

## House Keeper SERVICE AGREEMENT

THIS GENERAL SERVICE AGREEMENT CONTRACT (the "Contract") is made and entered into on this 6 day of October, 2024, by and between:

Copora Limited, a company duly registered under the laws of Nigeria, with its principal office located at 71-75 Shelton Street, London, England, WC2H 9JQ, United Kingdom ("Employer" or "Company"), represented by its Managing Director, Mr. Andrew Smith,

AND

Shafi Akinropo, residing at 101 Bale Street Olodi Apapa, Nigeria, 102103 ("Employee").

### 1. POSITION

The Employer agrees to employ the Employee as a House Keeper. The Employee shall report to the Employer's designated supervisor and shall perform the duties and responsibilities set forth by the Employer, including but not limited to:

- Cleaning and maintaining rooms and premises in accordance with Company standards
- Ensuring supplies are stocked and equipment is maintained
- Responding to requests for housekeeping services
- Following health and safety regulations

### 2. COMMENCEMENT DATE

The Employee's employment shall commence on the 09 May 2024.

### 3. TERM OF EMPLOYMENT

This Agreement is for an indefinite period unless terminated earlier in accordance with the provisions of this Agreement.

### 4. COMPENSATION

The Employee shall be paid a monthly salary of 500 USD, subject to deductions for taxes and other withholdings as required by law. Payment shall be made on the last working day of each calendar month.



## 5. WORKING HOURS

The Employee shall work [specify working hours], with a lunch break of [specify duration] each day. Any additional hours worked shall be subject to overtime pay as per Nigerian labor law.

## 6. LEAVE ENTITLEMENT

The Employee shall be entitled to annual leave of [Number] days per calendar year, in accordance with the Company's leave policy. Sick leave and other leave entitlements shall be provided in line with Nigerian labor laws.

## 7. CONFIDENTIALITY

The Employee agrees not to disclose any confidential information or trade secrets of the Company, either during the period of employment or after its termination, except as required by law or with the written consent of the Company.

## 8. TERMINATION OF EMPLOYMENT

8.1. Termination by Employer: The Employer may terminate this Agreement by providing the Employee with [Number] days' notice or payment in lieu of notice.

8.2. Termination by Employee: The Employee may terminate this Agreement by giving the Employer [Number] days' notice in writing.

8.3. Immediate Termination: The Employer reserves the right to terminate the Employee without notice in cases of gross misconduct, serious breach of duty, or any act that causes reputational or financial harm to the Company.

## 9. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the Federal Republic of Nigeria.

## 10. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties and supersedes all prior agreements or understandings, oral or written, relating to the Employee's employment with the Company.

## 11. AMENDMENTS

Any amendments or modifications to this Agreement must be made in writing and signed by both parties.



## 12. SIGNATURES

*Andrew Smith*

Managing Director, Copora Limited

Date: 6 October, 2024

*Shafi Akinropo*

Employee

Date: 6 October, 2024

