

Dear Candidate,

We're excited that you will be joining our family soon at VENTURE VOLTS. We know that you will be a great addition to our team and we look forward to partnering with you in providing superior results in putting our customers first.

Our team members and leaders are eager to welcome you and help you understand why it is different here.

At VENTURE VOLTS, we are advocates in keeping our core values at the forefront so that together:

- We passionately put our customers and communities first
- We embrace change and innovate courageously
- We grow together through spirited teamwork

Our corporate social responsibility of 'giving where we live', is an important part of what makes us unique. We believe in investing in our team members, their families and the communities where we live, work and serve.

We want you to know that we're all anxious to see you succeed and there will be plenty of opportunities for you to learn and grow in your new position.

Enclosed you will find your offer letter and more information regarding your new position and compensation for you to review and sign.

Welcome to VENTURE VOLTS.



Welcome!

Thank you for your interest in becoming a part of the VENTURE VOLTS family.

We would like to congratulate you and it is with great joy to offer you the following position of Virtual Assistant with VENTURE VOLTS. This position will be working from your home office located in with an anticipated start date of 11/01/2024, subject to rescheduling as may be agreed between you and the Company. We are pleased to offer you a competitive hourly wage of \$35.00/Hour] less applicable tax and other withholdings, paid in accordance with applicable laws and regulations. This rate is inclusive of any work-related expense reimbursement allowances. Future adjustments in compensation, if any, will be made by the Company in its sole and absolute discretion.

You are a non-exempt employee which means you will be paid by the hour. You will be working a flexible schedule, which means you can set your start time and end time each day. You must report your time on a daily basis in the Company's timekeeping system. However, VENTURE VOLTS' flextime policy prohibits you from working more than 8 hours per workday, and 20 hours per work week, unless approved in writing by the company. Please keep in mind that working hours are not guaranteed and will vary day to day based on client needs.

Your signature below signifies acceptance of this offer and your understanding that this offer does not in any way create an express or implied contract of employment. You are employed on an "at will" basis so that both you and VENTURE VOLTS retain the right to end this employment relationship at any time, with or without cause, without any further liability to the other.

It is a condition of this offer of employment that you keep the terms confidential. Any breach of this condition may result in the offer being withdrawn or would relieve VENTURE VOLTS of its obligations under this offer of employment.

Moreover, your employment is conditional upon you being legally authorized to work in the United States ("US") on a continuous basis for the duration of your employment with VENTURE VOLTS. Pursuant to the Immigration and Nationality Act, VENTURE VOLTS is required to verify the identity and employment authorization for all new hires. In order to comply with this legal obligation, we must complete an Employment Eligibility Verification Form I-9. We have enclosed a Form I-9 for your review with instructions on how to complete the forms.

VENTURE VOLTS is committed to being a premier corporate citizen. VENTURE VOLTS has developed a number of policies that have been adopted to support the achievement of this objective. You will be expected to comply with



these policies during the course of your employment with VENTURE VOLTS.

The arbitration agreement enclosed with this offer provides that you and the Company will submit any covered dispute to binding arbitration. Please read it carefully, sign and return to the Company.

In summary, this offer is contingent upon you:

- Signing the Company's standard Confidentiality Agreement (a copy of which is enclosed);
- Signing the Company's Arbitration Agreement (a copy of which is enclosed);
- Providing the Company with appropriate I-9 documents establishing your identity and right to work in the United States;
- Successfully completing client training; and
- Reviewing and acknowledging the team member handbook

This offer of employment is valid through the close of business 10 days from the date of this letter. If you do not accept the offer and complete the new hire paperwork prior to the offer expiration, the offer will be automatically revoked. If you have any questions please contact [hiringsupport@venturevolts.com](mailto:hiringsupport@venturevolts.com).

Welcome to the VENTURE VOLTS Team!

