

Employment Agreement instructions

- 1) Download this Employment Agreement and study it.
- 2) Complete all required fields marked in yellow. (Put your full name on the “signature” field.)
- 3) Save the changes you made.
- 4) Attach completed agreement and copy of your ID. Reply via email to HR Specialist.
- 5) We will contact you after your information verified.

IMPORTANT: Enter valid information (Name, email, address and phone numbers)

NOTE: You will be contacted on the phone. Make sure to keep your phone on always Mon-Fri during normal business hours.

EMPLOYMENT CONTRACT

THIS EMPLOYMENT CONTRACT (this "Agreement") dated as of June 10, 2020

BETWEEN:

BAYTON LOGISTICS (BAYTON LOGISTICS, LLC. legal name) whose registered office:

Warehouse address: 7900 NORTH HAGGERTY RD,
Block W37, Canton, MI-48170
Registered address: 7900 NORTH HAGGERTY RD,
Block W37, Canton, MI-48170
(FEI/EINNumber: 85-1245713)

(the "Employer")

OF THE FIRST PART

- AND -

Your name ___

Full address __

(the "Employee")

OF THE SECOND PART

Background:

A. This Agreement shall be construed and enforced in accordance with the laws of the State of Michigan, United States of America.

B. The Employer desires to employ the Employee and the Employee has agreed to accept and

B. The Employer desires to employ the Employee and the Employee has agreed to accept and enter such employment upon the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

Commencement Date and Term

1. The Employee will commence permanent part-time employment with the Employer on the day of signing the contract.
2. The Employee must successfully complete a probationary period of one (1) month (the 'Probationary Period') beginning on the Commencement Date. At any time during the Probationary Period, as and where permitted by law, the Employer will have the right to terminate employment without any notice or compensation to the Employee other than wages owed for hours of work already completed.

Job title and Description

3. The initial job title of the Employee will be the following: **Product Checker**
4. The Employee agrees to be employed on the terms and conditions set out in this Agreement. The Employee agrees to be subject to the general supervision of and act pursuant to the orders, advice and direction of the Employer.
5. The Employee will perform any and all duties as requested by the Employer that are reasonable and that are customarily performed by a person holding a similar position in the industry or business of the Employer.
6. The Employer may make changes to the job title or duties of the Employee where the changes would be considered reasonable for a similar position in the industry or business of the Employer. The Employee's job title or duties may be changed by agreement and with the approval of both the Employee and the Employer or after a notice period required under law.
7. The Employee agrees to abide by the Employer's rules, regulations, policies and practices, including those concerning work schedules, vacation and sick leave, as they may from time to time be adopted or modified.

Duties

8. Employee is required to perform the following duties and undertake the following responsibilities in a professional manner:
 - (a) - Receive, sort, and route incoming packages;

- (b) - Process incoming packages;
 - (c) - Sort and distribute mail and deliveries;
 - (d) - Prepare parcels for shipment;
 - (e) - Ship packages;
 - (f) - Perform various Mail Center activities (sorting, metering, folding, inserting, deli pickup, etc.);
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- (g) - Other duties as may arise from time to time and as may be assigned to the employee;

Employee Compensation

9. Compensation and Other Benefits. Subject to the provisions of this Agreement, the Company shall pay and provide the following compensation and other benefits to the Executive/Employee during the Term as compensation for services rendered hereunder (all cash payments contemplated below to be paid in United States Dollars/USD):

(a) Base Salary. The Company shall pay to the Executive/Employee salary **1300\$** fixed monthly salary and additional **30\$** bonus for packages which processed on time with **NO DELAYS**. Average monthly income **2400\$**, payable in substantially equal installments in accordance with the ordinary payroll practices of the Company as established from time to time. **Should be paid by monthly rate.**

(b) Base Salary Reconsideration. The Base Salary shall be reviewed annually. If the Executive/Employee is requested to serve as an officer of any additional Group Company and he/she agrees to do so, he/she will do so for no extra remuneration.

(c) Bonus Plan. Executive/Employee subjected to regular bonus scheme, individual depending on performance, for each processed order, confirmed by supervisor/administrative department. Payments subjected to the bonus plan shall be paid on a monthly basis.

10. This Compensation will be payable once per month while this Agreement is in force. The Employer is entitled to deduct from the Employee's Compensation, or from any other compensation in whatever form, any applicable deductions and remittances as required by law.

11. The Employee understands and agrees that any additional remuneration paid to the Employee in the form of bonuses or other similar incentive remuneration will rest in the sole discretion of the Employer and that the Employee will not earn or accrue any right to incentive remuneration by reason of the Employee's employment.

12. The Employer will reimburse the Employee for all reasonable expenses, in accordance with the Employer's lawful policies as in effect from time to time, including but not limited to, any travel and entertainment expenses incurred by the Employee in connection with the business of the Employer. Expenses will be paid within a reasonable time after submission of acceptable

Employer. Expenses will be paid within a reasonable time after submission of acceptable supporting documentation.

13. All packages MUST BE sent out before the payroll processed with no delays. Any delay or non-performance with packages or tasks might cause payment being on hold. Salary MUST be released as soon as all packages and tasks completed.

Time of Work

14.

However, the Employee will, on receiving reasonable notice from the Employer, work additional hours and/or hours outside of the Employee's Normal Hours of Work as deemed necessary by the Employer to meet the business needs of the Employer.

Employee Benefits

15. The Employee will be entitled to only those additional benefits that are currently available as described in the lawful provisions of the Employer's employment booklets, manuals, and policy documents or as required by law.
16. Employer discretionary benefits are subject to change, without compensation, upon the Employer providing the Employee with 60 days written notice of that change and providing that any change to those benefits is taken generally with respect to other employees and does not single out the Employee.

Vacation

17. The Employee will be entitled to four weeks of paid vacation each year during the term of this Agreement, or as entitled by law, whichever is greater.
18. The times and dates for any vacation will be determined by mutual agreement between the Employer and the Employee.
19. Upon termination of employment, the Employer will compensate the Employee for any accrued but unused vacation.

Conflict of Interest

20. During the term of the Employee's active employment with the Employer, it is understood and agreed that any business opportunity relating to or similar to the Employer's actual or reasonably anticipated business opportunities (with the exception of personal investments in less than 5% of the equity of a business, investments in established family businesses, real estate, or investments in stocks and bonds traded on public stock exchanges) coming to the attention of the Employee, is an opportunity belonging to the Employer. Therefore, the Employee will advise the Employer of the opportunity and cannot pursue the opportunity, directly or indirectly, without the written consent of the Employer.

21. During the term of the Employee's active employment with the Employer, the Employee will not, directly or indirectly, engage or participate in any other business activities that the Employer, in its reasonable discretion, determines to be in conflict with the best interests of the Employer without the written consent of the Employer.

Confidential Information

22. Employee acknowledges that, in any position the Employee may hold, in and as a result of the Employee's employment by the Employer, the Employee will, or may, be making use of, acquiring or adding to information which is confidential to the Employer (the "Confidential Information" and the Confidential Information is the exclusive property of the Employer.

