



Headquarters:

Terumo Americas Holding,  
Inc. 265 Davidson Ave #320 Somerset,  
NJ 08873 U.S.A

Date: 02-15-2024

Subject: Remote Interpreter/Translator Employment Contract

Dear Diane Koani,

This Interpreter/Translator Agreement (the "Agreement") is entered into between Diane Koani (the "Interpreter/Translator") and Terumo Americas Holding, (the "Client") collectively referred to as the "Parties," on this date the document is signed.

1. Scope of Services:

- 1.1 The Interpreter/Translator agrees to provide Interpreting/Translating services to the Client as required by the Client, in accordance with the terms and conditions of this Agreement.
- 1.2 The Interpreter/Translator shall perform the Interpreting/Translating services in a professional, accurate, and timely manner, adhering to the highest ethical standards of the interpreting profession as well.

2. Compensation:

- 2.1 The Client agrees to pay the Interpreter/Translator a fee of \$80 per hour for interpretation services, and \$125 per page for translation services as discussed during the interview on Telegram.
- 2.2 During the 5 days compulsory Training and Orientation, the Client agree to pay \$40 per hours for the 5 days training and orientation. The Client shall reimburse the Interpreter for any reasonable expenses incurred in connection with the provision of the interpretation services, including but not limited to travel expenses, accommodation, and meals, subject to prior approval by the Client.

3. Term and Termination:

- 3.1 This Agreement shall commence on the Effective Date and shall continue until either Party provides written notice of termination to the other Party.
- 3.2 Either Party may terminate this Agreement for any reason by providing 30 days' written notice to the other Party.
- 3.3 In the event of termination, the Client shall pay the Interpreter for all services rendered up to the date of termination.

4. Confidentiality:

- 4.1 The Interpreter/Translator agrees to maintain strict confidentiality regarding any information disclosed by the Client during the provision of the interpretation/translating services.
- 4.2 The Interpreter/Translator shall not disclose any confidential information to any third party without the prior written consent of the Client, except as required by law.
- 4.3 Terumo Americas Holding is excited to have you on board and is committed to providing you with the resources you need to succeed. As part of your role, we require all employees to use a time tracker software to calculate working hours for payment purposes.