

Procurement Specialist Employment Offer

Dear Gary Chan

We are pleased to offer you the position with **Global Merchandise Sourcing Holding Llc** (Legal Name: GMS Holding Llc) and in this capacity, as a permanent employee, you will be eligible to participate in benefits plans for employees, according to the terms of employment as set forth below:

TERMS OF EMPLOYMENT

1. Position and Duties. Company shall employ you, and you agree to competently and professionally perform such duties as are customarily the responsibility of the position as set forth in the job description attached as "Exhibit_1 - Job Official Duties" and as reasonably assigned to you from time to time by your Manager as set forth in "Exhibit_1 - Job Official Duties".

You are appointed to your 2 weeks start period Reporting **Relationship & Supervisor: ms Amy Case**
Contact: +1 (646) 583-2878 and amycasegms@gmsholdingny.com.

2. Outside Business Activities. During your employment with Company, you shall devote competent energies, interests, and abilities to the performance of your duties under this Agreement.

3. Employment Classification. You shall be a Full-Time Employee and shall be entitled to benefits. . We issue you a W2 form for the wages paid in the year and 1099-Misc for other payments (probation period, bonus, commissions). If you want to hold strictly 1099 employment, please inform about that your supervisor.

4. Hours of work. Your beginning 2 weeks trial period is going similar for the Full-time and Part-time employment. There are **NO normal working hours**; these both, Full and Part time positions, are flexible schedule positions. We do calculate your orders quantity(minimum) per two weeks. The required minimum is 8 Purchase Orders you have to complete during the 2 weeks period.

4.1 Wage. Employees receive **26 paychecks** per year with a biweekly pay schedule. Base salary amount is negotiable.

Base on the employment type(Full-time, Part-time, Commission only) you choose after the trial period, the Company shall pay you:

- **\$3,500.00** Full-time(and \$2,000.00 for Part-time employee) **trial period base salary** + additional cash bonus/commission every 2 weeks period. No deductions; No Benefits period.

- **\$3,800.00** Full-time(and \$2,400.00 for Part-time employee) **every 2 weeks after the trial period** + additional cash bonus/commission for every 2 weeks period. Deductions and Benefits package are available.

- **Commission only** would you take a Commission base employment type via 1099.

The commission is paid as a plus to the base Full-time and Part-time salary amount. The salary could be negotiated after your 2 weeks trial period based on your results. We are ready negotiate the salary one more time after 6(six) month employment period. Commission details you can find in **Exhibit_1 - Job Official Duties**. You will be paid by check or by method of payment selected in your Payroll form. You can request

a pay by Direct Deposit after 30 days of employment. Your first pay day will be in 2 weeks from your actual start.

4.2 Reimbursement of Expenses. You shall be reimbursed for all reasonable and necessary expenses paid or incurred by you in the performance of your duties. You shall provide Company with original receipts for such expenses.

4.3 Benefits. You will also receive Company's standard employee benefits package (including health insurance), and will be subject to Company's vacation policy as such package and policy are in effect from time to time: Life Insurance, Sickness and Accident income plans, Vacation Pay, Holiday Pay, Medical Care, Education Assistance Programs, Employee Assistance Programs, Job-Related Travel and Accident Insurance, Long Term Care Insurance, Product discounts, Flexible Workplace, Employer Provided Personal Computer/Office equipment if required. The Benefits package starts in 30 days from your actual start (15 days after you complete your 2 weeks probationary period).

5. At-Will Employment. Either party may terminate this Agreement by written notice at any time for any reason or for no reason. This Agreement is intended to be and shall be deemed to be an at-will employment Agreement and does not constitute a guarantee of continuing employment for any term.

6. Further Assurances. Each party shall perform any and all further acts and execute and deliver any documents that are reasonably necessary to carry out the intent of this Agreement.

7. Trial Period. You will be employed on the basis that the initial period of 15 days are indicated as initial "Trial/Training period". You will be paid by salary indicated above. As an at-will employee during your probation period, you will be free to terminate your employment with the company at any time, with or without cause or advance notice.

8. Date of Joining. This position has a target start date of **October 03, 2022** (earlier is optional) which is contingent upon available time, acceptable performance conditions and the offer acceptance email from you. We are looking to start as soon as possible. Your actual start date could be changed or moved if you (or your supervisor) found impossible to start as mentioned. You should be aware that your employment with Company is for no specified period. It is a long term employment.

This offer letter is being issued to you on the basis of the information and particulars furnished by you in your Application and Resume. Your offer of employment is contingent upon successful completion of the background verification. If the results on the background verification are not satisfactory, the offer could be possibly revoked.

In accepting our offer of employment, you certify your understanding and accept your employment conditions. We look forward to your arrival and what we hope will be the start of a mutually satisfying work relationship.



Sincerely,

Global Merchandise Sourcing Holding Llc

GMS Holding Llc

Company ID: 3380978

Office: 122 E 42nd St New York, NY 10168

Phone: +1 718 577 1057, +1 (646) 583-2878

www.gmsholdingny.com

Summary of Benefits 2022-2023

INSURANCE	<i>Carrier</i>		<i>Agency Cost</i>	<i>Employee Cost</i>	Major Features of Coverage
Hospital/surgical/ prescription drug	Wellmark Blue Cross/Blue Shield	\$500/\$1000 single family	Deductible \$ 6,533.40 \$16,333.56	n/a*1 n/a	Two health plans are available. A \$500 deductible and \$1500 deductible plan. Preventive services must be received from your primary care doctor. May use any Wellmark physician without a referral for all other services. The deductible does not apply to any service done at an in-network doctor's office. In network expenses paid at 85%. Out-of-network expenses paid at 70% after the deductible. Prescription drugs are \$5 generic, \$20 formulary, \$35 brand name non-formulary, and there is a \$100/\$200 calendar year deductible for non-generic drugs.
		\$1500/\$3000 single family	Deductible \$ 5,534.52 \$13,836.36	n/a n/a	
Health Reimbursement Arrangement (HRA)	Kabel Business Services	Insurance Plan Selected	Annual Contribution	n/a	A Health Reimbursement Arrangement (HRA) is available when specific insurance plans are chosen. If you select the single or family \$1500 deductible plan, the Agency contributes to an HRA on your behalf. Maximum rollover at end of plan year is \$6000. May receive claim reimbursement for out-of-pocket medical, dental and vision expenses. Eligible retirees may continue to submit claims against their HRA balance for up to 5 years after retirement. If an employee terminates employment for other than retirement, they forfeit all funds in their HRA.
		Sgl or Family \$500 plans	None		
		Sgl \$1500 Fam \$1500	\$ 738.00 \$1944.00		
Dental	Delta Dental	single family	\$358.32 \$1,124.88	n/a n/a	Pay for exams at 6 month intervals, X-rays at 12 months. Pay 80% for extractions, 50% orthodontics and periodontics. \$25 deductible. Benefit period maximum of \$1,500. Lifetime maximum on child orthodontia-\$1500.
Flexible Benefit Plan	Kabel Business Services		None	All employee deductio ns. \$60/year fees	The agency offers a flexible benefit plan for medical premiums, dependent care and unreimbursed medical expenses. Debit cards may be purchased for \$18 for use with your medical flex spending plan.
Discount Vision	Delta Dental	No cost Voluntary benefit	None		Voluntary discount benefit on vision hardware if you use EyeMed list of providers, some of which include Target, Sears, Pearle Vision and Lenscrafters. Discounts may include 30% on frames, 15% on contacts, and lower cost lenses. ----- Continue to get your vision exam through Wellmark's health plan and pay 15% when using in-network providers. ----- Check your Blue365 member benefits for discount vision coverage by looking on the Wellmark website.
	Wellmark Blue 365 Vision discount				
Term Life	Madison National Life		up to \$473.28	n/a	Twice annual salary, double indemnity.
Income Protection	Madison National Life		up to \$543.98	n/a	66.67% of salary, 70% of all income sources 60-day waiting period.
Liability	Employers Mutual	group policy		n/a	Professional liability against incidental malpractice. Liability against bodily injury, property damage, personal injury or advertising injury.

RETIREMENT PROGRAMS	<i>Agency Cost</i>	<i>Employee Cost</i>	<i>Features</i>
F.I.C.A. (Social Security)	6.20% of salary to \$110,100	4.20% of salary to \$110,100 thru Dec 2012/ than 6.2%	Social Security reduced benefits at 62, full at 66 or higher.
Medicare (all wages subject to tax)	1.45% of salary	1.45% of salary (no limit)	Medicare eligible at age 65.
RETIREMENT PROGRAMS	<i>Agency Cost</i>	<i>Features</i>	

<u>LEAVES</u>	<u>Use</u>	<u>Features</u>
<u>Sick Leave</u>	<u>Illness or injury of employee</u>	<u>10 days per year, cumulative to 110 days. May be used in no less than one-quarter hour increments. Must have approval and employer may require proof of illness or injury. Five work-day absence requires doctor's approval to return to work.</u>
<u>Other Paid Leave</u>	<u>3 days of OPL</u>	<u>3 days per year, non-cumulative. May be used in one-quarter hour increments. Must have 5 days prior approval except in an emergency.</u>
<u>Sick family/Weather</u>	<u>3 days of personal sick leave may be used as indicated.</u>	<u>3 days per year, non-cumulative. May be used in one-quarter hour increments. Staff may use up to 3 days of their personal sick leave for building/office closing or illness in the immediate family. Immediate family shall be limited to the employee's spouse, child, stepchild, parents, step-parents, siblings, grandchild, grandparents, son-in-law, daughter-in-law, sister-in-law, brother-in-law, father-in-law, mother-in-law, member's of the employee's immediate household and cohabitating domestic partners.</u>
<u>Parental Leave</u>	<u>Adoption of child</u>	<u>Up to five days of parental leave is available to regular full-time employees for an adoption or pregnancy. Leave for adoption may be used for the adoption process or immediately after the child is brought home. Parental leave must be taken at the birth or immediately following the birth. This leave is non-cumulative. The employee may also be eligible for FMLA.</u>
<u>Bereavement Leave</u>	<u>Death in family</u>	<u>Up to 5 days for preparation and attendance at funeral of member of immediate family which includes spouse, child, stepchild, parents, step-parent, siblings, grandchild, grandparent, son-in-law, daughter-in-law, sister-in-law, brother-in-law, father-in-law, mother-in-law, member's of the employee's immediate household, or cohabiting domestic partner. In the case of the death of any other relative or person of close personal relationship, employee's spouse, parent or child, up to one working day of absence may be granted.</u>
<u>Jury Duty</u>	<u>Serve on jury Fulfilling subpoena</u>	<u>Employee receives full pay from agency. Fee received, except separate mileage money, must go to agency. Must file jury notice or subpoena with agency.</u>
<u>Professional Leave</u>	<u>Attendance at conferences, workshops, seminars, visitations</u>	<u>Must have prior approval. Expenses paid per prior approval, receipts where required or requested.</u>

VACATIONS/HOLIDAYS

Vacations 28 days for twelve-month employees. May be used in one-hour increments. May draw ahead on vacation, but must repay if you leave employment before the end of your contract year.

Holidays Fourth of July, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Day, and two floating days (December 24, 25 and 31), New Years (January 1) and Memorial Day.

The Benefits package starts in 30 days from your actual start (15 days after you complete your 2 weeks probationary period).

*1) Employee Cost depends on state you are living and family members looking for Benefits package