



MAJOREL COMPANY

*Our Ref: AR-LS/HCM/003/02/027*

LETTER OF EMPLOYMENT

12<sup>th</sup> January 2024.

**Attn: LaShawn Colligan**

**You will undergo the required training/mentorship program on all software and application platforms require, your training begins as soon as you get all the necessary supplies needed for you to start. Your job functions will cover more of (*Payroll Clerk*) Your Employment will commence on 22<sup>th</sup> January 2024.**

**The Company is pleased to offer you employment on the following terms:**

- 1. Position. Your initial title will be (*Payroll Clerk*) and you will initially report to Mr. Rob Steets your HR Manager. 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 (with Full-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.**

**2. Cash Compensation.** The Company will pay you a starting salary at the rate of \$38 Salary per hour and \$17 per hour during training, payable in accordance with the Company's standard payroll schedule. You will be receiving your salary either via check or direct deposit.

**3. Employee Benefits:** As a regular employee of the Company, you will be eligible to participate in a number of Company-sponsored benefits. In addition, you will be entitled to paid vacation in accordance with the Company's vacation policy, as in effect from time to time. This will still be active while you work Part-Time

**4. Stock Options:** Subject to the approval of the Company's Board of Directors or its Compensation Committee, you will be granted an option to purchase 2 shares of the Company's common stock (Option). The exercise price per share of the Option will be determined by the Board of Directors or the Compensation Committee when the Option is granted. The Option will be subject to the terms and conditions applicable to options granted under the Company's 2012 Stock Plan (the "Plan"), as described in the Plan and the applicable Stock Option Agreement. You will vest 25% of the Option shares after 12 months of continuous service. The balance will vest in equal monthly installments over the next 36 months of continuous service, as described in the applicable Stock Option Agreement.

**5. Employment Relationship:** Employment with the Company is for no specific period of time. Your employment with the Company will be "at will," meaning that either you or the Company may terminate your job at any time and for any reason, with or without cause. Any contrary representations that may have been made to you are superseded by this letter of agreement. This is the entire 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 modified in an express written agreement signed by you and a duly authorized officer of the Company (other than you).

**6. Tax Matters: (a) Withholding.** All forms of compensation referred to in this agreement letter are subject to reduction to reflect applicable withholding, payroll taxes, and other deductions required by law. **(b) Tax Advice.** You are encouraged to obtain your own tax advice regarding 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.

**7. Interpretation, Amendment, and Enforcement:** This letter of agreement is the complete agreement between you and the Company, contains all of the terms of your employment with the Company, and supersedes any 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 both you and a duly authorized officer of the Company. The terms of this letter of agreement and the resolution of any disputes as to the meaning, effect, performance, or validity of this letter of agreement or arising out of, related to, or in any way connected with, this letter of agreement, your employment with the Company or any other relationship between you and the Company (the "Disputes") will be governed by USA 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 USA 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 the company. This offer, if not accepted, will expire at the close of business on 01/13/2024. As required by law, your employment with the Company is contingent upon your providing legal proof of any of your identity ID cards and authorization to work in the United States e.g. driver's license or state identification.

Employee Full Name: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Employee Address: \_\_\_\_\_ Date: \_\_\_\_\_

Welcome to the fold.

**Cheryl Johnson**

Chief Human Resources

