



PRIOCLEN HOLDINGS

This Contract of Employment is made on the 15th day of May 2024
BETWEEN: **PRIOCLEN HOLDINGS LTD** with registered address of D 15, Rukayat
Plaza, Jabi, Abuja
(Hereinafter referred to as The Employer)

AND

PAUL ABEL with known
Address: Sokale Abuja
(Hereinafter referred to as The Employee)
Contract commencement date: 20th May 2024
(Contract terms are subject to review every year)

Job Responsibilities

Posting: Prioclen Technologies Ltd

Job Title: Full Stack Developer

Department: Information Technology

Unit: PT- Product Development and Innovation

Service: Product and Solutions Deployment

Reporting to: Chief Technology Officer

Job Functions (Includes but is not limited to):

- As a Full Stack Developer, you will;
- Actively participate in the overall application lifecycle.
- Adhering to Coding Standards
- Working closely with designers to translate design mockups and wireframes into functional web interfaces.
- API Integration
- Developing server-side logic and APIs to support front-end functionality using languages such as JavaScript (Node.js), Python (Django or Flask), Ruby (Ruby on Rails), or Java (Spring Boot).
- Implementing authentication and authorization mechanisms to control access to application resources.
- Implementing security best practices to protect against common web vulnerabilities such as SQL injection, cross-site scripting (XSS), and cross-site request forgery (CSRF).
- Using version control systems such as Git to manage code changes and collaborate with other developers.

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- Communicating effectively with team members, including other developers, designers, project managers, and stakeholders.
- Learn about new technologies and stay up to date with current best practices.
- Deploying and managing applications on cloud platforms such as AWS (Amazon Web Services), Azure, or Google Cloud Platform.
- Developing web applications, APIs, and microservices with Python-based frameworks like Django or Flask
- Conduct UI tests and optimize performance.
- Train, help, and support other team members.

Place of work and workhours

- You will be required to work Hybrid from our Abuja office in Nigeria 2 days a week and from any location of your choosing the remaining three days. You may be required to work out of station, should this occur, you will be provided with logistics, accommodation and welfare allowance should it be required.
- You shall observe a fixed forty (40) hours working time per week Monday to Friday between 9:00 am to 5:00 pm with a 1-hour break each day.
- You shall be required to clock in and out promptly on every workday via the Microsoft Teams app. Failure to do so can lead the organization to mark you as Absent.
- For achieving the set targets and obligations as set out herein, or as may be required, you agree to work extra/overtime when required or deemed necessary for the Company.
- You will be provided with tools necessary to work conveniently if required, including a Personal Computer, Modem/Router. Do note that all tools provided by the organization remain its property, and you must return them in good condition in the event of contract termination.
- You will also be responsible for the loss and any cosmetic damage to the tools, while the company will be responsible for any other form of damage.

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Compensation Package

- Your remuneration is currently ₦150,000 including transport allowance, housing allowances subject to statutory deductions such as Pension and Tax, payable monthly by credit transfer as detailed on your pay statement.
- Provide details of preferred account for salary to be paid into
- Bank name: _____ Account number: _____
- A monthly pay slip containing the breakdown of salary paid will be sent to your personal mail either 48 hours before payment or 48 hours after payment.
- All salary payments will be made within the last days of the month.

Contributory Pension Scheme

- Statutory deductions from your salary will be made by the Company, in respect of contributions to an approved Pension Fund Administrator, in accordance with the Pension Reform Act, 2014 (or any amendment thereof). This contribution will include both the company and employee contribution.
- A total monthly contribution of 18% of your monthly Basic, Housing and Transport allowances i.e. (10% from the employer and 8% from the employee respectively) would be remitted monthly as pension remittance.

Agreed Deductions

- The Company reserves the right, at any time during the pendency of this contract, or in any event of termination; to deduct from the Employee's remuneration hereunder, any monies owed by you to the Company including but not limited to:
- any loans advanced to the Employee by the Company.
- any statutory contributions or deductions
- any unaccounted for, unauthorized or un-receipted expense advances that have not been promptly repaid to the Company
- Any expenses incurred by the Company because of repairing damage to or loss of any Company property caused by the Employee and any losses suffered by the Company because of any negligence or breach of duty by the Employee
- Disbursement and Expenses
- The Company shall provide cash advances to the Employee sometimes to cover disbursements or reasonable expenses incurred by the Employee on its behalf. Provided that such disbursements and expenses are necessary to be incurred on behalf of the Company. The Employee will also be entitled to obtain a cash advance to cover the cost of traveling and reasonable expenditure incurred to carry out assignments as may be delegated from time to time.

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- All expense requests should be made via Jira Expense Management link.
- The Employee must prepare a statement of his expenses and retire all disbursements within two (2) weeks of his return from an assignment. The balance of the money remaining unspent or unaccounted for must be refunded to the company.

Performance assessment & Development

- The company will provide in-house training for your development and job efficiency. Any other training required (or suggested by the employee) by the company shall be duly funded by Prioclen Holdings after employee confirmation.
- You shall participate, monthly, in a performance assessment exercise between yourself and the Management of the Company, in a manner stipulated by the Group Managing Director beginning from the first year of your service. This will be judged based on the target set prior by you and the Group Managing Director
- You shall endeavor to meet all performance targets set by the employer, failure to do so can be grounds for termination,

Annual leave

- After confirmation, you will be entitled to annual leave of Twenty-One (21) working days, within any calendar year, or as otherwise determined by the Company, excluding all statutory holidays.
- Unless with formal consent in writing from the Company, there shall be no accumulation or carryover of leave period for the year
- You shall not be entitled to payment in lieu of leave period.
- In the event of termination of the employment, you shall not be entitled to monetization of any unused annual leave period.

Absence and Sick leave

- Failure to participate, react and respond to company email, team groups messages, meetings, colleague messages and calls via the company messaging platform (Microsoft Teams) within 48hours (about 2 days) will be considered as absence from work.
- Except with the express approval of the company, the Employee shall not for any reason be absent from work.
- Where the Employee is absent from work, the Employee shall inform the Employer of the reason for the absence and obtain written approval for such absence.

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- Where an employee is unable to come to work due to ill health, he must immediately notify the company and obtain from the company written permission/approval for absence from work on health grounds.
- If the Employee is absent due to illness for more than two consecutive days, the Employee shall in addition to obtaining written permission/approval for absence from work on health grounds provide a medical certificate to the Employer, as soon as possible, but no later than on the day on which the Employee resumes work, after such absence.
- The Company shall not be obligated to pay any employee who failed to notify the company of his absence or obtain written approval for absence from work for the period in which he failed to be at work or perform all or any of his duties under this contract.

Good faith

- You agree to always act loyally, reasonably, faithfully and in the best interest of the Company.
- You shall always abide with the Company policies as stated in the Company .
- Handbook and/or any other form of memo, correspondence, letter or notice.

Confidentiality

- You shall in strict confidence, protect the security, integrity, and confidentiality of such information, data, documents and to not permit unauthorized access to
- or unauthorized use, disclosure, publication, or dissemination of confidential information during and after your employment with the Company.
- Notwithstanding the provisions of clause above, you shall be obligated to divulge confidential information only upon the written consent of the company or where such disclosure is by order of Court or the law.

Termination of Employment

- During your probation period, either you or the Company may terminate this contract by giving the other 2-week notice. Upon confirmation, either you or the Company may terminate this contract by giving the other at least 1-month notice in writing or payment made in lieu of notice.
- Notice must be in writing and delivered in accordance with this Contract
- The Company reserves the right, during any period of notice of termination or ending of employment, to exclude you from the Company's premises or to require you not to carry out any duties; and to instruct you not to communicate with clients, Employees, agents or representatives of the Company .

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- It is hereby understood and agreed that nothing shall prejudice the right of the Company to summarily dismiss you without notice or salary in lieu of notice in the event of gross misconduct or conviction for a criminal offence, subject to the relevant procedures having been followed. The Company's grievance and disciplinary procedures shall be as set out in the Staff Handbook.
- By signing this contract, you authorize the Company to deduct from your remuneration, on termination of employment (including salary, payment in lieu of notice and leave pay), all debts owed by you to the Company as well as all or any statutory deductions.
- This contract prevents the employee from having the ability to resign from their role within 6 months of completion of any training program sponsored by the company.
- On the termination or cessation of your employment for any or no reason at all, you shall immediately deliver to the Company, as applicable, all equipment, tools, uniforms, originals and copies of all statistics, data, documents, accounts, records and paper, computer hardware and disks, printouts, keys, identification cards, and all other property in your possession or control which belong or relate in any way to the business of the Company.

Governing law and Dispute Resolution

- This Contract shall be governed by and construed in all respects in accordance with the laws of the Federal Republic of Nigeria .
- The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
- Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement shall be referred by either Party to be finally resolved by arbitration under the Arbitration and Conciliation Act, Cap A18 Laws of the Federation of Nigeria 2004, which Act is deemed to be incorporated by reference into this clause.
- The arbitration shall be presided over by a sole arbitrator who shall be appointed by the mutual agreement of the company and the employee. The seat of arbitration shall be in Abuja, Nigeria. The language to be used in the arbitral proceedings shall be English and parties shall respectively bear the cost of the arbitration.

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Severability

Each provision contained in this Contract shall be several and distinct from every other such provision and if at any time, any one or more of such provisions is or becomes invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining such provisions shall not in any way be affected thereby.

Please familiarize yourself with the terms and conditions in this document including your responsibilities.

Signed on this day ____ of _____, 2024
(Kindly append full name and signature below)

Employer

Employee

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