

APPOINTMENT LETTER

NAME:

(First name)

(Last name)

(Middle name / Initials)

INTERVIEW CODE: _____

Please ensure you provide the following document for your registration.

1. Passport or Driver's License (A full shot of your passport and if Driver's license is selected, include front and back images of it). Ensure images are in color.

This item will be required for the purpose of identification.

We are pleased to confirm your appointment for the Remote Audio Editor Position. Any changes in the term position will be implemented with written notice to you in accordance with the company's management.

The company's sponsored equipment detailed in the pre - job briefing will be mailed to you. You will be advised on when and how to send your device to one of our technicians for configuration and installation of the Time Tracking Device. You will also get your tasks sent to you daily via email to complete and submit for review.

This position with benefits has a target of providing full work capability but it is contingent upon available workload, acceptable performance evaluations and business necessity. The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by Law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy. The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same. Please print the form out, fill your name above and signature below then have it scanned and sent back.

Congratulations!

I accept to: _____

(Signature is written boldly to date right beside)

JOB DETAILS AND RESPONSIBILITIES.

This is a remote job position, with flexible working hours, your pay is \$40/hr. You would be paid weekly via your registered bank account, your pay would be calculated via the Time Linx (Time Billing software) provided by our software manufacturers.

Responsibilities:

- write stories, reporter leads, network feeds in a timely manner
- work with the producers and coordinate live reports from the reporters in the field
- edit news copy and audio for on-air
- Skilled in macOS, Windows, and Linux operating system.
- A track record of editing episodes with a strong narrative structure, conversational writing/tracking and creative tape use.
- Familiarity with Pro Tools or similar software.
- A willingness to work early mornings, evenings and weekends as needed.
- A strong ability to maintain open lines of communication and collaborate effectively under a tight production schedule.

Benefits:

Health, Dental, Life and AD&D Insurance, Employee Wellness and 401k plans. Paid Time Off and Holidays with Generous Company Discounts would also be made available to you after working with us for two months.

Paid time off (PTO)

Employees receive 10 days of Paid Time Off (PTO) per year. Your PTO accrual begins the day you join our company and you receive 0.85 days per month. You can take your PTO at any time after your first week with us and you can use time off you haven't accrued yet. You will earn one additional day per year after your first year with our company, with a cap at 15 days overall.

If you want to use PTO, send a request to HR. If HR approves, you are permitted to take your leave. You do not have to specify a reason for requesting PTO.

Holidays:

Our company observes the following holidays:

- [New Year's Day]
- [Martin Luther King Day]
- [President's Day]
- [Good Friday/Easter Monday]
- [Memorial Day]
- [Independence Day]
- [Labor Day]
- [Columbus Day]
- [Veterans Day]
- [Thanksgiving Day]
- [Christmas Day]

If a holiday falls on a day when our company doesn't operate (e.g. Sunday), we will observe that holiday on the closest business day.

Our company offers a floating day, which you can take as a holiday any day you choose. If you want to observe a religious holiday that isn't included in our list, we may allow you to take unpaid time off for that day. Or, you may use your PTO.

We offer one week of paid sick leave. In states or countries where employees are entitled to a greater number of sick leave days by law, we will follow that law. You can take sick leave to recover from short-term illness, injuries, mental issues and other indisposition. If you have the flu or other contagious disease, please use your sick days.

Use your PTO or arrange for a flexible work schedule if you want to attend routine health care (e.g. doctor's/dentist's appointments.)

Overtime

Occasionally, we may need you to work more than your regular working hours. We will pay for overtime work according to local and national laws.

You are entitled to overtime pay of one and a half times your wage.

Employee training and development

We owe our success to our employees. To show our gratitude, we will invest in our employees professional development. We want employees to feel confident about improving their efficiency and productivity. We also want to help our employees achieve personal growth and success.

Each employee has \$1,000 annually to spend on educational activities or material. Subscriptions and books are included in this budget, unless they are necessary for you to complete your everyday duties. Send your expenses to HR by email.

Employee expenses:

There are some expenses that we will pay directly on your behalf (e.g. hotel rooms for work-related travel.) But, we ask you to keep track and report on those reimbursable expenses that you pay yourself. We reimburse employee expenses that are related to:

Business travel

Relocation

Education and training

Upon approval, outings with business partners or colleagues

Not all travel expenses are reimbursable. For example, we will pay for your transportation to an airport for work-related travel, but not to a museum for a personal visit.

Resignation:

You resign when you voluntarily inform HR or your manager that you will stop working for our company.

You are not obliged to give us advance notice before resigning. But, for efficiency's sake, and to make sure our workplace runs smoothly, we ask that you give at least two weeks notice, if possible.

We accept verbal resignations, but we prefer that you submit a written and signed notice of resignation for our HR records. We will reply with an acceptance of resignation letter within two days.

Make sure you touch bases with your interview manager during the period of your home office setup with the company for any vital updates, task(s) or information from the head department.

I _____ have reviewed the above duties to be Performed and I believe I can handle them effectively.

CONFIDENTIAL

Employee Section

Online Supervisor