



EMPLOYMENT OFFER LETTER

Following our recent discussions, we are delighted to offer you the position of a Data Entry Analyst with **IncludeHealth, Inc.** You are becoming part of a dedicated team that works together to provide our customers with the highest possible level of service and satisfaction.

As a member of **IncludeHealth**, we would ask for your commitment to deliver outstanding quality and results that meets and hopefully exceed expectations. In addition, we expect your personal accountability in all actions and results that you provide as a representative of **IncludeHealth**. In return, we are committed to providing you with every opportunity to learn, grow and improve to the highest level of your ability and potential. We are confident that you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Job Title: Data Entry Analyst

Benefits & Bonuses: Medical Insurance, Life insurance, Retirement Plans and 401k Plans, Disability Insurance. Other Benefits are Benefits at work which Includes Flexible working hours, Paid Time-off and Comprehensive training programs for skill development. Benefits for health which covers your Physical, Mental and Financial wellness and Benefits such as commissions and bonuses. You will be enrolled for these benefits after a period of 1 month of working with **IncludeHealth**.

Hours of work: 35Hrs Weekly (FT)/20Hrs Weekly (PT)

Hourly Pay: \$25.00/\$25.00

Weekly Pay: \$875/\$500.00

IncludeHealth handles gas mileage used for company errands and Internet bills. Working hours are flexible, you get to work when it's best for you if you can work 35hours/20hours a week for full time. An additional 5hours are flexible to make it 40hours/25hours a week if you choose to work overtime.

NOTE: A progression and performance review will be conducted on a quarterly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise. This arrangement may be terminated by either party upon notice in writing to either party with notice that complies with Employment Standards (or Labor Standards) for Ohio.

EMPLOYMENT AGREEMENT

This Agreement made as of this day, between **IncludeHealth** [Employer], a company incorporated under the laws of the State of Ohio and you [Employee], hereby put both parties in mutual relationship, where the employer desires to obtain the benefit of the services of the Employee, and the Employee desires to render services on the terms and conditions set forth. Therefore, in consideration, the parties agree as follows:

- **Employment**

The Employee agrees that he will always faithfully, industriously, and to the best of his skill, ability, experience and talents, perform all the duties required of his position. In carrying out these duties and responsibilities, the Employee shall comply with all Employer policies, procedures, rules, and regulations, both written and oral, as are announced by the Employer from time to time. It is also understood and agreed to by the Employee that his assignment, duties and responsibilities and reporting arrangements may be changed by the Employer in its sole discretion without causing termination to this agreement.

- **Position Title**

As a Data Entry Analyst, the Employee is required to perform the following duties and undertake the following responsibilities in a professional manner.

Primary Responsibilities are:

- Keeping Records of Materials, filed or removed, using log-books or computers.
- Add new material to file records and create new records as necessary.
- General office duties such as typing, operating office machines and sorting mails.
- Maintaining Proper information flow and having general business awareness and necessary information.

- **Vacation**

The Employee shall be entitled to a maximum of 14days PTO per year.

- **Performance Reviews**

The Employee will be open to job appraisals and will be provided with a written performance appraisal at least once per year and the said appraisal will be reviewed which in turn gives room for growth within the company.

- Termination

The Employee may at any time terminate this agreement and the employee's employment at any time, for a sufficient cause and by giving two weeks of written notice to the Employer.

- Entire Agreement

This agreement contains the entire agreement between the parties, superseding in all respects all prior oral or written agreements or understandings pertaining to the employment of the Employee by the Employer and shall be amended or modified only by written instrument signed by both parties and we look forward to the opportunity to work with you in an atmosphere that is successful and mutually rewarding.

Ryan Eder

Founder, President and CEO,
IncludeHealth, Inc.

With the signature below, I..... accept this offer of employment on
this day of, 2022.

.....

SIGNATURE

This message and any associated attachments may contain confidential information and must NOT be copied, disclosed or used by anyone other than the intended recipient. If you are not the intended recipient, please immediately delete this attachment and any copies of it. Thank you for your assistance.

Use of <https://www.includehealth.com/> standard terms and conditions which are published on our website.

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