

Terms & Condition:

01. The appointment is for the full-time, regular position for the post of “**Offered Job Position**”.

02. Your salary will be (**Offered Salary**) including taxes. Below is the breakdown :

Basic Salary	Home Allowance	Transport Allowance	Medical Allowance	Total/Gross Salary
50%	30%	10%	10%	100%

03. 1st month is considered as Orientation/Training month and Salary/Allowance for the **first month is only the basic.**

04. When an employee becomes confirmed **100% of his/her basic salary will be contributed to their ERF as a bonus.**

05. A performance review will be arranged after a **90 days Probation Period**, based on which your services will be confirmed with the Company :

- During the probation period your services can be terminated with 01 day's notice and without any reasons whatsoever.
- If you want to resign from the company for any reason during the probation period, (which also applies to permanent employees) you will be required to submit a written application at least **30 days** prior. Failing to do so will result in a violation of this contract and the consequences will be as follows:
 - Company will fully deduct your current month and 30 days' salary (from ERF) as compensation.
 - Company will not provide any **Experience Certificate and NOC.**
 - If your services are found satisfactory during the probation period, you will be confirmed in the present position. However, if poor performance is found then probation could be extended up to **180 days.**

06. Employees' Regulatory Fund (ERF)

Employee Regulatory Fund is a welfare scheme brought into force to secure a better future for employees. Under the **Employees Regulatory Fund Scheme** (ERF Scheme) both employers and employees have to make their contributions. In this scheme, the Company deducts a fixed sum from an employee's salary every month and makes an equal or higher sum of contribution (condition applies). Employees also can choose a nominee for their ERF amount. **ERF is not applicable for interns or contractual employees.**

ERF During Probation Period

When a new employee joins :

- **10% of Gross Salary** will be deducted from the Employee Regulatory Fund from the **2nd month** until he/she becomes **permanent.**
- If a regular employee (who is not permanent yet) fails to provide at least 30 days prior notice before leaving the job, 30 days worth of salary will be deducted from his/her **Employee Regulatory Fund.** The remaining amount will be cashed to his/her account with no benefit whatsoever.
- **All other HR policy is applicable in terms of resignation, termination, and bonuses.**

- If an employee is being dismissed for any serious reasons, like a behavioral issue, cultural conflict, theft, company reputation damage, sabotage, corporate espionage, or continuous performance issue, He/she will lose 01 months of gross salary amount which will be deducted from his/her EFR Fund. The remaining basic Fund will be added to employees' accounts without any contribution from the Company.

ERF for Permanent Employees

Since becoming permanent, a new set of policies will be applicable to the Employee Regulatory Fund. The following policy for ERF will be applied :

- **10% of Basic Salary** will be deducted every month from **Employee Regulatory Fund**.
- If an employee completes **03 to 05 years** with TechForing successfully since he/she becomes **permanent**: He/she will get an equal amount of contribution from Techforing Limited to the ERF Scheme if the company is financially able, otherwise the only savings.
- If an employee completes **05 to 10 years** with TechForing successfully since he/she becomes **permanent**: He/ she will get 1.5 times of the total savings in ERF if the company is financially able, otherwise the only savings.
- If an employee wants to **leave the job** : He/she has to provide at least 03 months of prior notice. **Failing to do so**, the employee will **lose 3 months of gross salary** amount which will be deducted from his/her EFR Fund. The remaining basic Fund will be added to employees' accounts without any contribution from the Company.
- If an employee is being dismissed for any serious reasons like a behavioral issue, cultural conflict, theft, company reputation damage, sabotage, corporate espionage, or continuous **performance issue**: He/she will lose 03 months of gross salary amount which will be deducted from his/her EFR Fund. The remaining basic Fund will be added to employees' accounts without any contribution from the Company.
- If any employee who has completed at least 06 months as a permanent employee with Techforing Limited becomes seriously ill that requires expensive and longer treatment, or faces an accident or death, his or her nominee will receive the ERF amount with an equal contribution from Techforing Limited of a year.

07. Company will cover the monthly fixed-mobile bill and internet package **if that suits your position**.
08. Company will pay your conveyance & TA/DA bills on business travels and visits.
09. Company will arrange necessary training relevant to the job description for you, as and when needed.
10. As per Company Policy, employees are eligible to get **02 bonuses** (each **50% of Gross Salary**) per year after successful completion of one year service period from the date of appointment as a permanent employee, and this will be paid at the time of respective religious festivals.
11. The Permanent Employee shall be entitled to **10 days** casual leave, and **14 days** Medical Leave and shall not be entitled to any other leave as of right, however, the management may consider such leave, if any, at its own and absolute discretion.
12. The office timing/working period is 06 days a week, 09 hours a day with a 01-hour lunch break in between. The job can be day or night shift. The company will assign the employee on proper shifts depending

on company needs.

13. Increment/Promotion: based on the performance of the employee(s).

- 14.** Management of the company may terminate a permanent employee's services at any time by giving 01-month notice and if any permanent employee wants to leave, he/she has to inform 03 months prior to the date/month before the management by written application. Otherwise, a penalty applies as **referred to in point (5)**. However, in case of unlikely events such as natural disaster, hands of God act, bankruptcy, or any extreme situation, management has the right to terminate the contract at any given time without any prior notice.
- 15.** This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including RESUME), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the **Management may take such action as it deems fit in its sole discretion, including termination of your employment.**
- 16.** You will be responsible for the safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge. You also hereby agree to hold in the strictest confidence all TechForing proprietary information, including client list, products/services, price, discount, design specifications, and other trade secrets that will be shared or granted access from time to time for operational purposes.
- 17.** Please sign and return this Employment Agreement and Non-Disclosure Agreement confirming your acceptance.
- 18.** You are also required to **submit** copies of the following **documents** to the **office** for **HR records**:
- ❖ Two Copies of Passport Size Photos
 - ❖ SSC and HSC, or equivalent certificate.
 - ❖ Graduation certificate.
 - ❖ National Identification Card (NID).
- 19.** Signing of these terms and conditions by the Employee shall create the contractual obligation on his/her part with the company. Any amendment to this shall be valid only after mutual discussions and agreement in writing.