

January 20th 2023

Promish Kandel

kandep1@mcmaster.ca

Dear Promish,

Jatom Systems Inc., is pleased to offer you the position of Co-op Student for the Summer 2023 term from May 1st 2023 to August 31st 2023 at a rate of \$27.00 per hour. This rate is based on the assumption that this is your second work term.

Conditions of employment:

- The position requirements and expectations have been discussed with you during your interview.
- Our standard work hours are 9:00am to 5:00pm with 30 minutes for lunch – billable 7.5 hours/day.
- Please obtain a Criminal Records Check for Employment through your local police authority and email it to Marie Baldwin ([marie.baldwin@jsitecom.com](mailto:marie.baldwin@jsitecom.com)).
  - You will be reimbursed for the cost of the police check upon submission of your receipt.
- You understand that JSI has suspended its temporary, mandatory workplace vaccination policy. Provision of your vaccination status may be provided on a voluntary basis. In the event JSI reinstates its policy in the future, you agree to provide proof of full vaccination and/or proof of exemption with reasonable accommodation plan for review and approval.

JSI has implemented a hybrid working environment whereby employees may work remotely or in the office as agreed with their manager. To ensure a smooth start to your term with JSI, prior to your first day, work with your manager to determine your primary location for work. Should you choose to work remotely, please be advised that JSI reserves the right to require in person attendance periodically for those within a commutable distance to the office.

Should you have any questions, please do not hesitate to contact Human Resources at [HR@Jsilecom.com](mailto:HR@Jsilecom.com).

Sincerely,

Andra Folks

Software Development Manager

Jatom Systems Inc.

[afolks@jsitecom.com](mailto:afolks@jsitecom.com)

613-591-5910 ext 515

**I hereby accept the terms and conditions above.**

Electronically Signed By:

**Promish Kandel**

Signed on 01/25/2023