

14th October, 2022

Emmanuel Arthur
NA 53/01
New Amanful

Dear Emmanuel:

OFFER OF EMPLOYMENT

We have the pleasure in offering you employment on a full time basis as an IT **Officer** on the grade of **Officer (Notch 1)** with effect from November 1st, 2022.

Your monthly basic salary will amount to **Two Thousand, Four Hundred and Forty-Six Ghana cedis, Fifty-Four pesewas (GHC 2,446.54)**. Other allowances associated with this grade will be communicated to you upon accepting this offer. Deductions towards social security contributions, income tax and any such lawful deductions will be made in accordance with the prevailing laws of Ghana.

During your employment you will devote the whole of your time to the business of the company and will use your best endeavors to promote the interest and welfare of the company. In your dealings with the company, you would also be expected to show the utmost good faith and engage in any activity prejudicially to the interest of the company.

You will be subject to and bound by the company's **HR Policy and Procedure Manual**, all the company's policies, rules and conditions of service as shall be issued by the company or may be amended from time to time.

Your Job description and objectives/performance targets (which will be agreed between you and the company, after your acceptance of this offer) would form and be construed as an integral part of your contract of employment with the company. Further failure to meet the said **objective/performance targets** would constitute sufficient grounds for the company to terminate your contract of employment.

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In the event that you wish to terminate your appointment, you will be required to give **One (1) month** written notice of termination or pay **One month (1) salary** in lieu of notice.

The company shall be entitled to terminate this contract immediately if you are found to be in breach of any of the conditions in this letter, or if you refuse to comply with the lawful instructions of the company, or are unable, unwilling or incapacitated from performing your contractual obligations to the satisfaction of the company or involved in conduct which is criminal, unethical or damaging to the reputation of the company.

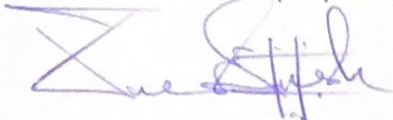
Probation and Confirmation

Your probation period is **six (6) months**. During this period we will assess your progress. Any serious issues – on either side – should be raised as they occur. This contract is subject to confirmation at the end of the probation upon satisfactory performance.

Kindly indicate your acceptance of this offer by signing the attached form and return it to us by 28th October, 2022.

We congratulate you in this appointment and hope you exhibit commitment and dedication towards your duties in our company.

For And On Behalf Of
Prime Insurance Company Limited



Dr. Joseph Nyarkotei Dorh
Managing Director

C: Deputy Managing Director
General Manager Operations
Chief Finance Officer

ACCEPTANCE OF APPOINTMENT

I, Emmanuel A. Hill have read, understood and accept the above terms and condition of offer of employment of Prime Insurance Company Limited.

Signature

Emmanuel A. Hill

Date

18-10-2022