



May 8, 2023

Vidhi Mittal
IT Data Analyst
Pune, India

Letter of Offer

Dear Vidhi,

We are pleased to offer you employment with Schlumberger Technology Services India Pvt Ltd on Home Country Resident status as IT Data Analyst, effective 7/3/2023 or on successfully passing your pre-employment medical and background verification. Located in Pune, you will report directly to Manoj Mahajan, Project Manager.

Annual Basic Salary: INR 637,500/-

Grade: G09

Performance Incentive

While you are assigned to your current position, you are eligible to participate in a 0-10% Performance Incentive Plan (PIP). To be eligible to receive your Incentive payment, you must be actively employed by SLB on December 31st of the eligibility year. SLB reserves the right to amend, modify, suspend or terminate this Program at any time. Your participation and level of awards are at the Company's discretion.

Taxation

Tax will be deducted as per the Tax regulation in India. All Cash Components, Relocation and Reimbursable benefits mentioned below will be subject to Income Tax as applicable under the prevailing Income Tax Act and rules. For any further information on tax rules for, kindly contact your HR department.

Other Package Components

Housing

You are eligible for a housing allowance intended to partially contribute towards the cost of housing. The amount of the housing allowance is determined for each location by management and reviewed as deemed necessary. Your annual Housing Allowance is INR 318,750.

Conveyance Allowance

Conveyance Allowance is intended to partially meet expenses towards home - office - home travel. The Allowance is not available when company transport is provided all the way from residence to office and back. Your annual Conveyance Allowance is INR 19,200.



Ex-Gratia Bonus

You are eligible for an annual Ex-Gratia bonus of INR 12,000.

Special Allowance - Pune

While on this assignment, you are eligible for an annual Special Allowance of INR 249,300 which will be paid via payroll.

Leave Travel Allowance

You are eligible for an annual leave travel allowance which is equivalent to 6% of your annual basic salary.

Reimbursable Benefits

Children's Educational Assistance

Schooling assistance reimbursement will be provided. Reimbursement applies to Dependent Children and covers that part of the school year following the child's fourth birthday and is extended until the end of the school year in which the child reaches 18, providing he/she is undergoing High School or equivalent education. Maximum reimbursement is up to INR 20,000 annually against supporting documentation.

Wellbeing Allowance

You are eligible to join sports/health club facilities and the company would reimburse a part of the expenses for the same which is up to a maximum of INR 20,000/- per family per year. For more information, please refer to the India Wellbeing Allowance which is available at this link: <https://slb001.sharepoint.com/sites/EmployeeBenefits/Pages/HRCountry.aspx?slbHubCountry=36>.

Insured Benefits

Health Care Plan

You and your eligible dependents will be provided medical, dental and vision care coverage, reimbursed subject to table of benefits as described in detail in the Home Country manual.

Life and Incapacity Insurance

Employees on home country status are covered by the Group Personal Accident Insurance Plan and the Group Term Life Insurance Plan. More details are found in the Home Country Manual.

Deferred Benefits

Gratuity

End of Service benefit is payable upon Retirement, Resignation, Termination (not for cause), Death or Disablement due to accident. For more details on payment rules, please refer to the Home Country Manual.



Provident Fund

The rules of this benefit are strictly regulated by the Government and correspond to the Government requirements.

Monthly contributions to the Provident Fund are prescribed by the Government as follows:

- 12% of basic salary to be contributed by Employee
- 12% of basic salary to be contributed by Employer

As per the Provident Fund rules, a part of Employer contributions goes to the Employees' Pension Scheme. For more details on this benefit, please refer to the Home Country Manual.

Indian Home Country Pension Plan (IHCPP) – Optional

You are eligible to participate to the Indian Home Country Pension Plan which is designed to give employees the choice to earn a retirement income. Participation is Optional. A superannuation policy has been obtained from the Life Insurance Corporation of India who administers and manages this scheme.

Eligible employees have the option to participate in this plan, and eligibility is effective from the first of the month following the day they reach one year's date of recognized seniority.

Contribution

- Participants contribute 2% of their pensionable salary i.e. their basic salary
- The Company will contribute 4% of the pensionable salary.
- Participants' contributions are deducted monthly from their pay.
- The Company's contribution is deposited as per plan frequency requirement.

For more details on payment rules, please refer to the Home Country manual.

DSPP

You will be eligible to participate in the DSPP, which can be joined in June and December of each year. The plan enables employees to contribute up to 10% of their earnings to purchase SLB shares at a discount of 15% off the published share price at a predefined date. Please note that the benefit will be subject to taxation in accordance with local legislation in your Host Country. For more information on the DSPP please visit:

<https://slb001.sharepoint.com/sites/MH-myshares>

Annual Leaves

Vacation Accrual

You will be eligible to accrue 1.33 working days as vacation after a full month of employment. Vacation periods are counted excluding weekends and public holidays.

Casual Leave

You will be entitled to 8 days of casual leave for every calendar year. This will be credited in advance on a quarterly basis (i.e. 2 days per quarter)



Other Important Information

Pune Home Country Manual

All other benefits, terms and conditions associated with this offer are as per Pune Home Country Manual. The Home Country Manual can change and any changes would take precedence over Terms & Conditions stated in the letter.

The Blue Print in Action – Our Code of Conduct

You are reminded to acknowledge reading and understanding the Code of Conduct. For more details, please contact your HR contact in the location.

ESM – Employee Query System

ESM is the Employee Query System which your queries related to payroll, benefits entitlement and administration can be answered. You can submit your queries at <https://esm.slb.com/hr/> or send an email to esm.slb.com/hr which will create a ticket in your name in the ESM application, and an assigned administrator from the Regional Support Center will assist you. You are encouraged to use this channel of communication to get an accurate and timely response to your queries.

Key Contacts:

The key local contacts in India are listed below. Please do not hesitate to contact them with any questions.

Relocation Rep:	Jeganathan Devendiran <JDevendiran@slb.com>
Payroll:	ESM HR
HSE:	Sunil Parasharam Patil <SPatil46@slb.com>
HR Manager:	Ruchir Srivastava <RSrivastava2@slb.com>

Confidentiality of compensation

SLB is into highly specialized business within a very competitive market. Hence one would understand that confidentiality of data is one of the most critical components in ensuring the sustenance of business for the future. Salaries are an integral part of this data and can give a competitor strategic importance in improving their market share and pricing. Therefore any sharing of information with regard to ones salaries either internally amongst each other or externally would be harmful and against the interest of the company.

As an employee you hereby agree to maintain confidentiality with respect to not only your salaries but also details with respect to other officials or employees' salaries of the Company as would be known to you during the course of the employment. It is further agreed that in the event of an employee violating this clause in any manner, he/she would be liable to disciplinary action including termination with immediate effect without any reason or notice thereof.



Validity of Offer

The offer is subject to satisfactory completion of:

- A medical examination by a doctor of our choice, including Drug Screening as well, which will be conducted prior to signing of employment agreement.
- Signing of full employment agreement at the time of joining.
- Verification of documents listed in Appendix 1 of this offer.
- Successful completion of a probation period of 6 months.

Please indicate your agreement and acceptance to the above terms by signing a copy of this letter and returning it to us within 7 days of receipt, as your acceptance thereof.

We would like to take this opportunity to wish you success in your future career with SLB.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Ruchir Srivastava', with a stylized flourish at the end.

Ruchir Srivastava
STSI HR Manager

I, Vidhi Mittal hereby accept the assignment and the above Terms and Conditions

Date:

Signature:



Appendix 1

Education

- Graduate / post graduate / Ph.D – the highest qualification degree certificate with final year mark sheet
- Class X or XII mark sheet – if highest qualification is diploma

Personal

- Identity Proof
 1. Passport (passport first & last page)
 2. Aadhar card (mandatory)
 3. Pan card (mandatory)
- Duly filled SAP contractor form
- Signed copy of non-disclosure agreement