



Coast Capital Savings Credit Union
800 - 9900 King George Blvd
Surrey, BC V3T 0K7
Telephone 604.517.7400
Facsimile 604.517.7575

August 21, 2018

PERSONAL AND CONFIDENTIAL

Khizr Ali Pardhan
205-108 West Esplanade
North Vancouver, BC V7M 3M8

Dear Ali:

WELCOME TO COAST CAPITAL SAVINGS CREDIT UNION ("Coast Capital")

We are very excited for you to join us. With your help we are going to improve the financial well-being of our customers and achieve our Purpose of together, we help empower you to achieve what's important in your life. We want you to be passionate about your work, we want to help you achieve your goals, aspirations and your own personal purpose, and we want you to have a whole lot of fun!

The letter below provides some details about your employment at Coast Capital. The terms and conditions of your offer of employment (including, but not limited to, compensation and vacation) are to remain confidential between yourself, your manager, Human Resources, and your legal counsel. Please sign and return this employment agreement to me, after you have read and agreed to the following terms and conditions:

Your employment with Coast Capital is conditional upon the following: (a) you must at all times be legally entitled to work in Canada and must provide Coast Capital with valid documentation evidencing your legal authority to work in Canada; and (b) Coast Capital having obtained reference checks, a criminal records check and a credit check, which are obtained directly by us as per your consent and which are satisfactory to Coast Capital in its sole discretion; (c) you must be bondable.

Coast Capital reserves the right to withdraw this offer of employment or terminate your employment with no obligation to provide you with notice, pay in lieu of notice or any other compensation, whether pursuant to statute, common law or as set out in this Agreement, if the above conditions are not satisfied or if you have misrepresented in any way your qualifications, previous employment history or authority to work in Canada.

Position

You will be employed temporarily in the position of Software Developer Co-op effective September 4, 2018. You will be reporting to Elaine Yeung, Manager, SAM Development at the Help Headquarters. This temporary employment is scheduled to end on or before April 30, 2019.

Please be aware that we may reassign you to duties at any of our other branches or departments, and we may also alter your title, duties, assignments or reporting relationships from time to time, which may include different hours, and/or days of work.

Orientation

You are scheduled to attend New Employee Orientation at the Coast U Campus at Help Headquarters, #800-9900 King George Blvd., Surrey, BC, beginning at 8:30 a.m. on each of the following dates: September 11, 2018. Please sign in with reception on the 8th floor and you will be given access to the Coast U Campus. Representatives from our Payroll/Benefits Department will be available on the second day of Orientation to assist with the completion of your benefits package and answer any related questions that you may have. Our orientation program will provide you with a foundational understanding of Coast Capital's business strategy, customer experience, employee experience and our governance, regulatory, and compliance accountabilities.

Salary

Your salary will be \$17.50 per hour with a minimum of 15 hours per week.

Vacation Entitlement

Your vacation entitlement is calculated at 4% of your regular pay.

Paid Sick Time

Temporary staff accumulate sick time at the rate of 1 hour for every 40 hours worked. Sick time is an insurance policy to be drawn upon only if you become unable to work due to medical reasons.

Probationary Period

During the first three months of your employment, you will be considered to be a probationary employee. During this probationary period, Coast Capital may terminate your employment at any time and for any reason without notice or pay in lieu of notice.

Performance Assessment

Performance assessments occur on a regular basis, including during your probationary period, and all assist in determining your overall annual assessment at the end of each year. The performance assessment is conducted to determine your progress, overall competency, eligibility for the Bonus Program, continued employment, and any resulting salary increases.

Overtime Directive

All overtime eligible employees must read, understand and abide by the corporate overtime directive available on the staff intranet site. Overtime is paid at the end of the pay period in which it was incurred or can be banked to be taken as time off with pay. To bank overtime you will need to complete a Banked Overtime Agreement. Your manager will review the overtime directive with you.

Personal Information

By accepting employment with Coast Capital you are consenting to the collection, use and disclosure of personal information for the purpose of establishing, managing or terminating employment relationships as cited in Coast Capital's Privacy Policy.

Coast Capital also gathers information regarding your abilities and employment history. We may rely on this information and utilize it in marketing efforts on behalf of Coast Capital, including, but not limited to, client targets and use on our web site. By accepting employment you are also consenting to this collection, use and disclosure of information.

Professional Conduct and Corporate Policies

As an employee of Coast Capital it is imperative that you perform your job with the utmost honesty, integrity, and confidentiality. You must at all times comply with all applicable laws, rules and regulations, all requirements of all applicable regulatory, self-regulatory and administrative bodies, and all Coast Capital policies and procedures that apply to its employees. Once your employment begins, you will be expected to read and understand the policies listed in Schedule A to this employment agreement within 30 days of starting employment. Coast Capital also has a comprehensive Code of Conduct and Business Ethics ("The Code") which we require all employees to review, understand and abide by. The Professional Dress standards are enclosed for your review **prior** to your start date. You will also be required to complete the online Anti-Money Laundering & Anti-Terrorist Financing Compliance Corporate Policy, tutorial and assessment within 30 days of your start date. Please speak with your manager for further instructions on accessing the tutorial and assessment. All Coast Capital policies, including the Code, are subject to review and updates, and it is expected that you will revisit these policies on at least an annual basis, and more frequently if required by Coast Capital. **You agree that the seriousness of these policies is known to you** and you acknowledge that you are required to follow the policies and procedures that are in effect from time to time. Failure to comply with these or any other conditions of your employment may result in termination of your employment for cause.

Termination

Although it may be difficult to contemplate the termination of the employment relationship at this time, we believe that it is important to specify entitlements upon termination at this early stage as a condition of your employment. You may terminate your employment with Coast Capital at any time by providing two weeks' prior written notice, which Coast Capital may waive in whole or in part. Coast Capital may terminate your employment prior to **April 30, 2019** as follows:

- (a) During the probationary period without notice or payment in lieu of notice;
- (b) After the probationary period, at any time, without cause, by providing you with two weeks' notice or payment of two weeks' base salary in lieu of notice; and
- (c) At any time, for cause, without notice or payment in lieu of notice.

This is a fixed term contract and, if it is not previously terminated by you or Coast Capital, it will terminate on **April 30, 2019** without notice or payment in lieu of notice.

If your employment terminates in accordance with terms set out above, Coast Capital shall not be obligated to make any further payments under this agreement, except for any amounts already due and owing but remaining unpaid at the time of such termination of employment. You agree that your right to notice of termination of your employment will be limited to the notice provided for in this section. You expressly waive any greater right to notice of termination, including any such right at common law, in equity, or under any federal or provincial statute or regulation and you agree that upon termination of your employment you will execute a release in favour of Coast Capital releasing Coast Capital from all claims arising from the termination of your employment.

Confidentiality

You understand and agree that all documents, records, notes, and memoranda containing confidential and/or proprietary information made or compiled by you or made available to you during the course of your employment, including all copies thereof, will be and remain the property of the Coast Capital group of companies, unless decided otherwise through a mutual agreement in writing between Coast Capital and yourself. All property of the Coast Capital group of companies will be delivered by you upon the termination of your employment with Coast Capital for any reason, or at any other time, upon request of Coast Capital. Except as required to fulfil your employment responsibilities to Coast Capital, you will not at any time, whether during the term of your employment or thereafter, directly, indirectly, or otherwise, use, communicate, disclose or disseminate confidential, proprietary, or trade-secret information belonging to the Coast Capital group of companies, which includes, but is not limited to, customer files, internal manuals, reports, policies and procedures, mortgage and investment documents, and all other financial investment documents and data, without the prior written consent of Coast Capital.

Non-Solicitation

Employees leaving the employment of Coast Capital have the ability to cause significant damage to our interests if they join a competing company immediately upon leaving Coast Capital. Accordingly we ask that all employees execute the following non-solicitation provision upon joining Coast Capital as an employee.

You acknowledge and agree that Coast Capital has a proprietary right in all its customers, prospective customers, customer lists, mortgage and investment documents, and all other financial investment documents and data, and you agree that during the one year period, commencing on the termination of your employment, you will not:

- (a) Solicit any customers or prospective customers of Coast Capital or supply any other person or entity with information for the purpose of soliciting any customers of Coast Capital;
- (b) Either personally, or on behalf of or in conjunction with any other entity, contact or solicit any person, directly or indirectly, to cancel, lapse, forfeit or surrender a mortgage or investment or any other contract issued through Coast Capital, in order to effect a mortgage or investment or contract with or through any other entity; or

- (c) Solicit or attempt to solicit the services of any employee of Coast Capital or of any subsidiary of Coast Capital who was an employee at the date of your termination; or an employee at any time during the one year period preceding the date of your termination.

For the purposes of the section above, customer means someone who was a customer of Coast Capital at the date of your termination, or at any time during the one year period preceding the date of your termination, with whom you dealt or had any contact. Prospective customer means someone you have contacted or who has contacted you (or who has otherwise been identified) for the purpose of acquiring products and services sold by Coast Capital.

Unless you inform Coast Capital otherwise, you also acknowledge that you are not subject to any other obligations which:

- (a) Restrict you from being employed by Coast Capital or from performing any of the duties assigned to you by Coast Capital; or which
- (b) Restrict you from using any information which may be useful in the performance of your duties for Coast Capital.

Governing Law

You agree that this agreement will be governed by and in accordance with the laws of British Columbia and the laws of Canada applicable therein and that you will submit irrevocably to the exclusive jurisdiction of the Courts of British Columbia.

Independent Advice

You are entitled to seek independent professional advice before signing this agreement. You understand that by signing this agreement you are confirming that you understand the terms and conditions of this agreement and agree to be bound by them.

Severability

If any portion of this Agreement is held to be invalid, illegal or unenforceable by a court which has accepted jurisdiction, this Agreement must be read and construed without such portion but otherwise will remain in full force and effect.

Entire Agreement

This Agreement constitutes the entire agreement between the parties with respect to the employment of the Employee and supersedes any and all agreements, understandings, warranties or representations of any kind, written or oral, express or implied, including any relating to the nature of the position or its duration.

To acknowledge acceptance of this offer as described above, please sign this employment agreement and return to me prior to your start date.

Ali, we look forward to you joining our team.

Yours truly,



Tara Dabiri
Talent Acquisition Associate

pc: Elaine Yeung, Manager, SAM Development
Payroll/Human Resources

Enclosure

I hereby declare that the information given in my resume and/or job application is true and accurate, and I understand that any misrepresentation of facts by me may be considered grounds for termination with cause by Coast Capital. I have read and understand this employment agreement and hereby accept the above terms and conditions of my employment as outlined in this employment agreement. I also confirm that I have read and understood both the Code and Professional Dress standards and will abide by them.

Khizr Ali Pardhan

Date

SCHEDULE A
POLICIES (OR THEIR UPDATES) TO BE READ AND UNDERSTOOD
WITHIN 30 DAYS OF STARTING EMPLOYMENT

- Acceptable Use Policy
- Anti-Harassment and Respectful Workplace Policy
- Confidentiality Policy
- Conflict of Interest Policy
- Customer Privacy Policy
- Employee Financial Conduct Policy
- Employee Privacy Policy
- Expense Reimbursement Policy
- Information Security Policy
- Safe Disclosure and Transparency Policy
- Social Media Policy
- Anti-Money Laundering & Anti-Terrorist Financing Compliance Corporate Policy