

MAY 27 2021

BOSTON NEWYORK

Dear,

Jada Cochran

**OFFER LETTER**

We are pleased to offer you the position as **CUSTOMER SERVICE**with us here at REFINTIV, where we hope you will enjoy your role and make a significant contribution to the success of the business.

Your training will commence as soon **CUSTOMER SERVICE**reporting daily to Head of Department. You will be based remotely at home until the office location is ready and convenient for work but may be required to work at such other locations within Boston ny, In as reasonably determined by the needs of the business.

REFINTIV general hours of business are between 8am–4pm, Monday-Friday. From time to time you will be required to work reasonable additional hours or after hours when necessary to perform your duties effectively. Overtime payments or time in lieu will be calculated in accordance with the hour work and will be paid along with your weekly payment.

The roles and responsibilities of this position will be described separately in an attached Position Description.

This is a Temporary<working from home until the physical office is completed> but permanent position, weekly payments and training.

Probationary Period:

A one-month Probationary Period will apply to this role.

During this time, you will receive training and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do.

The appointment is subject to the satisfactory completion of the Probationary Period which itself is subject to termination during any stage, by either party, upon <one week’s notice in writing>, or by payment in lieu of notice.

Payment:

Your training is at a rate of $15.0 per hour.

Your salary is at a rate of $30.08 per hour which will be increased as you work. Your salary will be paid weekly on Friday.

All or any expenses made from your pocket for the sake of the company will be reimbursed immediately or during His/her respective pay period.

Superannuation:

Superannuation payments will be made on your behalf in accordance with the Superannuation Guarantee into a Superannuation fund of your choice. If you do not choose a fund, your contributions will be placed into the default fund.

Salary Review:

Your remuneration package will be reviewed annually on or about the anniversary of your employment or in accordance with workplace laws.

Personal leave:

You are entitled to 10 days paid personal/career’s leave in accordance with the Fair Work Act 2009.

You are entitled to a period of two days’ unpaid career’s leave per occasion in accordance with the Fair Work Act 2009.

You are entitled to a period of two days paid compassionate leave per occasion in accordance with the Fair Work Act 2009.

The minimum period of notice required to be given to the employer by the employee is either:

That prescribed by the relevant employment agreement or other contract of employment. If no period of notice is prescribed as above, a period of notice equal to the employee’s usual pay period.

REFINTIV may terminate your employment by giving the following period of notice (or payment in lieu) depending on service:

|  |  |
| --- | --- |
| Period of continuous service | Notice period |
| Not more than 1 year | 1 week |
| More than 1 year, but not more than 3 years | 2 weeks |
| More than 3 years, but not more than 5  Years | 3 weeks |
| More than 5 years | 4 weeks |

If you are over 45 with more than two years’ continuous service, you will receive an additional week’s notice (or payment in lieu).

The company may terminate your employment at any time without notice if: You are guilty of serious misconduct; or

You are in material breach of a provision of this contract, including confidentiality undertakings.

Following the termination of your employment you will be required to return all company property

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.

REFINTIV has in place a few company policies and procedures. You are required to comply with company policy. A failure to comply with these policies may result in disciplinary action being taken against you.

During your employment, you may become aware of information relating to the business of REFINTIV, including but not limited to client lists, trade secrets, client details and pricing structures.

Confidential information, including client lists, trade secrets, pricing structures and all documents created by you during your employment remain the sole property of REFINTIV . You shall not, either during or after your employment, without the prior consent of the REFINTIV, directly or indirectly divulge to any person or use the confidential Information for your own or another’s benefit.

This contract is made in the State NY United States of America.

You are welcome Jada Cochran; we would like to take this opportunity to welcome you to REFINTIV. We wish you a long and rewarding career with us.

Yours sincerely,

REFINTIV.

I, accept the terms and conditions of this contract. Employee:

Signed Date

WARNING: All Documents received are licensed for Official use of the company only, all other rights are reserved. Any unauthorized Copying, duplicating, altering, editing is strictly prohibited and any such actions establishes liability for a civil action and may give rise to criminal prosecution.