

HELLO PLUMBING DALLAS

## Formal Offer Letter

### I. Position

#### Job title

Your title will be Operations Manager-Assistant, and you will report to the President/CEO.

#### Working schedule

This is a full-time position requiring approximately 40 hours per week. Your regular weekly schedule will be Monday to Friday 9:00am-5:00pm CST. The position requires some work to be performed outside of normal business hours.

#### Work Location

You will primarily work out of the company office located in Dallas, TX. You may work remotely provided that the needs of the business are met. You may be required to travel to the company offices in other locations from time to time as business needs dictate.

### Employment Relationship

The effective date of this agreement shall be 03 / 29 / 2021. The term of employment shall be temporary/seasonal/permanent. The agreement shall automatically renew for additional one-year periods unless either Infly or you give the other party written notice of intent not to renew the agreement not less than thirty (30) days prior to the date on which the term would automatically renew.

The Company shall indemnify and hold you harmless from any cause of action, claim of right, or the like arising from and in the scope of employment.

Infly shall pay any and all expenses arising from and in relation to the performance of your duties. The company shall reimburse you for any expenses paid for out of pocket.

### II. Compensation

#### Salary

The Company will pay you a starting salary at the rate of \$30/per hr, payable in accordance with the Company's standard payroll schedule, beginning 03/29/2021 on the effective date of this agreement. This salary will be subject to adjustment pursuant to the Company's employee compensation policies provided that the compensation provided herein may not be reduced during the term of the agreement.

#### Equity Compensation

Beginning on your first annual anniversary with Infly, you will be entitled to receive additional compensation in the form of equity in the company. Infly and you agree to have good-faith discussions regarding the amount and vesting of said equity prior to the first anniversary date.

#### Tax withholding

All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law.

#### Tax advice

You are encouraged to obtain your own tax advice regarding your compensation from the Company. You agree that the Company does not have a duty to design its compensation policies in a manner that minimizes your tax liabilities and you will not make any claim against the Company or its Board of Directors related to tax liabilities arising from your compensation.

### III. Annual incentive bonus potential

You will be eligible to be considered for an incentive bonus for each fiscal year of the Company. The bonus (if any) will be awarded based on objective or subjective criteria established by the Company's Chief Executive Officer and approved by the Company's Board of Directors. Any bonus for the fiscal year in which your employment begins will be prorated, based on the number of days you are employed by the Company during that fiscal year. Any bonus for a fiscal year will be paid within one month after the close of that fiscal year, but only if you are still employed by the Company at the time of payment. The determinations of the Company's Board of Directors with respect to your bonus will be final and binding.

### IV. Employee benefits

As a regular employee of the Company, you will be eligible to participate in a number of Company-sponsored benefits.

The Company offers a comprehensive employee benefits program, including:

#### Vacation policy

You will be eligible for 25 days of paid vacation leave per year. Paid time off is additional to sick days, bank holidays and days that the company does not operate.

#### **Private health and dental insurance plan**

As all Company employees, you will be eligible for the private health and dental insurance plan we provide. Specific terms and conditions may change upon vendor's decision.

### **V. Privacy and Confidentiality Agreements**

#### **Privacy Agreement**

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

#### **Conflict of Interest policy**

While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company except as otherwise provided herein.

#### **Proprietary Information and Inventions Agreement**

Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's standard Proprietary Information and Inventions Agreement.

### **VII. Interpretation, Amendment and Enforcement**

This letter agreement supersedes and replaces any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between you and the Company and constitute the complete agreement between you and the Company regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company.

In the event of a dispute arising out of and in relation to this agreement, the dispute shall be submitted to a neutral arbitrator for resolution.

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement by 03/29/2021. Upon your acceptance of this employment offer, Hello Plumbing Dallas will provide you with the necessary paperwork and instructions.

Sincerely,

Paul Zhao

Signatures:

*Paul Zhao*

\_\_\_\_\_  
Company Representative (Sign)

Paul Zhao - Hello Plumbing Dallas  
Company Representative (Print)

03 / 29 / 2021  
Date

*Taylor Watson*

\_\_\_\_\_  
Applicant (Sign)

Taylor Watson  
Applicant (Print)

03 / 31 / 2021  
Date

<b>TITLE</b>	Employment Agreement
<b>FILE NAME</b>	Draft Offer Letter.v2 (2).docx
<b>DOCUMENT ID</b>	08ebcad351430bf23f3cffc81850449899339a7e
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## Document History



**03 / 31 / 2021**  
22:28:03 UTC

Sent for signature to Taylor Watson  
(taylor.helloplumbing@gmail.com) from  
plumbinghello@gmail.com  
IP: 24.107.96.41



VIEWED

**03 / 31 / 2021**  
22:29:32 UTC

Viewed by Taylor Watson (taylor.helloplumbing@gmail.com)  
IP: 108.199.237.45



SIGNED

**03 / 31 / 2021**  
22:31:32 UTC

Signed by Taylor Watson (taylor.helloplumbing@gmail.com)  
IP: 108.199.237.45



COMPLETED

**03 / 31 / 2021**  
22:31:32 UTC

The document has been completed.