



www.bukkahut.com

13 June 2023

**Chigozie Rudolph Okere**

3 Dapo Sokeye Close  
Ire-Akari Estate, Isolo  
Lagos

Dear Chigozie,

### **OFFER OF EMPLOYMENT**

Bukkha Hospitality Limited is a **Proudly Nigerian and People-Centric brand** focused on providing quality meals to lovers of good food that tastes as good as homemade. Our meals are prepared in a clean and healthy environment, underpinned by exceptional customer service. We presently have outlets across Lagos state with presence on both mainland and Island axis.

We believe that people are at the core of what we do and are intentional about providing a supportive work culture and practices that are **meaningful, inclusive** and ensure our employees have the liberty and opportunity to operate as top performers whilst fulfilling their personal goals and aspirations. We do not guarantee an easy ride but if you are up for the challenge, growth and opportunity to make an impact, you can be sure that you will find a credible career partner in Bukka Hut.

We are intentional about **people empowerment** and learning and development is a key element of our employee value proposition. However, you are expected to set and work towards a high level of personal and professional development, whilst building own resilience to overcome on the job challenges.

It is our pleasure to extend the following offer of employment to you on behalf of Bukkha Hospitality Limited ("BHL") effective **15 June 2023**. This offer is contingent upon our receipt of duly executed guarantor forms. Please find detailed below the terms of our offer.

**Job Title:** IT Officer  
**Job Grade:** Deputy Manager 1  
**Salary:** Monthly Salary of ₦200,000 monthly, exclusive of taxes

**Vacation and Personal Emergency Time Off:** You are entitled to 20 working days of paid leave annually following the completion of your probation period.

**Probation:** A probationary period of 3 months from the date of resumption of duties is mandatory. During this period, you will have the status of contract staff and if your performance is satisfactory, you would be offered permanent employment and admitted into the **company's Medical Insurance scheme**.

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**BUKKHA HOSPITALITY LIMITED**

BLOCK 69A PLOT 8 ADMIRALTY WAY, (NEAR PHCN OFFICE) LEKKI PHASE 1

Tel: 07044997604, 07045115204

Email: info@bukkahut.com



**Pension Contribution:** 8% statutory deduction of your Basic, Housing and Transport allowances will be done monthly as pension remittance (N5,920.00) while BHL contributes 10% of same into your pension account in compliance with the Pension Reform Act 2014 as amended.

**Leave Allowance:** Upon completion of 6 months of service with BHL, you will be eligible for Leave Allowance. The Leave Allowance will be 15% of your Annual basic salary which will be paid at the end of November or early December.

**Telephone Allowance:** You will be paid the sum of **N8,250 monthly** for phone calls while you have a CUG line for internal calls.

**Medical:** You will be eligible to join the company's medical scheme after your probation period.

**Staff meal:** You will be entitled to 1 meal per day.

**Long-Time Service Reward:** Upon 5 years of service and above with BHL, you will be eligible for long-time service reward which will be paid to you upon exiting BHL. The amount will be computed based on your years of service and work performance. Kindly refer to our Staff handbook for further information.

**Workday:** Regular work hours are 8am to 5pm, Monday to Friday. However, you may be required to work later where the situation arises, and other duties assigned to you by your line Manager.

**Extent of Service:** You shall devote your entire professional time, attention, and energies to the performance of your duties for BHL as you will be full time employment of the organization and as such you will not engage yourself elsewhere either honorary or for remuneration.

**Health:** Your continuation in the employment will always be subject to your remaining physical and mentally fit and alert.

**Presentation:** Your appointment is based on the representation made and furnished in your CV and documents. In case any representation and information made by you is at any time found to be incorrect your employment is liable to the termination.

**Responsibility:** You will have the responsibility for efficient, satisfactory, and economical operation in the area of job assignment that may be entrusted to you from time to time in the interest of the Organization.

**Intellectual Property:** In consideration of the Organization entering into this contract with you, it is agreed that any intellectual property would be that of the Company or any of its associate as the case may be and in pursuance thereof it is agreed that: On contract termination you will return all property of BHL in your possession including all confidential information or material such as drawings, notebooks, reports, or any other document in any form, electronic or otherwise.

**Resignation:** Your employment with BHL is at-will and either party can terminate the relationship at any time with or without cause and with one month's notice or payment of full gross salary in lieu of the same.





However, BHL may at its discretion relieve you of your duties anytime during your notice period and in that event, you will be paid your salary till the last working day.

**Dismissal:** BHL reserves the right to dismiss you from employment for gross misconduct and where this occurs, you will not be entitled to any payment or terminal benefit if any.

**Confidentiality:** It is a condition of your employment that you have a duty of confidentiality with regards to Bukka Hut. During your employment you may find yourself in possession of sensitive information, the disclosure of which could be construed as a breach of confidentiality. It is necessary that you must not discuss any BHL sensitive or confidential matter whatsoever with any outside organization including the media.

**Conflict of Interest:** During the period of employment, an employee shall owe a fiduciary duty to the Company and for that reason, an employee shall be always expected to use his/her best endeavors to promote the brand, interests, and welfare of the Company and should not directly or indirectly be engaged, connected, or interested in any other trade, business or profession which will create a conflict of interest.

**Others:** We may clarify that terms and conditions of employment are confidential and should not be discussed with anyone. Any violation would be viewed seriously. In matters not herein specified you will be governed by such rules of the Company as are in force from time to time.

You acknowledge that this offer letter, represents the entire agreement between you and BHL and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon BHL.

Please note that these terms may be subject to change based on the agreement between you and management. Furthermore, more detailed terms and conditions in our Employee Handbook will be shared with you upon resumption.

If you agree with the above terms, please sign below. This offer is in effect for five business days from the date of receipt.

We welcome you to BHL and wish you the best as we establish a win-win relationship.



Isiakpona Nwabueze  
Head- People & Culture



Chigozie Rudolph Okere



Rasheed Jaiyeola  
Founder/CEO