

OFFER OF EMPLOYMENT – PROJECT MANAGER

I am pleased to offer you the position of Project Manager with **MalTech LLC**. This offer is contingent upon satisfactory completion of a one-month pre-employment training program in the Special Projects Department, and until such time as that is done, this offer of employment is null, void and of no effect.

This letter will form the basis of your employment with **MalTech LLC**. The following points outline the terms and conditions we are proposing.

1. Title

Project Manager

2. Job description

In the role of Project Manager, you will be expected to carry out the duties and responsibilities described in the formal job description.

3. Start date

Your employment starts on 16th of August, 2021. Please report to the reception at 10:00 AM local time to begin your onboarding process.

4. Salary

Your salary will be **\$110,000.00 (One Hundred Ten Thousand United States Dollars and Zero Cents)** per annum payable on a bi-weekly basis in 26 equal installments of **\$4,230.76 (Four Thousand Two Hundred Thirty United States Dollars and Seventy-Six Cents)** plus bonuses. It is the Company's policy to pay salary by direct deposit into employees' bank account twice a month every other Thursday. This salary will be subject to normal Federal income and Social Security taxes and deductions as well as all State or local taxes now applicable or that may become applicable to Employee or Employer in the future.

5. Group benefits

You will be eligible for coverage under **MalTech LLC** Group Insurance Plan (*GIP #8210*).

The current, standard company health, life, disability vision, and dental insurance coverage are offered with this agreement per company policy. Your eligibility for other benefits, including the 401(k), tuition reimbursement, and bonus potential will take place per company policy. You are enrolled in a core Cash Balance Retirement Plan (pension) that provides employer-paid contributions toward your retirement savings after completing one year of service (1,000 paid hours in 12 consecutive months). Upon hire, you may also contribute to a Tax-Sheltered Annuity (403(b)) account, which permits you to save for retirement through Fidelity and/or TIAA-CREF. We will match 100% of the first 2% of pay that you contribute to your 403(b) each pay period, starting after one year of service. If you are age 50 or older, you can enroll in a Retiree Medical Savings Account (RMSA) that lets you save up to \$4,500.00 a year toward retiree medical expenses and receive a year-end employer match of up to \$500.00.

You have a selection of three plans, including: Blue Cross Blue Shield (Plus Plan, Select Plan), and Neighborhood Health Plan. You receive an additional Choice Pay allocation (only if you elect medical coverage) toward the purchase of health coverage, which varies depending on your level of coverage: employee only, employee + spouse, employee + children, or family. You may select from two Delta Dental plans: Major and Basic Dental. Major Dental includes 50% coverage for orthodontia, up to a \$2,000.00 lifetime maximum. You receive an additional Choice Pay allocation (only if you elect dental coverage) toward the purchase of dental coverage, which varies depending on your level of coverage: employee only, employee + spouse, employee + children, or family. Vision insurance is provided through Davis Vision plan, which offers coverage for an annual comprehensive eye examination and one pair of eyeglasses or contact lenses. You may choose your level of coverage: employee only, employee + spouse, employee + children, or family. You can also choose to enroll in a Health Care and/or Dependent Care Flexible Spending Account (FSA). These accounts save you tax dollars and reduce your out-of-pocket costs for health and dependent care expenses. Based on your income, you may receive an immediate match if you enroll in a Dependent Care Flexible Spending Account.

Your core employer-paid benefits also include 1 times your annual base salary in employee life and AD&D insurance; short-term disability coverage equal to 60% of your base pay, after one week of disability, for up to 12 weeks (with the option to purchase up to 75% of your base pay in coverage); long-term disability coverage equal to 50% of your base pay, after 12 weeks of disability (with the option to purchase up to 60% or 75% of your base pay in coverage); and business travel accident insurance.

6. Hours of work

Your hours of work will be from 8:00 AM to 5:00 PM (local time) from Monday through Friday (excluding federal holidays), with an official lunch break from 12:00 PM to 1:00 PM.

7. Reporting relationship

As a Project Manager, you will report to the Executive Director.

8. Vacation and holidays

You will be eligible for 4 weeks of vacation per annum on a pro-rated basis in addition to U.S. National Holidays applicable for **MalTech LLC** employees, which will be declared every year. Vacation days earned should be taken within the calendar year. However, 40 earned hours may be rolled over to the next year for use.

U.S. paid National Holidays are:

- New Year's Day
- Martin Luther King, Jr. Birthday
- Washington's Birthday (*Presidents Day*)
- Memorial Day
- Independence Day (*4th of July*)
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

Holiday Scheduling Note: When a holiday falls on a weekend, the holiday is usually observed on Monday (if the holiday falls on Sunday) or Friday (if the holiday falls on Saturday).

MalTech LLC

629 16th St,
Jersey City, NJ 07310

Upon completion of the aforementioned training, please acknowledge receipt of this letter and acceptance of the conditions contained therein by signing this copy with the attached annexures and returning it to the Human Resources Department. Please note that as this offer is contingent upon the completion of the training, this offer letter may not be signed prior to the satisfactory completion of the training and indication to that effect is given by the Head Office of **MalTech LLC**.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

V. Ruggiero

Sincerely,

Mr. Victor Ruggiero

**Head of HR Department,
MalTech LLC**

With the signature below, I (_____) accept this offer of employment.

Signature

Date

EMPLOYMENT ADDENDUM – TELECOMMUTE PROJECT MANAGER

Employees who request a voluntary telecommuting or remote work arrangements must read the following policy.

Note: if you are not a telecommute employee, do not read the following policy.

1. Telecommuting Policy Statement

For the entirety of this telecommute and remote work policy, the employee refers to a full-time or part-time **MalTech LLC** staff member; the employee does not refer to **MalTech LLC** affiliate. Telecommuting and remote work may pose advantages for both the Company and its employees, including increased productivity and performance, enhanced employee recruitment and retention, relief of office space constraints, cost reduction, environmental sustainability, crisis response, and greater work-life balance. Telecommuting is not an entitlement or company-wide benefit. Although some positions may require telecommuting or remote work, it is typically a voluntary work arrangement determined by employees' managers in which eligible employees fulfill their job responsibilities at a site other than their onsite work location during regularly scheduled work hours for an indefinite or finite period. The scope of this policy covers voluntary telecommuting and remote work arrangements.

2. Reason for the policy

The intent of this policy is to provide procedural guidance to both employees and their supervisors when a voluntary telecommuting or remote work arrangement is requested.

3. Reason for the policy

The Company considers telecommuting or remote work to be a viable alternative work arrangement in cases where the individual employee, the job, and the supervisor are well suited to such an arrangement. Not all employees and positions are suitable for telecommuting or remote work. Suitability for telecommuting or remote work is based upon the individual employee as well as the employee's position and is to be determined by the employee's supervisor and approved per this policy. Informal telecommuting or remote work arrangements, such as working on the road during business travel, do not require the completion of the Company's

Telecommuting and Remote Work Agreement. Formal telecommuting or remote work arrangements, which are long-term, short term and/or reoccurring, require the completion of **MalTech LLC Telecommuting and Remote Work Agreement** or if in the response to an immediate temporary basis (business crisis), the **MalTech LLC Temporary Telecommuting and Remote Work Agreement**.

- Employees are expected to work their normal work schedule, unless they receive their manager's prior approval to adjust their schedule. Employees need to remain productive and responsive during their scheduled work hours.
- Employees are expected to maintain a presence with their department/division while working remote. Presence may be maintained by using appropriate technology including but not limited to a computer, email, messaging application, video conferencing, instant messaging, Google sheets, and/or text messaging. The employee is expected to maintain the same response times as if they were at their regular location and will make themselves available to attend scheduled work meetings as required and/or requested.
- Employees are expected to arrange for child/dependent care as necessary for the hours in which the employee works from home. Personal tasks and errands should only be performed during the employee's scheduled breaks and lunches.
- The Company is not responsible for operating costs of any personal equipment (including, but not limited to: computers, personal devices, cellular or standard telephones), home maintenance of personal equipment, or any other incidental costs (utility provider costs, telephone costs or for any supply costs used in the home) associated with the use of an employee's alternative work arrangement.

4. Procedures

An employee in good standing who desires a telecommuting or remote work arrangement submits a written email request to their supervisor with a proposal. Once requested, the manager and employee determine if the requested arrangement is informal or formal.

- a) If the requested arrangement is deemed informal, completion of **MalTech LLC's Telecommuting Agreement** is not required, but the arrangement must be documented by the supervisor.

- b) If the requested arrangement is formal, the supervisor and employee must evaluate the suitability of a telecommuting or remote work arrangement, paying particular attention to the Rules and Guidelines listed in this Policy.
- c) If the requested arrangement is pursuant to a business crisis, the supervisor and employee must evaluate the suitability of a telecommuting or remote work arrangement, paying particular attention to the Rules and Guidelines listed in this Policy. **MalTech LLC** staff should work directly with their supervisor.

The supervisor/manager determines if the telecommuting request is denied or granted.

- a) If the request is denied, the employee may send another request if the employee experiences a change in job responsibilities.
- b) If the request is granted, the employee and supervisor must prepare and sign **MalTech LLC Telecommuting and Remote Work Agreement** or the **MalTech LLC Temporary Telecommuting and Remote Work Agreement** listed in this Policy above, that adheres to the Rules and Guidelines.

The supervisor/manager must send a copy of any signed agreement to the Human Resources Department. **MalTech LLC** staff should review and sign the required agreement regarding telecommuting, remote work, or emergency eligibility and procedures.

5. Job responsibilities

- Discuss the employee's job responsibilities and determine if their position is appropriate for a telecommuting or remote work arrangement.
- Examples of jobs that may be suitable for telecommuting or remote work arrangements include those that have minimal face-to-face interaction, heavy data entry tasks, or specific objectives and performance standards that can be measured.
- Examples of jobs that may not be suitable for telecommuting or remote work arrangements include those that require frequent face-to-face interaction, onsite customer support or access to onsite confidential documents.

6. Department and employee suitability

- Examine the needs of the department, including frequency of meetings, department goals and projects, other departments' schedules, and space constraints.
- Assess the performance of the employee to ensure that the employee is in good standing and to determine if the employee's work habits display the traits customarily recognized as appropriate for successful telecommuters, such as reliability, responsiveness, and the ability to work independently.

7. Schedule

- Discuss and agree upon the number of telecommuting or remote days allowed each week, the work hours and schedule that the employee will customarily maintain, and the manner and frequency of regular communication (i.e. via phone, video conferencing, and/or in person, etc.) with the immediate supervisor/manager and others that they will be communicating with, etc.
- Telecommuters or remote workers must be as accessible as their onsite counterparts during their agreed-upon regular work schedule, regardless of work location. Telecommuters may be required to work at their onsite location for meetings, events, and other situations deemed necessary by their supervisors.
- Telecommuters or remote workers may be required, at any time, to commute to their onsite work location. This is considered commute time, and telecommuters are not eligible to receive reimbursement for this travel.
- Telecommuters or remote workers may be required to forfeit use of personal offices or workstations at their onsite work location to maximize utilization of office space.

8. Equipment

- Assess the alternate work location, including workspace design and equipment needs. **MalTech LLC** may determine the appropriate equipment needs for each telecommuting or remote work arrangement at the alternate work location on a case-by-case basis consistent with **MalTech LLC's IT policies and procedures**. **MalTech LLC** reserves the right to make determinations as to appropriate equipment, subject to change at any time.
- When **MalTech LLC's** equipment is used at alternate work locations, telecommuters or

remote workers must exercise reasonable care for the equipment and should take appropriate action to protect the items from damage or theft. Telecommuters or remote workers may be held liable for damage caused by negligence. **MalTech LLC** equipment should be used for business purposes only and will be maintained by **MalTech LLC**.

- Like their onsite counterparts, telecommuters and remote workers must adhere to **MalTech LLC's IT Information Security Policy**.

9. Alternate work location

- Telecommuters or remote workers must establish an appropriate work environment within their alternate location for work purposes. **MalTech LLC** is not responsible for costs associated with setup of telecommuters' alternate office spaces, such as remodeling, furniture or lighting, nor for repairs or modifications to alternate office spaces.
- Hoteling, or telecommuting from **MalTech LLC** branch or other **MalTech LLC** location, may be an option as an alternate work location. These workspaces may not be altered, and employees who use them must use **MalTech LLC's** equipment. Employees who wish to hotel should contact the Office Director of the **MalTech LLC** location for specific procedures.
- Telecommuters or remote workers should not hold business visits or in-person meetings at their alternate work location unless approved by their supervisor or unless they are traveling and conducting company business.
- Telecommuters or remote workers must take all precautions necessary to secure privileged information in their alternate work location and prevent unauthorized access to any system, consistent with the **MalTech LLC's** expectations of information asset security for employees working at any **MalTech LLC** office. Telecommuters and remote workers will be expected to ensure the protection of proprietary company information.
- Employees are solely responsible for the configuration of and all the expenses and services associated with remote workspace. This includes ensuring and maintaining an ergonomically appropriate and safe remote worksite. Employees will utilize these resources for the purpose of assessing and maintaining their remote worksite in a safe and ergonomically appropriate manner.
- Telecommuters and remote workers are responsible for notifying their employer of any

injuries sustained while at their alternate work location and in conjunction with their regular work duties in accordance with **MalTech LLC's** workers' compensation procedures.

10. Other

- Telecommuters and remote workers' employment terms and conditions are not affected by changing to or from a telecommuting schedule.
- Telecommuting or remote working is not a replacement for dependent care.
- Telecommuters and remote workers are solely responsible for the tax and legal implications of the use of their alternate work location for business purposes and are solely responsible for any IRS, state, and local government regulations and restrictions. If employees will be telecommuting or working remotely outside of the U.S., they must notify the following people prior to performing any services for **MalTech LLC** outside of the U.S. (except in the case of temporary business travel of 14 days or less): Human Resource Manager, and Finance and Legal Departments when required for Tax and other compliance requirements.
- The availability of telecommuting or remote work as a flexible work arrangement for **MalTech LLC** employees can be modified or discontinued by **MalTech LLC** at any time. Additionally, employees or their supervisors can discontinue telecommuting or remote working arrangements at any time. Every effort will be made to give reasonable advance notice of such changes. There may be instances, however, when no notice is possible.