

Appointment Letter

Private & Confidential

April 27, 2021

10/HR/AL/119

Muhammad Asher
College Road near UMT, Block C1, Phase1,
Johar Town, Lahore.

Dear Asher,

Further to our recent interviews, we are pleased to inform you that you have been selected for employment with our company for the position of **“iOS Developer”** on **“P-2A -Professional”** grade subject to the following terms and conditions:

1. Place and Date of Appointment:

- i. You will be initially based at Lahore. You may, however, be relocated to any part of Pakistan or World subject to a mutual agreement. You should be prepared to work in any place which the company desire and to travel or stay in any part of the world as the company may require from time to time.
- ii. Your employment will commence from the date of your reporting for duty which shall not be later than **April 26, 2021** failing, which this letter of appointment will become ineffective.
- iii. You are being hired on probation initially for three months starting from date of joining.

2. Remuneration:

Your monthly salary and allowances payable monthly in arrears will be as follows:

Basic Salary	Rs.	46,666/- P.M
House Rent Allowance @ 40% of Basic salary	Rs.	18,668/- P.M
Utilities Allowance @ 10% of Basic salary	Rs.	4,666/- P.M
Total:	Rs.	70,000/- P.M

Variable Pay upon Confirmation

Up to 15% (Performance variable) of the salary (Rs. 10,500/ month)

Up to 10% (Company's Revenue) of the salary (Rs. 7,000/ yearly)

Other Benefits as per company policy:

- i. Provident **Fund Policy:** Equal Contribution from Employer 10 % and from employee 10%

Accepted: _____



- ii. **Group Hospitalization** Company arranged full insurance coverage against hospitalization of all xiQ employees and dependent up to two children subject to the existing Health policy. Also reimbursement of outpatient medical bills.
- iii. **Education Policy:** Contribution in school fee of children of all xiQ Pakistan employees. Company contributes up to Rs. 6,000 for school fee per kid (up to two kids) or 50% of the monthly tuition fee whichever is less for all employees.
- iv. **Interest Free Loan** against provident fund for marriage and other purposes.
- v. You will be entitled to incentive, leaves and benefits as per Company's rules, regulations and policies as amended, modified or adopted from time to time.
- vi. All benefits would be applicable from the date of confirmation (when the acknowledgment of the confirmation letter would be received by Human Resources Department). Moreover, all insurance related benefits would be applicable after submission of related insurance forms and their acknowledgment by insurance company.

3. Tax and Deductions:

- a. We shall be required to deduct and pay tax at source. The tax on salary will be deducted each month.
- b. The company will deduct EOBI contributions and any other levies from the salary as per the laws of Pakistan.
- c. All the personal expenses on the corporate account; e.g., personal long-distance calls, personal entertainment will be deducted and a detail of such deduction will be sent to you on your pay slip.

4. Rule of Professional Integrity and Independence:

- a. Your service will be governed by the Professional Ethics observed and practiced according to the policies of xiQ.
- b. You agree to be bound by the Company's rules, regulations and policies as laid down, amended, modified or adopted from time to time.
- c. While rendering professional services to company or company's clients, you shall ensure your ability to be, and to appear to be, free of interest, whatever its actual effect that might be regarded as being incompatible with the objectivity needed to carry out professional responsibilities with impartial judgment.



Accepted: _____

- d. You shall keep the secrets of this company and company's client or associate, in which you may become involved or engaged in any form at anytime both during the period of your employment there-under and at all times, after the termination thereof, and shall not divulge any matters or things relating to the business or interest of this company or any such company's client or associate to any unauthorized person or utilize any secret or confidential knowledge or information acquired by you in consequence of your employment there-under to the detriment or prejudice of the company or any such company's client or associate.
- e. Except during authorized holidays, you will devote to your duties the whole of your time and attention and you will not, without the previous written consent of the company, become interested or engaged directly or indirectly in any other trade, business or occupation whatsoever, except as a shareholder or debenture holder in a company.
- f. You Shall not initiate employment discussions, nor shall you take up an employment with a client or a prospective client of the company without prior written consent.
- g. You shall not practice or perform advisory work on your own or take-up employment with any professional or consultancy organization involved in any way with products competing with xiQ's competitor in Pakistan for a period of **12 (twelve) months** from the date of expiry of this contract or termination of this contract for whatever reason.
- h. All company documents and materials including reports, proposals, brochures, books, manuals, leaflets, other intellectual property and stationery that will come in your possession during the course of your employment, shall always remain as company's property. Such documents and materials shall be immediately returnable to the company on demand.

5. Personnel and Administrative Policies:

- a. Your employment in respect of discipline, working hours, holidays, absences through sickness or accident, performance and reward management, annual bonuses, travel, accommodation and per diem, etc., will be governed by the Personnel Rules applicable to all permanent employees of xiQ, as structured from time to time.
- b. **Leave Policy:** You shall be entitled to ten days casual / sick leaves in the course of a calendar year. Medical leave without pay is permissible to the extent of sixty days provided it is recommended by a certificate of medical practitioner approved by the Company and such certificate is furnished within two days of availing the leave. After having completed one year service period, you are entitled to fourteen calendar days of annual leave duly sanctioned by the Company.
- c. You agree to perform, observe and conform to such duties and instruction as may from time to time be assigned or communicated to you by the Company.

Accepted: _____



- d. You undertake that you will not, at any time during the continuance of your employment with the Company, or thereafter, divulge or use any information that you may acquire in the course of your employment in any manner which may be directly or indirectly detrimental to the interest of the Company. You also acknowledge the execution of Employee Proprietary Information Agreement by signing Non Disclosure Agreement attached to this letter on the date of joining.
- e. You would be liable to inform the Company of any part time work or project taken up by you.
- f. You shall be liable to the penalties attached to the following acts as prescribed in the Rules of the Company:

Acts of minor misconduct:

- i. Leaving work place while on duty without permission;
- ii. Tardiness;
- iii. Untidy work space.

Acts of major misconduct:

- i. Misappropriation of funds or fraud or other acts of dishonesty with the Company
 - ii. Theft of property, documents, information belonging to the Company;
 - iii. Insubordination or unwillingness to comply with the directions by the superior officers of the Company;
 - iv. Repeated absence from work without authorized leave;
 - v. Conviction in a court of law of any offense involving moral turpitude;
 - vi. Engaging in any outside employment of business without authorization of the Company.
- g. Where in consequence of your misconduct the Company suffers direct or indirect financial or other loss, you shall be bound to compensate the same in full.
 - h. You will be liable to take responsibility for any loss or damage to the company property caused by your negligence, inadvertence, fraud, carelessness etc. The termination of your services may not exonerate you from your said liability.
 - i. You may resign at any time providing a 30 days written notice. The company in its sole discretion may not require you to serve the notice period in which case you will be paid for the days actually served.

Accepted: _____



- j. In case you do not provide the 30 days notice the company will have the right to deduct the salary for the balance notice period.
- k. The company may terminate this appointment at anytime without notice.
- l. All final dues shall be paid to you with-in 30 days by the Company on the cessation of your employment after serving of 30 days notice period and settlement of your accounts with the Company.
- m. The Company shall impart technical and other training to you based on your training need analysis for the performance of various functions and duties. In return Company may require a commitment on your behalf to stay with the company on a mutually agreed duration and conditions, for the cost incurred in arranging for and imparting the requisite training.

I welcome you and wish you good luck in your future long-term career with us. I must reiterate that the position being offered to you enjoys a coveted status, reflecting upon your role to be one of the highest responsibilities. Future revisions in your compensation package and status upgrading will be largely dependent on your performance.



Fareeha Fazal
Head Human Resources

I have read this contract letter and accept the offer on the conditions outlined above.

Signature: _____

Address: _____

Date: _____