable damage to such party, their business, image, market standing which may not be quantifiable in monetary terms.

I, as a Receiving Party further agree and undertake to hold the Confidential and Proprietary Information in strict confidence and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give or disclose such information to any third parties or use such information for any purposes whatsoever.

The Receiving Party agrees:

- a) That all Confidential Information acquired by the Receiving Party from the other party will be and will remain the exclusive property of the source.
- b) That information provided by the other party is only for a specific purpose(s) relating to the other party and that I will not use any or all of the Confidential Information in any other manner whatsoever.
- c) That without the prior consent of the other party, the Receiving party will not in any manner or at any time disclose, disseminate, publish or otherwise provide, either orally or in written manner, to any employee, agent, contractor, firm, corporation, or entity any Confidential Information, except to such Receiving Party's employees, agents or contractors who have an express need to know such information in order to carry out their duties.
- d) That the Receiving Party will treat the other party's Confidential Information with the same precautions each party uses to protect its own information.
- e) The Parties agree that they will not, directly or indirectly, export or transmit any Confidential Information to any country.
- f) To return promptly to the Disclosing Party or destroy copies of such Confidential Information in written, graphic or other tangible form at the Disclosing Party's request.
- g) That the obligations set forth in this Section with respect to Confidential Information will extend for a period of three years following the date of initial disclosure of that Confidential Information and that obligation will continue notwithstanding the termination of employment.

Any breach of Confidentiality would injure NovaHRO and their clients irreparably and that monetary damages alone would not be sufficient remedy for such breach and therefore in addition, NovaHRO and their clients shall be entitled to specific performance and injunctive relief.

This Agreement shall become effective as of the date NovaHRO and clients confidential and proprietary information is first made available to me. My confidentiality obligations hereunder shall survive return of the confidential and proprietary information to NovaHRO and their clients.

Name

Signature & Date

Information Technology Policy - NovaHRO Resources

This Policy shall be applicable to every employee of Nova Human Resources Outsourcing Pvt. Ltd. (hereinafter referred to "NovaHRO"), wherever they may be based. Users shall be required to give an explicit written acceptance of this Policy to the Company. Every resource needs to understand and appreciate the fact that the Information Technology Act, Copyright Act and Anti-Piracy laws have to be followed in letter and spirit.

1. Every User who is allotted a Desk Top/ Lap Top/ Netbook/ Tablet/ Phablet/ Smartphone/ Mobile Phone or Storage Media shall be responsible for the contents in the Storage Media including hard disk drives, pen drives, flash drives, CDs, DVDs, External HDDs, microSD cards.
2. Every employee of NovaHRO deployed at Client sites shall, without exception,
 - Diligently follow the IT Policies of the Client/ end-client under all circumstances.
 - Take the advice of the Systems Administrator/ IT Department/ Network Administrator/ Supervisor/ Manager as required on IT usage issues and report any issues/ non-conformities without delay.
 - not download any software, even freeware without written permission from their Reporting Officer.
 - control access to their Desk Tops/LapTops/Tablets/Phones with passwords of adequate strength (passwords to include alphabets, numbers and special characters) and not share passwords. Periodic change of passwords is also advisable.
 - keep Lap Tops under lock and key; and not leave them unattended without password protection.
3. Every employee is expressly forbidden from downloading any Copyrighted material from whichever Website, Indian or International. Movies, music, clippings, photos, videos, amateur videos, photos, audio could be copyrighted. Please seek written permission from your Reporting Officer/ IT Department, as applicable, if you are required to use the same. You shall be required to take a written permission from the Publisher as well.
4. Users shall not indulge in spam – unsolicited mails/ SMSs/ MMSs/social media posts promoting a product, asking for money, promising monetary rewards through dubious schemes, multi-level marketing, lottery, fraudulent prize schemes, propaganda for or against any religion(s), propaganda for or against any political party or leader, propaganda against any Government or statutory authority, propaganda against any country or state or slander.
5. All emails sent by Users shall have a disclaimer. If a recipient of an email, requests themselves to be removed from the sender's list, the User shall do it immediately.
6. Users are advised to totally desist from viewing/ downloading/ storing/ copying/ emailing pornographic content – either through computers or phones or tablets.
7. Users are advised that any material found in News Sites, investment sites, information/ research papers, doctoral theses could be potentially copyrighted. If any User feels the need to use such material in presentations, reports etc., they are advised to seek permission from the concerned Publisher/ Copy right holder and take a written approval and give explicit credit to the Publisher/ copy right holder. Please contact the concerned IT Department/ your Reporting Officer.
8. Users shall periodically check their Lap Tops/ Storage Media for any such content that may lead to a potential copyright violation.
9. In case of any inquiry/ investigations, Users shall immediately contact the Compliance Officer.
10. Ignorance of the laws is not an acceptable reason. In case of doubt, please clarify the Compliance Officer/ your Reporting Officer/ IT Department.

I have read the above Policy; I agree and undertake that I shall follow the above and the IT policies of the Client where I am deployed and take full personal responsibility for any violation that may arise. I agree to indemnify and keep Nova Human Resources Outsourcing Pvt. Ltd., their Officers, Employees and Directors indemnified from all consequences, actions, costs, litigation, damages, claims that may arise from my violation of the extant anti-piracy, licensing, copyright and other relevant cyber laws.

Place & Date

Name of Employee & Signature

NOVA HUMAN RESOURCES OUTSOURCING PVT. LTD.
Mumbai
Joining Checklist

EMPLOYEE First Name _____ Middle Name _____
Last Name _____
EMPLOYEE CODE _____

DOCUMENTS	AVAILABLE		REMARKS
	YES	NO	
Application			
Resume			
6 Passport size photographs			
Appointment Letter			
Previous Employment Relieving Letter Experience Certificate	Last/ Most Recent		
	Immediately Previous		
	Previous		
	Previous		
Educational Qualifications	SSC/ X		
	HSC/ +2		
	Diploma		
	Graduation		
	Post Graduation		
	Others		
PF Nomination or Old PF No.			
UAN			
Proof of Birth – Birth Certificate/ School Leaving			
PAN – 2 copies			
Original ESIC Card + 1 copy	Front and Back		
Permanent Address Proof Passport/ Ration Card/ Electricity Bill/ Voter ID/ Birth Proof/ Aadhaar/ Property Doc	Document Document No. Issued Date Issued At Expiry Date		
2 copies of Passport – first two and last two pages			
Blood Group	Report/ RMP certificate		
Certificate of Physical Fitness	RMP certificate		
Medical Allergies			
Any other medical condition			
REFERENCES – name, organization, contact nos., email ID Should not be relatives	Two references required – one from last employed organization		

DOCUMENTS VERIFIED

SIGNATURE/ NAME _____ DATE _____

**NOVA HUMAN RESOURCES OUTSOURCING PVT. LTD.
Mumbai****BANK DETAILS**

EXACT NAME IN THE BANK ACCOUNT* : _____

TYPE OF ACCOUNT (Savings/ Current/Loan) : _____

ACCOUNT NO. (COMPLETE) : _____

BANK : _____

CITY : _____

BRANCH ADDRESS : _____

IFSC CODE : _____

MICR CODE : _____

Please attach photocopy of a Cheque. The Cheque should have the Account Holder's name printed.

NAME OF THE EMPLOYEE

SIGNATURE & DATE

Note : Bank Transfers/ NEFT/ RTGS are based solely on the Account Number and IFSC Code – and not on Name

* Name in the Joining Form/ Resume/ Application Form/ Appointment Letter/ Bank Account should be identical

EMPLOYEE APPLICATION FORM

Important Instructions

- All fields are mandatory
- Please fill in Upper case and legibly
- Please do not use short forms and abbreviations
- Strike out whatever is not applicable

Please paste a recent color passport size photograph with the face clearly shown

PERSONAL DETAILS			
NAME	First	Middle	Last
Title Mr./Mrs./Dr./Ms.			
Father/ Husband Name			
Primary Skill(s)			
Years of Experience			
Passport No.		Passport Expiry Date	
Nationality		Date of Birth	DD/MM/YYYY
Gender	Male/ Female	Marital Status	Married/ Unmarried/ Widowed/ Divorced
PAN Number			
Nominee for Insurance		Relationship with yourself	
Bank Name, Address		Savings Account No.	
		IFSC Code	
Provident Fund Number if you are already a Member		UAN No.	
Contact Details			
Current Residential Address including PIN Code			
Period of Stay months			
Current residence telephone	Country Code +91	City Code	No
Permanent residence telephone	Country Code +91	City Code	No
Current Office telephone	Country Code +91	City Code	No
Mobile No. 1	+91	Mobile No.2	+91
Email ID 1		Email ID 2	
EMERGENCY CONTACT	Name/ Address/ Tel/ Email/ Relationship		
Doctor Contact	Name/ Address/ Tel/ Email		

Education Details		Please start from the most recent		
Qualification with Specialisation	Institution Name, City	Period From, To DD-MM-YYYY	Full Time/ Part Time/ eLearning/ Correspondence	Marks %/ CGPA

Employment Details		Please start from the most recent					
S No.	Name of Employer, Address	Employment Type (Contract Permanent) & Designation	Reporting Officer Name & Designation	Period from& to DD-MM-YYYY	Employee ID	Last CTC per annum – Fixed Variable separate	Reasons for leaving
Employer 1							
Employer 2							
Employer 3							
Employer 4							
Employer 5							

Declaration

I hereby declare and certify that all the Statements and details provided in the Employee Application Form are true and complete. I understand and agree that Nova shall have the right to conduct self/ third party checks on the above and if any information or detail is found to be at variance with the above, Nova shall have the right to refuse employment or annul my employment forthwith without notice or without any benefits whatsoever.

NAME AND SIGNATURE

DATE