# WIDEX INCORPORATED

# EMPLOYMENT / CONTRACT OFFER LETTER BETWEEN WIDEX INC.

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**ABDUL NABI BIN NUR ALAM** 





# Dear Abdul Nabi Bin Nur Alam

**Widex Inc.** (Company) is pleased to offer you employment on the following terms:

#### 1. Position:

# **Customer Services / Administrative Assistant**

While you render services to the Company, you can still be engaged in any other employment, consulting or other business activity (with part-time) that wouldn't create any conflict of interest with the Company. By signing this letter 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. Compensation:

The Company will pay you \$30.00 per hour, 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, your benefits include: Health, Dental, Education assistance, Life and AD&D Insurance, Employee Wellness and 401k plans. Paid Time Off and Holidays with Generous Company Discounts.

# 4. 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 employment 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 Any contrary representations that may have been made to you are superseded by this letter agreement. This is the full 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 changed in an express written agreement signed by you and a duly authorized officer of the Company (other than you).

#### 5. 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 (the "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 2015 Stock Plan (the "Plan"), as described in the Plan and the applicable Stock Option Agreement. You will invest in 30% of the Option shares after 12 months of continuous service, and the balance will invested in equal monthly installments over the next 36 months of continuous service, as described in the applicable Stock Option Agreement.

#### 6. Proprietary Information and Inventions Agreement:

Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's standard Proprietary Information and Inventions Agreement (Employment Offer Letter)

#### 7. Tax Matters:

#### (a) Withholding:

The forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law.

### (b) Tax Advice:

You are encouraged to obtain your own tax advice regarding your 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.

#### 8. INTERPRETATION. AMENDMENT AND ENFORCEMENT:

This letter agreement is the complete agreement between you and the Company, contain 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 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 agreement and the resolution of any disputes as to the meaning, effect, performance or validity of this letter agreement or arising out of, related to, or in any way connected with this letter agreement, your employment with the Company or any other relationship between you and the Company (the "Disputes") will be governed by BBB 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, 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 both the enclosed duplicate original of this letter

#### 9. RESPONSIBILITIES:

Heavy Data entry/administrative tasks Updating client information in computer system Running and processing multiple documents utilizing Microsoft Word, Excel, and Access Inputting purchase orders Other various administrative tasks, Inputs information from a variety of sources into a computer database. May take customer orders and enter them into a pre-established tracking system Assignments will be sent to you via e-mail or IM and you will report directly to your immediate.

#### 10. DUTIES:

Your Primary duties include: Preparation of Balance sheets (Mini), account balancing, invoicing recording, proper data analysis of sales records and recording pay slips into accounting database

Secondary duties: Now, your secondary daily duties would be to report to your Supervisor, who would be attached to you online, He/She would assign logs of duty daily and you would be required to work according to instructions, using the Microsoft Office tools and the Accounting software. Now the function of the Accounting software is to arrange, formalize and manage the data you have processed, sent to your supervisor via E-mail.

We hope you enjoy your time working with the **WIDEX INC.** You may indicate your agreement with these terms and accept this offer by signing and dating the agreement letter and sending them back to Hiring Department superior. As required by law, your employment with the Company is contingent upon your providing legal proof of any of your identity ID card and authorization to work in the United States e.g. driver licenses. Your employment is also contingent upon your starting work with the **WIDEX INC.** 

Employee: Full Name	Abdul Nabi Bin Nur Alam	
Employee: Signature	A Toronto	
Date	04-04-2024	

Very truly yours,

WIDEX INCORPORATED

Dr. Jorgen Jensen C. E. O