

A young boy with short brown hair, wearing a plaid shirt, is pointing his right index finger towards a man. The man has a beard and is wearing a plaid shirt, smiling warmly at the boy. They are both looking at each other in a close, friendly interaction.

The best purpose is to never
stop learning

**AWAKEN THEIR
POTENTIAL**

JOB EMPLOYMENT LETTER



EBN Contract 7837 Prisa
Publications Publishing
Company 02/02/2022

Dear [REDACTED],

Sequel to your previous interview and due considerations, we are pleased to avail you a provisional offer of employment as a Proofreader. Your employment will commence 02/15/2022. As discussed during the interview, you will be working from home. Your appointment will commence after all your working materials are ready.

As our **Proofreader**, you will be entitled to an hourly salary starting pay of \$40.00 which indicates cost for your work with our Company. Regular performance review will be conducted to assess your performance and suitability. Your continued employment at Prisa company is dependent on your successful completion of the tasks that will be assigned by your Supervisor. Your salary will be reviewed after a period of a month in which it will be increased by 18%. You will be entitled to all allowances and benefits whatsoever decided by the management. Your work employee manual will be coming alongside your working materials which you will purchase with the funds we will issue out to you.

In accepting our Job offer, you certify your understanding that your employment will be on an at-will basis. As an at-will employee, you will be free to terminate your employment with the Company at any time but with cause or advance notice. Likewise, the Company will have the right to re-assign you, to change your compensation or to terminate your employment at any time but with cause or advance notice.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion into National and International markets. Kindly let us know if you have any questions concerning your commencement of work with **Prisa company**.

Yours Sincerely,

Chairman of the Executed Board
Prisa Company

BOOK
EXCELLENCE
AWARDS
WINNER

Santillana Publications

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Probationary Period:

- A five-day paid training period will apply to this role/project.
- During the first three days you will receive training and guidance to help you become familiar with, and competent in; performing the project you have been appointed to do.
- The appointment is subject to the satisfactory completion of the Integration 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 salary is at a rate of \$40/hr. Training which is done for 5 days is \$10/hr.

Your salary will be paid weekly on Friday of each week, working hours 10 hours minimum weekly.

- All or any expenses made of your pocket for the sake of the company will be reimbursed immediately or during your 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. Your salary will be reviewed after a period of a month in which it will be increased by 18%.

Personal leave:

You are entitled to 10 days paid personal/career's leave in accordance with The Fair Labor Standards Act (FLSA).

- You are entitled to a period of two days paid compassionate leave per occasion in accordance with The Fair Labor Standards Act (FLSA).

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Prisa Company: Employment with the Company is for no Specific period. Your employment with the Company will be "at Will," meaning that either you or the Company may terminate your Employment, at any time and for any reason, with or the Company may terminate your Employment, at any time and for any reason, with or without cause. Any Contrary representations that may have been made to you are superseded by this letter of agreement. This is the full and complete agreement between you and the Company on this term. Although your job duties, title, compensation and benefits, as well as the Company's personnel policies and procedures, may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of the Company (other than you).

Period of continuous service	Notice period
New Employees	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 go against the Company policy; 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's property.

You are required to observe and uphold all the Company's privacy policies and procedures as implemented or varied from time to time.

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Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

Employee Benefits: As a regular employee of the Company, you will be eligible to participate in several Company-sponsored benefits. In addition, you will be entitled to paid vacation in accordance with the Company's vacation policy, as in effect from time to time.

Prisa Company has in place a few company policies and procedures. You are required to comply with the company's 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 **Prisa Company** including but not limited to client lists, trade secrets, client details and pricing structures.

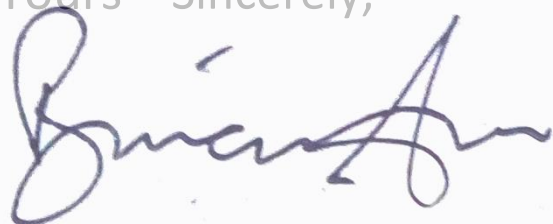
Confidential information, including client lists, trade secrets, pricing structures and all documents created by you during your employment remain the sole property of The **Prisa Company**. You shall not, either during or after your employment, without the prior consent of **Prisa Company**., directly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

You are welcome [redacted], We will with this opportunity to welcome you to **Prisa Company** and wish you a long and rewarding career with us.

Chief Human Resources Officer
Prisa Company

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Yours Sincerely,



Mr. Brian Almeda

I, _____ accept the terms and conditions of this contract.

Signature _____

Date _____

EMPLOYEE:

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APRENDEMOS JUNTOS

An educational project for a **better life.**



