



EMPLOYMENT OFFER LETTER

Congratulations! We are happy to inform you that you have been selected to fill the remote position at Inipharm. We received various applications from various candidates but based on your level of experience and how you answered all interview questions, the management Inipharm has decided to hire you as one of our remote workers, and we do hope you will put in your best to elevate the company.

The position we are offering is at a wage of \$30 per hour and \$20 per hour during training. We also have a benefit package; you will be permitted to participate in the following benefits in accordance with our policies as we might change from time to time and after meeting the applicable Eligibility requirements if any:

Employee Benefits - Short / Long-Term Disability Insurance

401(k) Retirement with company match Employee stock purchase plan

Medical care & Dental care

We are confident you will be able to make a significant contribution to the success of our company and look forward to having you on board.

I _____ accept the offer as outlined above.

Signature: _____(Fill in the blanks and amend the areas of the contact as you so wish.) The Regulations and Conditions of Employment as set out herein will be deemed to constitute a "Contract of Employment", in fulfillment of current employment legislation. All Employees will be required to sign at the space provided at the end of these conditions, agreeing to adhere to the Company's Conditions of Employment.

Date of Commencement:

Place of Work: The Employee shall be based for the time being at Work from home (Home Based) Inipharm.

- (i) **Job Function:** The Employee shall be employed asand he/she Shall also be required to carry out associated functions as the Company may from time to time require.
- (ii) **Hours of Work:** The hours of work shall be 8:00AM to 2:00PM, or a total number of Full times 45hours and Part-time 20hrs per week, as shall be set out by the Company from time to time but in any event shall at all times be in compliance with the provisions of the Organization of Working Time Act, 1997.
- (iii) **Salary:** The Employee will be paid \$20 per hour during training and \$30 after training. Salary will be reviewed monthly by performance. Payment shall be made via check and direct deposit suiting employee's choice of payment
- (iv) **Annual Leave:** In addition to the nine Public Holidays, twenty working days are allowed during a full calendar year, 1st January to 31st December in accordance with the provisions of the organization of Working Time Act, 1997.

On termination of employment, the entitlement will be a proportion of the appropriate annual holiday based on the number of calendar months completed during the calendar year of departure, subject to a minimum period of notice under the Minimum Notice and Terms of Employment Acts 1973-1991.

Absence through Illness: The Manager must be notified as soon as possible after 8.00 am in all cases where a member of the staff is unable to attend at the place of work. A medical certificate is required if absence extends beyond three consecutive days and should cover the period until the staff member is declared fit for work. Dental appointments, visits to the doctors, etc., should, where possible, be arranged outside working hours.

- (v) **Compassionate Leave:** Compassionate leave will be at the discretion of the management but, in the case of near relatives, will be such as to allow full attendance at funeral services.
- (vi) **Leave of Absence:** Approval and duration of unpaid personal leave shall be at the discretion of the Company.
- (vii) **Grievance Procedure:** The Company is most anxious that legitimate grievances raised by an Employee are expeditiously and fairly resolved. Any member of staff who has a grievance relating to his/her employment should discuss it with the Company.
- (viii) **Dismissal:** The Company hopes that it will not become necessary to dismiss an employee, However, it must be understood that there are certain breaches of Company rules for which, after the facts have been ascertained, an Employee may be summarily dismissed or suspended, without pay, pending further investigations. In such an event, an Employee will be afforded a full right of representation of his/her case to the Company before a final decision is made. Continued failure to adhere to normal Company requirements, including timekeeping, attendance, job performance,

Confidentiality in relation to all the Company's affairs and general conduct will result in an Employee being subject the following procedure:

- (ix) • The Employee will receive a verbal warning.

The Employee will receive a first formal written warning advising that continued failure to improve on the specific aspect of performance will lead to disciplinary action.

- The Employee will receive a final formal written warning.
- The Employee will be suspended for a fixed period, without pay.
- The Employee will be dismissed in the event of it becoming absolutely clear that no, or insufficient, improvement on the aspect of performance is forthcoming. At all times the Employer will abide by procedural fairness under current employment legislation when dealing with dismissals from the Company.

- (xiii) Notice Periods: Staff who wishes to terminate their employment with the Company is expected to give the following notice: All Employees on Probation – 1-week Employees appointed to Permanent Staff – 1 month Senior/Management Staff – 2 months or in times Of conflict in accordance with Section 4 of the Minimum Notice and Terms of Employment Act, 2008. Notwithstanding the foregoing, the Company may, at its discretion, waive its right to notice.

- (xiv) Confidentiality: The Employee will not, during or at any time after the termination of your employment, disclose to any person or persons (except to senior Employees of the Company) nor use for your own benefit any confidential information that you may receive or obtain in relation to the affairs of the Company or its Clients.

- (xv) Alteration to Terms of Employment: Any alterations in the Regulations of Employment affecting staff individually will be notified by a letter or memorandum, but any general alteration will be communicated in a Circular to be seen by all members of staff. Benefits: Health, Dental, Life and AD&D Insurance, Employee Wellness and 401k plans. Paid Time Off and Holidays with Generous Company Discounts.

I agree/accept to be bound by the regulations and conditions of employment as contained in the Foregoing:

Signed: _____

Date: _____

Note: You are required to have this signed and sent back to your Hiring manager

