



JOB OFFER LETTER

June 23rd 2023

15141 Foal ct
Victorville California 92394..

Dear Ashley Marie Kish,

BRILLIANCE STEEL LTD is pleased to offer you the position of an Administrative Assistant/Data Entry candidate for our organization. We are excited about the potential that you bring to our company.

As discussed during communication, you will be working remotely as part of our online team until the branch in your area is commissioned. As an Administrative Assistant/Data Entry Representative, you will be entitled to an hourly salary starting remuneration of \$35.00, which equates to approximately \$72,800 annually and also indicates the cost to our company. You will be on a probationary period of three months. Regular performance review will be conducted to assess your performance and suitability. Your continued employment at BRILLIANCE STEEL LTD is contingent on your successful completion of the probationary period. Your salary will be reviewed after a period of 6 months and thereafter every 12 months. You will be entitled to all allowances and benefits whatsoever decided by the management team.

In accepting our offer of employment, you certify your understanding that your employment will be on an at-will basis, and that neither you nor any company representative has entered into a contract regarding the terms or the duration of your employment. As an at-will employee, you will be free to terminate your employment with the company at any time but with cause or advance notice. Likewise, the company will have the right to reassign you, to change your compensation, or to terminate your employment at any time but with cause or advance notice.

We look forward to your arrival at our company and remain confident that you will play a key role in the company's expansion into national and international markets. Please let me know if you have any questions or if I can do anything to make your arrival easier.

Sincerely,

Paolo Gallo

Chief Executive Officer

BRILLIANCE STEEL LTD

- **Probationary Period:**

- A three-month probationary period will apply to this role.



- During this time, you will receive training and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do.
 - The appointment is subject to the satisfactory completion of the probationary period which itself is subject to termination during any stage, by either party, upon one week's notice in writing, or by payment in lieu of notice.
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- **Payment:**
 - Your salary is at a pay rate of \$35.00 per hour. Training which is done for a week is \$30.00 per hour.
 - Your salary will be paid weekly on Friday of each week, working 6 - 8 hours daily and 30 - 40 hours weekly.
 - All or any expenses made out of your pocket for the sake of the company will be reimbursed immediately or during your respective pay period.
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- **Superannuation:**
 - Superannuation payments will be made on your behalf in accordance with the Superannuation Guarantee into a Superannuation fund of your choice. If you do not choose a fund, your contributions will be placed into the default fund.
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- **Salary Review:**
 - Your remuneration package will be reviewed annually on or about the anniversary of your employment or in accordance with workplace laws.
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- **Personal Leave:**
 - You are entitled to 10 days paid personal/career's leave in accordance with The Fair Labor Standards Act (FLSA).
 - You are entitled to a period of two days' unpaid career's leave per occasion in accordance with The Fair Labor Standards Act (FLSA)
 - You are entitled to a period of three days paid bereavement leave per occasion in accordance with The Fair Labor Standards Act (FLSA).

The minimum period of notice required to be given to the employer by the employee is either:

- That prescribed by the relevant employment agreement or other contract of employment.
- If no period of notice is prescribed as above, a period of notice equal to the employee's usual pay period.



BRILLIANCE STEEL LTD may terminate your employment by giving the following period of notice (or payment in lieu) depending on service:

Period of continuous service	Notice period
Not more than 1 year	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' 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 are guilty of serious misconduct; misconduct includes but is not limited to theft, dishonest or disorderly conduct at work, insubordination and bringing the organization into disrepute.
- You are in material breach of the provisions of this contract, including confidentiality undertakings.

Following the termination of your employment, you will be required to return all company property. You are required to observe and uphold all of the company's privacy policies and procedures as implemented or varied from time to time.

Collection, storage, access to and dissemination of employees' personal identifiable information (PII) will be in accordance with The Privacy Act.

BENEFITS AND PERKS IN OUR CURRENT OFFERING INCLUDE:

- The best possible health, dental, and vision care for you and your family
- Life Insurance,
- 401 (k) 6% employer match,
- Ten (10) days paid leave,
- Flexible work schedule,
- Dependent Care Account,
- Health Club Membership (up to \$50 per month),
- Accident and Critical Illness Insurance,
- College tuition for children of employees.



BRILLIANCE STEEL LTD has in place a number of company policies and procedures. You are required to comply with company policy. Failure to comply with these policies may result in disciplinary action being taken against you.

During your employment, you may become aware of information relating to the business of BRILLIANCE STEEL LTD, including, but not limited to, development and plans, marketing strategies, finance, proprietary concepts, customer lists, trade secrets, customer profiles, know-how, reports, specifications, supplier relationships, supplier profiles, designs, processes, inventions and pricing structures which we consider confidential and proprietary.

Confidential information, including customer lists, trade secrets, pricing structures and any and all documents created by you in the course of your employment remain the sole property of BRILLIANCE STEEL LTD. You shall not, either during or after your employment, without the prior consent of BRILLIANCE STEEL LTD, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit.

We would like to take this opportunity to formally welcome you to BRILLIANCE STEEL LTD. We are delighted to have you as part of the team and wish you a satisfying and rewarding career with us.

Yours Sincerely,

A handwritten signature in black ink that reads "Camilla Dejana".

Camilla Dejana

Corporate Secretary

BRILLIANCE STEEL LTD.

EMPLOYEE:

I, Ashley Kish, accept the terms and conditions of this contract.

Signature

A handwritten signature in black ink that reads "Ashley Kish".

Date 06/23/2023