



A L L E N

HEAD OFFICE

40, avenue André-Morizet
92513 Boulogne-Billancourt, France

May 8th, 2023

SANDEEP KAUR

Employee ID: **ALT/AR/M/484**

Sandeep Kaur

ALLEN GROUP is very pleased to offer you employment on the following terms:

Your initial entitlement will be a **Data Entry Clerk** and you are reporting to Mr. Mike Robert, This is a full time position. While you render services to the company, you can still be engaged in any other employment, consulting, or other business activity (part-time) that wouldn't create any conflict of interest with the company. By signing this letter of agreement, you confirm to the company that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the company.

CASH COMPENSATION: The Company will pay you a starting salary at the rate of **\$35.00** per hour and **\$15.00** per hour during training via Direct Deposit, payable under the company's standard payroll schedule. Training is done for 5 days and you are needed to work at least 40 hours weekly, totaling **\$72,800 (SEVENTY TWO THOUSAND EIGHT HUNDRED DOLLARS)** annually..

SALARY REVIEW: Your remuneration package will be reviewed annually on or about the anniversary of your employment under workplace laws. Your salary will be reviewed after a period of a month in which it will be increased by 18%.

EMPLOYEE BENEFITS: As a regular employee of the company, you will be eligible to participate in several company-sponsored benefits. Also, you will be entitled to paid vacation under the company's vacation policy, as in effect from time to time. Also, **ALTEN GROUP** has significant experience in providing accounting and auditing services to established 401, 403 (b) pension, profit-sharing, health, and welfare plans. Benefits for eligible workers include Health, Dental, Life, and AD&D Insurance, Employee Wellness, and 401k plans. Paid time off and Holidays with Generous Company Discounts.

BENEFITS ELIGIBILITY: On the 1st of the month following employment you will become eligible for the full adequate medical and dental insurance coverage through The Medical Trust with fully funded medical and dental service at no cost to you.

ADDITIONAL BENEFITS: You will be provided with a **\$50,000.00** Group Term Life Insurance policy and participation in a Defined Contribution Pension plan. A Flexible Spending Account, Transportation Fringe Benefit.

VACATION AND HOLIDAYS: Four (4) weeks' vacation will be provided to you effective December 1st 2022, and 2023 and Six (6) weeks' vacation time will be provided for the calendar year of 2024 and beyond. Vacation time does not accrue from year to year. You are also entitled to take your birthday off for a day . A copy of **ALTEN GROUP** Holiday schedule through 2024 will be enclosed with the hard copy coming along with your working equipment.

EMPLOYMENT RELATIONSHIP: 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, preferably by giving reasonable advance notice to the Human Resource Manager. Similarly, the **ALTEN GROUP** is not committing to employment for any specific duration and retains the right to terminate your employment for any specific duration and retains the right to terminate your employment at any time, with or without notice or prior procedure, and with or without cause, so long as there is no violation of applicable federal or state law; However any contrary representations that may have been made to you are superseded by this acceptance of this appointment. 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 of 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.

TRAINING, WORK MATERIALS, AND FUNDING: You would be provided with a Laptop, internet connection, all in one printer, softwares, office equipments and other working materials from the company trusted accredited vendor. Funds needed for the purchase of your working materials will be provided by **ALTEN GROUP**. Funds will be sent to you via check to enable work progress. This means of payment has been appointed by the Head of Finance for quick and easy payments to employees. This means of payment have been proved to be much secured as we know that payments are made directly to the receiver.

EXPENSE AND REIMBURSEMENT: As a newly hired employee, there may be out-of-pocket petty cash expenses but will be reimbursed back. You will also be reimbursed for the following or any out-of-pocket expenses, or as the current policy may dictate at the time.

- Mileage on a personal vehicle at \$10.00 per mile.
- Meals, not to exceed \$50.00 per meal, per person
- Meal reimbursement may include alcoholic beverages, which shall not exceed a maximum of 2 per meal.
- Purchase of an Automated Time Tracker software.
- Lodging shall be reimbursed at a maximum of \$150.00 per. Night

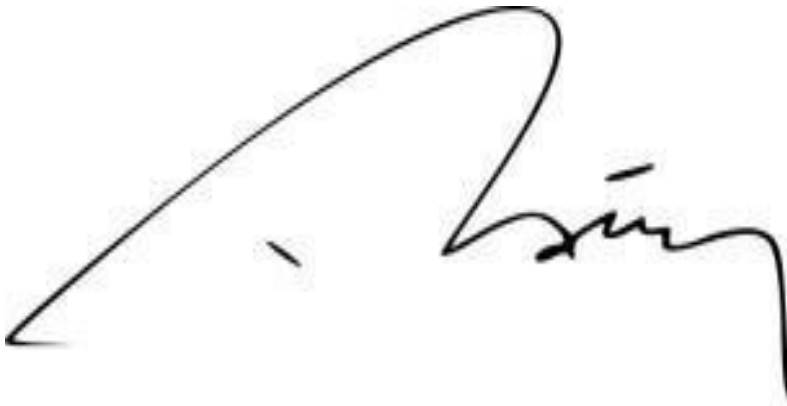
TAX MATTERS:

- Withholding: All forms of compensation referred to in the letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law
- Tax Advice: You are encouraged to obtain your own tax advice regarding your compensation from the company. You agree that the company does not have a duty to design its compensation policies in a manner that minimizes your tax liabilities and you will not make any claim against the company or its Board of Directors related to tax liabilities arising from your compensation.

INTERPRETATION, AMENDMENT & ENFORCEMENT: This letter agreement is the complete agreement between you and the company, containing all of the terms of your employment with the company and supersedes prior agreements, representations, or understandings (whether written, oral, or implied) between you and the company. This Letter of Agreement may not be amended or modified, except by an express written agreement signed by you and a duly authorized officer of the company.

The terms of this letter of agreement and resolution of any disputes as to the meaning, effect, performance, or validity of this letter agreement or arising out of related to, or in any way connected with, this letter agreement, your employment with the company, or any other relationship between you and the company (the “Disputes”) will be governed by the UNITED STATES CORPORATE LAW, excluding laws relating to conflicts or choice of law. You and the company submit to the exclusive personal jurisdiction of the federal and state courts located in any United States in connection with any dispute or any claim related to any dispute.

We hope that you will accept our offer to join the company. You may indicate your agreement with these terms and accept this offer by signing and dating the agreement letter and returning them to me. This offer, if not accepted, will expire at the close of business on 5/8/2023. As required by law, your employment with the company is contingent upon your providing legal proof of any of your ID cards and authorization to work in the United States e.g. Driver’s licenses. Your employment is also contingent upon your starting work with the company on or before 5/21/2023.

A handwritten signature in black ink, appearing to read 'Bruno Benoliel', is written over a horizontal line.

Deputy CEO Finance, Legal, Information Systems and HR

Bruno Benoliel

ALTEN GROUP



EMPLOYEE:

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



Signature Date
