



Boulder (HQ)
2755 Canyon Boulevard
Boulder, CO 80302.

Dear [Redacted]

It is my pleasure to extend this offer of employment on behalf of Bonusly. Your employment commences on 7th Sept, 2022, and you will be working as a full-time employee and will report to your team leader on our secure platform as you will be directed.

Your Title: Wellness Manager;

The Position: Full-Time 35hrs Weekly

Base Salary: This is currently a virtual assistant position that allows you take your office anywhere you want and allows for financial freedom. The working hours are flexible and you can choose to work from any location of your choice, compensation is \$60 per hour, and will start at \$55 per hour during your mandatory one-week training period commencing upon the completion of your home office set up. You will be receiving your pay weekly through direct deposit or check upon your preference and your hours will be calculated unerringly with the use of our Bonusly Time Linx Keeper (Time Billing Software) provided by our product manufacturers.

Confidentiality Agreement: We enclose our standard agreement regarding confidential information. We are delighted to have you aboard our work team and look forward to you working with us. Once you have revised this contract and all information provided to you is clear, proceed to print, sign, and then send it back through email before the end of the next business day.

Benefits Information: Our current standard company health, life, disability, and dental coverage are generally supplied per company policy. You are entitled to participate in any and all of our company's group insurance plans, retirement or pension plans and other benefits programs (the "Employee Benefits") which may be in effect for all employees after the completion of {(three (3))} full months of employment with the company.

Bond: Authorizing this agreement, you agree that you will adhere to all company policies, rules, systems and procedures which are in place at the company. The company reserves the right to make amendments to the provisions of any of these at any time. If we must terminate your employment with us, we will provide you with that length of notice or pay in lieu of notice, and severance pay if any, to which you are entitled to under the Provincial Employment of Labor Standards Legislation, and one (1) additional week of notice or pay in lieu {for each completed year of employment}, unless you are terminated for cause. Should you be terminated for cause, you will not receive any notice or pay in lieu or severance pay. Causes for this purpose include, but are not limited to, such things as unsatisfactory performance, dishonesty, insubordination and serious misconduct, all which is determined in the sole discretion of the company. We will also continue your employee benefits for that period of time as required by the Provincial Employment of Labor Standards Legislation.

Employee ID#



Date and Signature
(Employee)

Director, HR Operations
(Authorized Personnel Only)

