



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.

- 4.4 Working hours/training is always flexible all these you will learn during your training. You're required to send a schedule of your availability for each week at the beginning of every week to enable the supervisor assign interpretation/translation duties/task to you based on your availability.
- 4.5 The work of the time tracker is to evaluate your working hours from the company's server for your payment purpose, since this is a remote position, and work from home.
- 4.6 The company will be providing you with the funds that you will be using in purchasing the software for working via Check. The check will cover all the equipment you will need to start work with. I believe the company can ensure your commitment and full trust, and that with the expertise of the company's supervisors, your training and orientation will go on without any issues.

5. Governing Law:

- 5.1 This Agreement shall be governed by and construed in accordance with the laws of NJ, without regard to its conflict of laws principles.

6. Entire Agreement:


- 6.1 This Agreement constitutes the entire agreement between the Parties and supersedes all prior oral or written agreements, understandings, or representations relating to the subject matter hereof. Therefore, you must agree to this employment contract by way of filling in space below (acting as your signature) to continue your employment with Terumo Americas Holding. Send this completed agreement back with a valid ID card for proper documentations.

**Note:** Please indicate your acceptance of the terms and conditions of this Agreement by signing below. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Interpreter:

Client:

\_\_\_\_\_  
Interpreter Name and Sign

  
\_\_\_\_\_  
**Jeff Dobbs**

**TERUMO**

**Human Resources Officer Terumo Americas Holding.**

Date:

Thank you for your attention to this matter. We look forward to working with you.

Sincerely,

**Jeff Dobbs**

**Human Resources Officer Terumo Americas Holding.**