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## **EMPLOYMENT CONTRACT AGREEMENT**

This assignment chattel **Dated: Saturday 28 March 2020** is made between **RIVA GROUP** herein referred to as Hiring Firm and **DONNA JOHNSON** herein referred to as Online Manager in the USA/Canada region.

### **RIVA GROUP.**

V.LE CERTOSA, 249, 20151 MILANO, ITALY.

### **AND**

### **ONLINE MANAGER/SUPERVISOR.**

### **DONNA JOHNSON.**

42 Sanders Blvd, Hamilton, Ontario, Canada L8S 3J3.

Tel: +1 289-440-6658.

Email: [msdj1959@gmail.com](mailto:msdj1959@gmail.com)

### **Hiring Firm shall have the following understanding and responsibilities.**

- Confirms that Online Manager services are legally allowed in USA/CANADA region.
- To provide a list of team members, product descriptions to Online Manager including customer contact information, payment information, and quantity.
- To increase Online Manager Salary and bonus at the end of Twelve (12) weeks based on Hiring Firm's satisfaction in services rendered (competence, credibility).
- Hiring Firm shall assign a Manager to Online Manager for quick, easy communication.

**Manager:** Mr. Paul Romani.

**Call #:** +1 (985) 243-3271

**Email:** [career@rivaacciaio.net](mailto:career@rivaacciaio.net)

- Hiring Firm Agrees to pay additional funds other than the stipulated, accumulated monthly salary if any additional/side task is required carried out by Online Manager.
- The Hiring firm shall pay a salary advance of US\$250 at US\$25/Hour to cover five days of online training; two hours daily.
- The Hiring firm shall provide the company handbook, product portfolio, and certifications, funds for the purchase, shipping fee of each required work equipment due to the Online Manager/Manager and the team.

The following work equipment will be made available to the Online Manager/Supervisor and the team of prospective Representatives.

Apple laptop (MacBook Pro 15" with Radeon Pro Vega).  
Prepaid iPhone.  
Printer.  
Fax Machine.  
Jabra GN9120.  
Company handbook.  
Product portfolio and certifications.

- Funds for the purchase and shipping of all required work equipment will be provided by the Hiring Firm through its subsidiary affiliates in the US.
- Riva Group Italy confirms that these funds, which will be provided to the Online Manager/Supervisor are good, clean, of non-criminal origin and from a legal source.

### **Online Manager shall have the following understanding and responsibilities:**

- Plan and implement systems that perform the work and fulfill the mission and the goals of the department efficiently and effectively.
- Work with Online Managers and account receivables agents to ensure proper customer service is being delivered.

- Provide accurate, valid and complete information by using the right methods/tools.
- Handle complaints, provide appropriate solutions and alternatives within the time limits and follow up to ensure resolution.
- Provide oversight and direction to the employees in the operating unit in accordance with the organization's policies and procedures.
- Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.
- Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment.
- Empower employees to take responsibility for their jobs and goals. Delegate responsibility and expect accountability and regular feedback.
- Prepares product or service reports by collecting and analyzing customer information.
- Contributes to team effort by accomplishing related results as needed.
- Communicate regularly with other managers, the director, vice president, president, and other designated contacts within the organization.
- Maintaining good financial and customer records.
- Resolve invalid or unauthorized deductions by following pending deductions procedure.
- Protects organization's value by keeping all transactions, information confidential.
- Good working knowledge and understanding of Tools.
- Maintain transparent communication. Appropriately communicate organization information through department meetings, one-on-one meetings, and appropriate

email

- Ensure customer satisfaction and provide professional customer support.
- Accepts to act upon every given legal instruction, information from the assigned manager (Mr. Paul Romani).
- Accept to provide a valid means of identification (ID card) and a Utility not exceeding three months as a proof of address.
- Accept to provide required information to receive funds for the payment of salary, benefits and the purchase, shipping fee of the required work equipment; a onetime duty as the Online Manager/Supervisor.

**Preferred payroll cycle:** Bi-weekly \_\_\_\_\_ Monthly \_\_\_\_\_

**Name payment should be issued to:** \_\_\_\_\_

**Shipping address:** \_\_\_\_\_

\_\_\_\_\_

**Bank name:** \_\_\_\_\_

**Account number:** \_\_\_\_\_

**Routing number:** \_\_\_\_\_

**Bank address:** \_\_\_\_\_

\_\_\_\_\_

**NOTE: Information disclosed would be treated with a very high level of confidentiality and will only be used for payment of salary and to finance the one time purchase, shipping of work equipment. Riva Group Italy will establish and maintain reasonable security measures for the safe custody of the information and prevent unauthorized access to it.**

**Preferred Employment Plan:** Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

**Full-Time Salary/Benefits:**

Monthly salary: US\$ 3,200.

Work hours: Five (5) hours daily.

Workdays: Four (4) days a week.

Phone bill, internet bill will be covered by the hiring firm.

Twenty (20) days Paid time off, sick days, and vacation days

**Part-Time Salary/Benefits:**

Hourly salary rate: US\$ 38.

Work hours: Two (2) hours daily.

Workdays: Six (6) days a week.

Phone bill, internet bill will be covered by the hiring firm.

Fifteen (15) days Paid time off, sick days, and vacation days

**Probation Period:** The first ninety days of hiring constitute a probationary period during which; hiring firm may, in its absolute discretion, terminate this contract for any reason without notice or cause.

**Confidentiality:** Hiring Firm and its Online Manager will not at any time or in any manner, either directly or indirectly, divulge, disclose, or communicate in any manner, any information, confidential information to a third party; for this will lead to termination of the contract.

Upon termination of this contract; the Online Manager/Supervisor will return to Hiring Firm all records, notes, documentation and other items that were used, created, or controlled by Online Manager during the term of this contract.

**Tax:** Tax scheme and payment incurred will be discussed, reviewed prior to the year-end due to tax law changes to maximize employee tax-saving opportunities; with an effective tax plan, there is a greater assurance of tax being taken care of by the hiring firm.

**Force Majeure:** If the performance of this Contract Agreement or any obligation under this Contract Agreement is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"). And if the party unable to carry out its obligation gives the other party prompt written notice of such event, then the obligation of the party invoking this provision shall be suspended to the extent necessary by such event.

The term Force Majeure shall include, without limitation, acts of God, fire, explosion, vandalism, storm or other similar occurrence, orders or acts of military or civil authority, or by national emergencies, insurrections, riots, or wars, or strikes, lock-outs, work stoppages. The excused party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such causes are removed or ceased. An act or omission shall be deemed within the reasonable

control of a party if committed, omitted, or caused by such party, or officers, Account Officer Representatives, or affiliates.

**Dispute Resolution:** Both parties will attempt to resolve any dispute out of or relating to this Contract Agreement through friendly negotiations amongst both parties. If the matter is not resolved by negotiation, both parties shall resolve the dispute using the below Alternative Dispute Resolution (ADR)

Any controversies or disputes arising out of or relating to this Contract Agreement will be submitted to mediation in accordance with any statutory rules of mediation. If mediation does not successfully resolve the dispute, both parties may proceed to seek an alternative form of resolution in accordance with any other rights and remedies afforded by law in the USA and Canada region.

**Severability:** If any provision of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

**Amendment:** This Contract Agreement may be modified or amended in writing by mutual agreement between both parties if the writing is signed by the party obligated under the amendment.

## **General**

- This Contract Agreement may be terminated by the mutual request of both parties involved.
- This Contract Agreement is concluded and executed in accordance with the UN Convention on contracts for the international sale of goods in 1980, was developed by the United Nations Commission on international trade law (UNCITRAL) and adopted at the conference in Vienna (Vienna Convention 1980).
- This Contract Agreement shall have a term of 12 months from the date of execution. It is understood that this Contract Agreement may be subject from time to time to revision or modification by mutual agreement. Furthermore, any party may terminate the MOU unilaterally with 7 days prior to writing a notice to the other parties in whole, or in part as deemed prudent by any party in its sole discretion.
- If this Contract Agreement is terminated neither party shall be liable to the other for any monetary or other losses that may result. In the future, both parties agree to finalize all activities from the time before termination in the spirit of this MOU.

- Each party agrees not to discriminate in administering this MOU at any given time.
- This Contract Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement. This Contract Agreement is the sole agreement between both parties concerning the subject matter hereof and shall not be altered or amended except in writing duly executed by all parties.



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**CLAUDIO RIVA.**  
Chairman, Riva Group.

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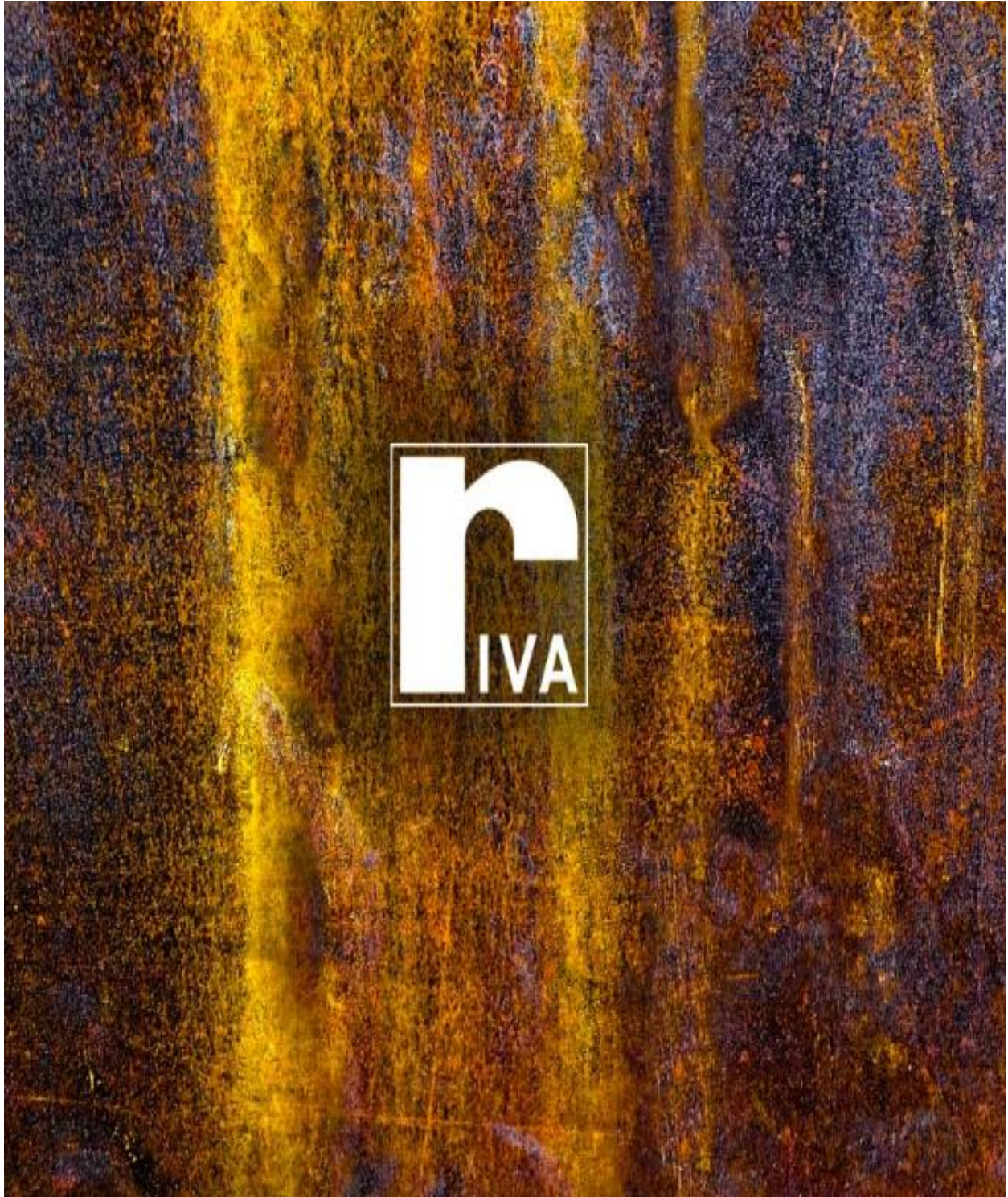
Signature & Date.  
**DONNA JOHNSON.**  
Online Manager/Supervisor, Riva Group.

**WITNESSED BY:**



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**PAUL ROMANI.**  
Hiring Manager, Riva Group Italy.



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**Disclaimer:** This contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. If you have received this e-mail by mistake, please notify the sender immediately by e-mail and delete this e-mail from your system.

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