



Date: 18-10-2022

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Ms. Neha Chawda** has Professional services under 'Strengthening Gram Panchayats process under the mission Antodaya Program'' in Jhabua District of Madhya Pradesh as consultant with Samarthan-Centre for Development Support Since 4th September 2018 to 12th August 2022.

Ms. Neha Chawda was relieved from the services of Samarthan with effect from 12th August 2022. Her work performance and conduct were found to be excellent. She left Samarthan on her own accord.

We wish him success in all her future endeavors.

Yogesh Kumar
Executive Director



Foundation to
educate girls
globally

Experience Certificate

Date: 28/12/2018

Neha Chawda
Block Officer
Emp Code : EGE2178
Jhabua, Madhya Pradesh

To Whomsoever It May Concern

This is to certify that **Ms. Neha Chawda** was working at Foundation to Educate Girls Globally as **Block Officer** from 13th January 2017 to 15th September 2018.

During the period of her assignment, we found her to be sincere, honest, hardworking, dedicated employee with a professional attitude and good job knowledge. Her services were excellent.

We wish her all the best in her future career endeavours.

For Foundation to Educate Girls Globally



Mr. Vikram Singh Rathore
Assistant Manager – HR & Admin

REGISTERED OFFICE: 50/8, First Floor, Tolstoy Lane, Janpath, New Delhi, Delhi, 110001 India.

HEAD OFFICE: C103/C104 1st Floor, Remi Bizcourt, Shah Industrial Estate, Off Veera Desai Road, Andheri West, Mumbai 400053
Telephone: +91 (22) 2630 3555 • Website: www.educategirls.ngo • Email: info.in@educategirls.ngo

Registered under Section 8 of the Indian Companies Act, 2013 | CIN No. UB0900012007NP1171053

18th July 2022

To
Neha Chawda
Behind American Guest House
6 Laxmi Nagar
Jhabua

UNINHIBITED EMPLOYMENT CONTRACT

Dear Neha,

This has reference to your application and subsequent interviews you have had with Uninhibited Foundation ("Uninhibited"). We are pleased to offer you the position of Regional Manager for Uninhibited. Your employment shall be governed by the following terms and conditions:

1. Scope of Work

Your role and responsibilities during the term of your employment with Uninhibited are specifically set forth in Annexure A to this appointment letter.

2. Date of Joining

Your date of appointment is effective from 16th August 2022 (the "Joining Date") which is the date on which you will join the services of Uninhibited. Your reporting manager shall be reporting to Head of Programs - Sneha Phalle

3. Probation Period

You will be on probation for a period of 3 months from the Joining Date or as may be extended by Uninhibited (the "Probation Period"), during which period your services may be terminated by Uninhibited or you by giving 30 days prior written notice without assigning any reason therefor.

- a. Upon completion of the Probation Period, if your services are found to be satisfactory by Uninhibited, your employment with Uninhibited will be deemed to be confirmed, unless you have been informed in writing by Uninhibited otherwise. Uninhibited hereby reserves the right to reduce, dispense with or extend the Probation Period at its absolute discretion.

4. Representations

- a. You represent that to the best of your knowledge, you have no commitments to former employers or other entities which would restrict you from joining Uninhibited.
- b. You represent and warrant that you do not have in your possession or control any confidential and proprietary information belonging to any of your prior employers or connected with or derived from your services to prior employers that would adversely affect your work for Uninhibited.

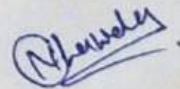
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Gramin Vikas Samiti: 504/1, BHIM GHAR KHERI, PART II, GURGAON 122001



- ### 5. Remuneration and other Benefits

- ## 6. Working Hours

7. Leave

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8. Duties and Responsibilities

- a. As per the requirements of your role in the organization, you must perform and discharge all duties and functions assigned by **Uninhibited** effectively, in a faithful, competent and professional manner and ensure results in accordance with the objectives of **Uninhibited**. Your performance would be reviewed as per **Uninhibited**'s Performance Management System.
- b. During your employment with **Uninhibited**, you shall perform all your duties and obligations in the best interests of **Uninhibited**. You will be entrusted with duties that may be modified at the discretion of **Uninhibited** from time to time.
- c. You shall initially undertake all your duties remotely till March 2022 or any other location as may be directed by **Uninhibited** from time to time. You agree that you shall have no objections to travel within and outside India in accordance with the requirements of your employment with **Uninhibited**.
- d. You shall not, directly or indirectly, or through any third party, solicit donation of any kind from any individual.

You shall not directly or indirectly profit from your association with **Uninhibited** or access to **Uninhibited** IP in any manner other than as expressly provided for under the "Intellectual Property" section of this appointment letter

- a. Your services with **Uninhibited** will be governed by **Uninhibited**'s policies, codes of conduct, rules and regulations including the Prevention of Sexual Harassment (POSH) Policy. Please do familiarize yourself with all **Uninhibited** policies as applicable.

You shall not directly or indirectly, or through any other party, solicit or offer employment to any persons who are employees of **Uninhibited** or its affiliates for a period of 1 (one) year after the date of termination of your employment.

1. Values

You shall abide by the values of **Uninhibited** and adhere to conduct expected of you in the role conferred upon you.

2. Termination

- a. Your employment with **Uninhibited** is terminable by either you or by **Uninhibited** by providing 30 days' prior written notice to you or **Uninhibited**, as the case may be (the "Notice Period"). **Uninhibited** may terminate your services by providing you written notice or salary in lieu of Notice Period.
- b. In the event you wish to terminate your employment with **Uninhibited**, **Uninhibited** reserves the right to either relieve you at the end of the Notice Period or accept your resignation at any time prior to the expiry of the Notice Period.

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- c. Notwithstanding the other terms and conditions contained in this appointment letter, your employment with **Uninhibited** may be terminated by **Uninhibited** without notice or salary in lieu of the Notice Period and with immediate effect upon the occurrence of any of the following events:
- i. You neglect or fail to perform your duties and obligations or attend to the business of **Uninhibited**; you violate **Uninhibited** or applicable statutory and regulatory policies, enactments, rules or regulations, you misappropriate any property of **Uninhibited**; you indulge in moral turpitude; carry out any dishonest or fraudulent conduct or act or any breach of trust or breach of faith whether or not the same causes any actual harm or damage or loss to any person including **Uninhibited**; you are found to be guilty of misconduct while discharging your duties or indulge in any act of commission or omission bringing disrepute or notoriety or adverse publicity to **Uninhibited**; or you are in any way, or may at any time be, in a position, which **Uninhibited** believes, prevents or will prevent you from fulfilling your duties or functions or obligations under this appointment letter.
 - ii. You have submitted false and/or forged documents of qualification, made false representations and suppressed any material or relevant information required to be disclosed by you;
 - iii. You divulge or disclose, either directly or indirectly, any of the Confidential Information either by way of transfer, sale, theft, misappropriation, publication, misuse or wrongful or unauthorized use of the Confidential Information or otherwise;
 - iv. You are convicted of a criminal offense;
 - v. You violate **Uninhibited's** code of conduct or the policies, as framed from time to time; and/or
 - vi. You are in breach of any of the terms, conditions or stipulations of this terms and conditions hereof, including but not limited to breach of any of the terms and conditions or stipulations of any agreement or understanding that you have entered into with **Uninhibited** in the course of your employment with **Uninhibited**.
- d. At the time of separation from **Uninhibited**, you will ensure that all the assets, documents, correspondences, specifications, formulae, books, market data, cost data, literature, drawings, effect or records and intellectual properties of **Uninhibited** in your custody and/or under your charge, including any power of attorney(s) issued by **Uninhibited** in your favour are returned intact to **Uninhibited** and you shall not make or retain any copies of these items.

3. Other work

Your position with **Uninhibited** calls for whole time employment and you will devote yourself exclusively to the business of the organization. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly in any other trade or business during your employment with **Uninhibited**, without written permission from the organization.

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(Signature)

4. Confidential Information & Safeguarding of Assets

- a. You will not, at any time, without the consent of **Uninhibited** disclose or divulge or make public except under legal obligation, any information regarding **Uninhibited's** affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.
- b. You shall be responsible for protecting the assets of **Uninhibited**, its donors, and suppliers that are in your use or control. These assets may exist in many different forms including financial assets, physical assets, proprietary information, intellectual property and confidential information.
- c. You must be alert to any situations or incidents that could lead to the loss, misuse or theft of the assets of **Uninhibited**, donors and suppliers. All such situations must be reported to **Uninhibited** as soon as the situation arises.

5. Intellectual Property

You hereby assign and transfer to **Uninhibited** all of your rights in the services performed for **Uninhibited**. The rights assigned include, but are not limited to, all title and interest in all copyright, trademark, patent and any other proprietary rights. You will assist **Uninhibited** if necessary, at no additional cost to **Uninhibited** except for reasonable out-of-pocket expenses, in obtaining and enforcing all copyrights and other intellectual property rights. In the event of delegating your obligations in accordance with this appointment letter, you are responsible for obtaining an assignment from each person, in writing, of all intellectual property rights in the services performed under this appointment letter.

6. Severability

If any of the provisions contained herein is construed to be invalid or unenforceable, the same shall not affect the validity/legality or enforceability of the remaining provisions which shall not in any way be affected or impaired.

7. Governing Law and Jurisdiction

This appointment letter shall be governed by the laws of India. The courts at Bangalore shall have exclusive jurisdiction in all disputes arising out of the terms and conditions contained herein.

8. General

16.1 The above terms and conditions are based on **Uninhibited's** Policy, Procedures and other Rules and Regulations currently applicable to **Uninhibited's** employees and are subject to amendments and adjustments from time to time.

16.2 All communication sent to you by the management at your last given address shall be deemed to have been delivered to you at the correct address.

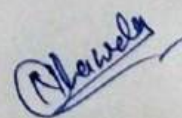
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16.3 Prior to or on the joining Date, please communicate your acceptance of this appointment letter by signing a copy of this letter and returning it to us.

16.4 In the event Uninhibited does not receive your acceptance of the terms and conditions contained herein by joining Date, Uninhibited's offer and this appointment letter shall stand automatically withdrawn and you agree that you shall have no claims against Uninhibited in this regard.

We welcome you to Uninhibited family and trust we will have a long and mutually rewarding association.

Thankyou.

Regards,

Zenobia Imtiaz
(HeadStaff)

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE CONTENTS OF THE APPOINTMENT LETTER DATED ~~20th MAY~~ ^{July} 2022 ISSUED TO ME BY UNINHIBITED AND HEREBY ACCEPT ALL THE TERMS AND CONDITIONS OF MY EMPLOYMENT AND AGREE TO BE FULLY BOUND BY THE SAME.

Name: Neha

Signature



Date 20/07/2022

Place Petlawad - Jharkhand

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ANNEXURE A

Scope of Work

Job Responsibilities:

Fellows Leadership Journey:

- Manage a team of 4-5 period fellows of the region
- Provide mentoring and coaching to the fellows to achieve programme targets, as well as track their growth on the leadership journey
- Facilitate discussions regarding goals on growth, as well as attitudes and mindsets
- Build capacity of the fellows to manage the field teams, mobilize stakeholders in villages and implement programme activities
- Build capacity of fellows to implement awareness campaigns and build collaborative partnerships
- Pulse check key gaps in skills, attitudes or behaviors within the team and facilitate capacity building sessions
- Effectively oversee the mental and physical wellbeing of the cohort by staying informed about COVID-19 and taking adaptive decisions around fellowship activities

Quality Ground operations:

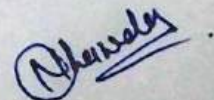
- Provide meaningful direction and support to *The period fellows, Regional coordinators and the field workers* to ensure programme and partnership objectives are on track
- Maintain strong feedback loops with the regional team, share key risks, challenges and opportunities on a weekly basis
- Provide analysis on monthly/quarterly performance for all programmes, ensuring overall targets are met via proactive risk management, creative problem solving and timely escalation
- Document the programme by collating regular reports and case studies
- Spend at least 20days in the field in your region

Partnerships:

- Initiate and form partnerships with various partners like knowledge partners, government, SHGs, media, healthcare partners, unions & movements, etc
- Create a plan for collaboration with the partners
- Keep the partners informed and updated about the programme with regular conversations, meetings and reports

Campaigns:

- Ensure effective implementation of the campaigns on the ground
- Create an implementation plan for logistics and responsibilities for the implementation of campaigns
- Support Fellows, Regional coordinators and field workers during the implementation
- Regular debrief and reflection discussions with the team to keep a track of the progress of the campaign



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ANNEXURE B

Remuneration and Benefits

Upon joining Uninhibited, the total remuneration for your services will be as follows:

Rs. 6,00,000 per annum before deductions, inclusive of HRA & local travel for a full time position. Salary will be calculated pro rata for any alternative arrangement. TDS and Professional tax will be deducted.

There will be additional benefit of insurance coverage to staff and dependent.

Rhensha
20-7-2022

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