



Contract of Employment

Dear Adeoluwa Ojulari

This is a fixed-term four months student placement. The terms and conditions of your employment will be:

- Place of work – Remote
- Hours of work – 35 per week, Monday to Friday, 9:30am to 5:30pm, including 1 hour lunch break
- Salary – Canadian \$ 17 per hour - Fixed for the duration of your placement. Your monthly salary will be paid into you bank account on the last day of every month.
- Holiday entitlement – 20 days per year (Pro rata) plus bank holidays. The holiday year runs from 1 January to 31 December
- Absence – if you're absent from work for any reason you must inform Daniel Iona by email as soon as possible, but no later than 10am
- Sick pay – you may be entitled to be paid if you're not able to work due to sickness or injury.
- Probationary period – There will be no probationary period
- Performance management – a review with Solomon Adeleke / line manager every month, with a full structured appraisal on the fourth month.
- Notice period – Your employment with Cyraatek will be on a temporary basis, which means you and the department are free to terminate the employment relationship at any time for any reason.
- Grievances – if you wish to raise a grievance, you should put it in writing to Solomon Adeleke / line manager. The full grievance policy and procedure in the [location will be sent to your official email address].
- Disciplinary rules and procedures – [location of our disciplinary rules and procedures will be sent to your official email address]. If you're unhappy with any disciplinary decision taken in relation to you, you can appeal in writing to Director of operations (Samson Odunoye).