



# Golden Mountain

## Investment Group

### Employment contract

Contract type: WFH (Work from Home) employment contract.

Validity: persistent (First month internship)

Date: \_\_\_\_/\_\_\_\_/2023

**Full name:** \_\_\_\_\_  
(Enter details of individual to be employed)

**Address:** \_\_\_\_\_  
(Enter details of individual to be employed)

### **The contract consisting between the worker and the employer.**

Golden Mountain Investment Group is the Employer and wishes to enter into the labor agreement with the Worker on the terms of stated more low according to the labor contract.

The company is hiring an employee as a «Personal Assistant». The Employee accepts and agrees to the specified work, and also agrees to obey the instructions and advice of the Employer.

#### **Duties of the employee:**

1. Office work concluding in creation of reports, presentations and total accounting tables.  
Work in Excel, the Word, PowerPoint;
2. Preparation of financial statements, records, invoices and other documents;
3. Study of investment processes and preparation of investment analysis; During the study of investment processes, you will work with the company's funds.

4. Control and implementation of investment operations in the face of the company. All the necessary consumables for the implementation of the tasks set for the organization of investment activities in a strict manner are provided in full from the representative office of the company;
5. Storing and retrieving corporate records, documents and reports;
6. In exceptional cases, in order to achieve the maximum result in the task, the necessary recruitment of temporary employees is possible in accordance with the terms of the employment contract approved by the company;
7. Overseeing calendar scheduling;
8. In moments of over-employment of the leadership of the organization, it is possible to transfer part of the functions to other managers or individuals to achieve specific goals of the organization.

The Company undertakes to provide you with a full week of at least 20 working hours, but in the event of force majeure overtime is possible, Company undertakes to compensate in accordance with the laws of federal, state laws and in accordance with case law.

**Payment of overtime work:**

1. The majority of hired persons have the right to reception of a payment for overtime work irrespective of, whether are they constant workers, time workers or students.
2. The size of payment for overtime work makes not less than 1,5 usual rates.

**Labor leave:**

We are ready to grant to the worker fortnight leave every 12 months works. The sum of a holiday money makes 4 % from "the total" wages received within last 12 months.

Into concept «total wages» enter:

1. The usual salary, including commission fee.
2. Bonuses and gifts.
3. Overtime pay.
4. Payment of the state holidays.

5. Allowances for residing and a food.

**Pregnancy Leave and Parental Leave:**

On the basis of the federal law employers are obliged to grant 12-week no-charge leave in the presence of 1 year of the experience.

**Emergency Leave:**

The concept «unforeseen holiday» includes sick leave and holiday for the decision of urgent matters. Sick leave is given to the worker in case of its illness (trauma) or on care of sick members of a family.

Thus members of a family concern:

1. The spouse.
2. Parents of the worker, its native and reception children, the grandmother and the grandfather, grandsons.
3. The spouse the child of the worker.
4. The brother or sister of the worker.
5. The relative who is in charge of the worker.

Holiday can proceed from several days about several weeks depending on gravity of disease.

An employee who has issued a sick leave must provide the employer with a medical or other document explaining the reason for not showing up for work.

**PAY ATTENTION TO:**

THEREFORE, in view of corresponding promises and Agreements of the parties, and also for other good and valuable reasons, including, besides other, continuation of work of the Employee and possibility of increase in compensation and privileges, and also access to a trade secret, the confidential and office information of the Employer as it is defined more

low, reception and adequacy of such compensation admit and intend to be connected, the parties agree as follows.

### **1. Terms and Conditions:**

1.1 The Company takes you to work and you agree to competently and professionally perform such duties, which are usually included in the responsibilities of the post. During your employment with Company, you shall devote competent energies, interests, and abilities to the performance of your duties under this Agreement. During the term of this Agreement, you shall not, without Company's prior written consent, render any services to others for compensation or engage or participate, actively or passively, in any other business activities that would interfere with the performance of your duties hereunder or compete with Company's business.

1.2 Part-time can be used as alternative or additional income

### **2. Hours of work/overtime:**

2.1 Employee agrees to maintain an accurate and up to date record of hours worked at the home based work site. The hours to be worked will be within the normal span of hours of the employee's hours of work, and shall be agreed in this Agreement.

2.2 The home based work site may be used for overtime provided the work is agreed to by the employer and the employee prior to the overtime being carried out. No meal allowance is applicable for overtime performed at the home based work site.

2.3 Work days: Monday-Friday

2.4 Work time:

- Part-time from 8 am to 12 pm.

- Full-time from 8 am to 5 pm, lunch 12pm-1pm.

(Mark the desired).

### **3. Benefits:**

3.1 During the term of this contract, the employee is covered by the standard insurance policy for Golden Mountain Investment Group payments for life insurance, accident and health.

3.2 Equipment - the employer may provide the necessary computer, modem, software and other equipment necessary for the job. All of these items remain the property of the company and must be returned to the company upon request. The computer, modem, software and any other equipment or supplies provided by the employer are provided for use on company assignments. Other family members or third parties must not use the hardware and software.

Company publicly owned software cannot be duplicated except as formally authorized. The employer will be responsible for insuring and maintaining all company-provided materials. An employee may use personal equipment for personal purposes. In such cases, the employee will be responsible for the maintenance and insurance required for the equipment.

3.3 Office Supplies - Office supplies will be provided by Employer as needed. Employee's out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of Employee's manager.

#### **4. Salary:**

4.1 Salary: \$29.25 per / hour (\$31,000 a year - part time; \$62,000 a year - full time)

4.2 Salary, job responsibilities, and benefits will not change because of involvement in the program, except as they might have changed had Employee stayed in the office full-time, e.g., regular salary reviews will occur as scheduled, and Employee will be entitled to any company-wide benefits changes that may be implemented. Employee agrees to comply with all existing job requirements as now are in effect in the office.

4.3 Paid Internship. Salary is paid every 2 weeks. The employee receives the first salary by check, after the completion of the internship Direct Deposit is possible.

4.4 The employer undertakes to pay by transfer to the employee's bank account at the end of every two weeks or at the end of every month.

4.5 An employee can receive bonuses for completing certain tasks at the discretion of the employer

4.6 Reimbursement of expenses. You will be reimbursed for all reasonable and necessary

expenses paid or incurred by you in the performance of your duties. You must provide the Company with original receipts for such expenses.

4.7 All compensation paid to you under this Agreement, including salary and tax benefits, is subject to withholding as may be required by law or the general practice of the Company.

4.8 The Company will pay or reimburse the Employee for any costs reasonably incurred by the Employee in the performance of his duties under this Agreement, including expenses for entertainment, travel, meals and hotel accommodation, after presenting them with vouchers or receipts held and provided by the Company.

## **5. Confidential Information:**

"Confidential Information" means the proprietary information and trade secrets of Company and its customers. Accordingly, to protect the Confidential Information that will be disclosed during employment, the Employee agrees as follows:

5.1 Employee will hold the Confidential Information received from Golden Mountain Investment Group in strict confidence and will exercise a reasonable degree of care to prevent disclosure to others.

5.2 Employee will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so in writing by.

5.3 Employee will not reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance of his/her duties for Golden Mountain Investment Group.

## **6. The employee agrees to:**

6.1 Notify his/her respective Head of Management Unit or nominee of any circumstances which may impact on the contract arrangement changes, or is about to change.

6.2 You are expected to perform all duties which may be required of you in this role. You must comply with all reasonable directions given to you and observe all the policies, procedures and rules of the Employer as may be introduced and/or amended from time to time.

6.3 During your normal working hours and at such other times as many reasonably be required of you, you shall devote the whole of your time, attention, skill and abilities to the

performance of your duties under this Contract and shall act in the best interests of the Employer.

6.4 The employee will remain accessible and productive during scheduled work hours.

6.5 Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.

6.6 Golden Mountain Investment Group employees will obtain supervisor approval prior to working unscheduled overtime hours.

6.7 The employee will maintain a safe and secure work environment at all times.

6.8 The employee will communicate regularly with his or her supervisor and co-workers, which includes a weekly written report of activities

6.9 The employee will comply with all Golden Mountain Investment Group rules, policies, practices and instructions that would apply if the employee were working at the employer's work location.

6.10 The employee will maintain satisfactory performance standards.

6.11 The employee will report to the employer's work location as necessary upon directive from his or her supervisor.

## **7. Duties of Employer:**

### **7.1 Work on a Holiday**

An employer who obtains an employee's prior consent may ask an employee to work overtime or to work on a holiday.

7.2 The employee agrees to notify the immediate supervisor of any work related accident, injury, illness or disease arising out of home based work and complete a Golden Mountain Investment Group reporting form.

7.3 Golden Mountain Investment Group is responsible for the health, safety and welfare of the employee at work and whilst working at the home based site. Golden Mountain Investment Group in conjunction with the employee will monitor that the site and equipment to be used is in accordance with the provisions of the Occupational Health & Safety Act 2000 and Golden Mountain Investment Group requirements. The employee is responsible for all costs associated with compliance, unless directed to work from home. If

directed to work from home the Employer is responsible for all costs associated with compliance.

7.4 Sick leave

An employee is entitled to a sick leave as long as he/she is actually sick. For sick leave of 3 days or more, an employer may ask an employee to present a certificate from a first class physician or an official medical establishment.

**8. Communication:**

8.1 The employee agrees to be contactable and available for communication with the Company during the periods in which home based work is carried out.

**9. Termination of the home based work arrangement:**

9.1 The agreement may be terminated by either party prior to expiry, provided that the party wishing to terminate gives reasonable notice.

9.2 The employee must notify the company two weeks before the dismissal.

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY, THEN MARK AND SIGN BELOW.

- I have investigated and I agree with the terms of contract. I hereby accept this contract arrangement subject to the terms and conditions as set out above.



\_\_\_\_\_  
Employee's Signature

**Director: Joel Russell**

Company Name: Golden Mountain Investment Group

\_\_\_\_\_  
Employee's Printed Name

**1251 20th St NW, Washington, DC 20036, United States**

Employer's Address

\_\_\_\_\_  
Employee's Address