ATLASSIAN

THIS EMPLOYMENT CONTRACT DATE TUESDAY JANUARY 25, 2022, IS BETWEEN

Atlassian Corporation.   350 Bush Street, Floor 13 San Francisco, CA 94104 United States

OF THE FIRST PART – AND

Parul Jain   10660 Dabney Dr

City: San Diego

State / Province: CA

Postal / Zip Code: 92126

Country: USA

OF THE SECOND PART

BACKGROUND

Atlassian believes that you have the necessary qualifications, experience, and abilities to benefit Atlassian in its business. Atlassian desires to employ you and you have 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 outlined in this Agreement, the receipt and sufficiency of which consideration is at this moment acknowledged.

COMMENCEMENT DATE, JOB FUNCTION AND TERMS

Without any exemption by HR, you will commence precisely 14 days after you have signed and concluded your remote office setup, participated in two or more video meetings/training with existing team members to get a better understanding of our operations and you have been cleared by the IT department.

You agree to devote full-time efforts, as an employee of Atlassian to the employment duties and obligations as described on the job description and all associated functions.

You agree to be employed on the terms and conditions set out in this Agreement. You agree to be subject to the general supervision of and act according to Atlassian's orders, advice, and direction.

You will perform all duties as requested by Atlassian that is Reasonable and customarily performed by a person holding a similar position in the organization.

Atlassian may make changes to your job title or duties, where the changes would be considered reasonable for a similar position in the organization. The Agreement may change your job title or duties and with the approval of both you and Atlassian or after a notice period required under the law.

You agree to abide by Atlassian's rules, regulations, policies, and practices, including those concerning work schedules, vacation, and sick leave, as they may be adopted or modified from time to time.

EMPLOYEE COMPENSATION

Atlassian will reimburse you for all reasonable expenses, following Atlassian's legal policies as in effect from time to time, Atlassian is limited to any travel and entertainment expenses incurred by you in connection with Atlassian's business.

Payments are within a reasonable time after the submission of acceptable supporting documentation. In cases where overtime hours are worked in a period, overtime will be paid as required by law.

TIME AND PLACE OF WORK

Full-Time Work Schedule

You are allowed to work from any remote location of your choice. You will be scheduled to work within the normal hours of 9:00 AM to 5:00 PM and you will be paid $7,800.00 at the end of the month (after tax). For all scheduled hours worked between 17:00 and midnight, you will be paid $47 an hour.

Standard Work Schedules

This includes a 7.5 or 8-hour work performed between 9:00 AM and 5:00 PM, five days a week, Monday to Friday.

Non-Standard Work Schedules

To enable you accommodate family obligations and responsibilities, Atlassian may agree to alter the standard work schedule if operational requirements permit and there is no cost to Atlassian.

Non-Standard Work Schedules may include:

• Employee Scheduled Work: Work performed during hours other than those set out in a standard work schedule. The daily hours may vary.

• Flex Time: Allows you to work a 5-hours a day with flexible daily start and finish times within limits established by management.

• Compressed Work Schedule: Permits you to work longer than 7.5 or 8 hours a day and bank the extra time worked to allow future "time off."

Part-Time Work Schedule

You are allowed to work from any remote location of your choice. Working 12 or more hours per week is required to contribute to the Superannuation Plan and you will be paid $45 for every hour worked. You will be eligible to join the Atlassian benefit plan if you work for more than 3.5 hours a day or 17.5 hours a week. You will also be paid shift premium for all overtime hours worked immediately before and after the regularly scheduled hours above, a request for a non-standard work schedule must be initiated by the employee and approved by the Director.

BENEFITS & PERKS

✓ Standard Home Office Equipment's to Operate with.

✓ Comprehensive medical, dental, vision 100% covered for employees.

✓ Corporate wellness program via Class Pass, Ginger, and Headspace.

✓ 401k plan with company matching.

✓ Generous and flexible vacation and holiday time off.

✓ Commuter benefits, learning and development opportunities.

✓ Career development trainings.

✓ Monthly stipends.

✓ Weekly meditations.

VACATION AND HOLIDAYS

You will be entitled to two weeks of paid vacation each year during the term of this Agreement.

Vacation time and date will be after mutual Agreement between yourself and Atlassian.

Upon termination of employment, Atlassian will compensate the employee for any accrued unused vacation.

CONFIDENTIAL INFORMATION

You acknowledge that, in any position you may hold because of your employment by Atlassian, you will or may, by making use of, acquiring, or adding to information which is confidential to Atlassian (the "Confidential Information") and the Confidential Information is the exclusive property of Atlassian.

The Confidential Information will include all data and information relating to the business and management of Atlassian, proprietary and trade secret technology, and accounting records to which you obtain access, including Work Product, Computer Software, Other Proprietary Data, Business Operations, Marketing and Development Operations, and Customer Information.

Confidential information disclosed by a third party to Atlassian and governed by a non-disclosure agreement entered between that third party and Atlassian the Confidential Information will not include information that: Is generally known in the industry of Atlassian.

The Confidential Information will also not include anything developed or produced by you during your term of employment with Atlassian, including any intellectual property, process, design, development, creation, research, invention, know-how, trade name, trade-mark or copyright that: Was developed without the use of equipment, supplies, facility or Confidential Information of Atlassian; Was developed entirely on your own time; Does not result from any work performed by you for Atlassian; and Does not relate to any actual or reasonably anticipated business opportunity of Atlassian.

Background Check, Office Set-Up, and Training

After completing your profile with the IT department, the next stage will be your background check and your assigned specialist/handler will guide you through this process to enable us to complete all necessary procedure with the employment development department according to company policy. The first week of training will be setting up your remote/home office and your training supervisor will contact you regarding your orientation when you meet with your regional supervisor and some of the team members. You are required to attend our remote worker's orientation day and for further qualification verification of documents, as stated in your resume, and your payment details that will be used by the accounting department for payroll analysis. The final five days of your training will comprise of practical job tasks after your new office equipment is delivered and set up for you. On completion of your training process, you will be required to carry out future job tasks from your remote office with little or no supervision.

Privacy Policy

We treat personal data collected during this recruitment process with utmost confidentiality by law and our data protection policy.

Yours sincerely,

_____

Jess C. Dallmar

Head of Talent Acquisition, USA.

Atlassian Corporation.

Name: _____

Date: _____

Signature: _____