

TOP-TIER WIZARDS HUB

WRITER'S CONTRACT

“Your time is limited, so don’t waste it living someone else’s life. Don’t be trapped by dogma – which is living with the results of other people’s thinking. Don’t let the noise of others’ opinions drown out your own inner voice. And most important, have the courage to follow your heart and intuition. They somehow already know what you truly want to become. Everything else is secondary” Steve Jobs.

COMPANY OVERVIEW

A) Motto

Quality never disappoint

B) Mission

Customer satisfaction at the core of e-commerce through top-notch services

C) Vision

To be leading the company in meeting customer specifications across the world through the e-commerce platforms

D) Core Values

- Honesty
- Confidentiality
- Innovation & creativity
- Teamwork
- Responsibility
- Accountability

E) Goals and objectives

- To be the leading company in terms of quality provision
- To help every stakeholder achieve their irreducible minimum objectives
- To maximize the company’s net profit
- Expanding the company’s market share
- Upholding competency among all employees
- Creating a conducive working environment
- Promoting a healthy competitive team

SECTION 1: GENERAL CONDUCT

- I. Every member shall uphold utmost respect to the **EMPLOYER, EMPLOYEE**, and other management staff therein (*termination of the contract may be imposed upon a review of misconduct by the management as guided by the terms of contract termination*)
- II. Use of vulgar and any disrespectful languages as provided by the Kenyan constitution shall be held accountable through a fine or being fired automatically (fine not exceeding Ksh. 1000 deductible from personal earnings)
- III. All members shall be descent in their talk, walk, and personal grooming whereby any conduct contrary to the company's culture, value, or ethics shall be charged
- IV. Any damage to the company's properties shall be fined either by replacing or the equivalent amount deducted from the salary.

SECTION 2: AVAILABILITY & COMMUNICATION

- I. All members **MUST** be available from Monday to Friday (8 AM- 5 PM) and on Saturday (8 AM- 2 PM).
- II. Any absenteeism without 1-day prior notice will be held accountable with a 2-day suspension.
- III. Any lateness of work shall be held accountable with a 1-day suspension.
- IV. The writers **MUST** be available 24/7 if called up for **REVISIONS** and failure to do so the paper shall be **RE-ASSIGNED** irrespective of the amount of revision required.
- V. Communication must be made through the office regarding any delays in order delivery, re-assignments, absenteeism, lateness, or any other issue that may cause inconveniences.
- VI. Absenteeism for three consecutive days without the consent of the management shall lead to a 7-days suspension with a fine worth Ksh. 2000 of the expected payment and further consideration for contract termination.
- VII. Reasons for absenteeism shall be limited to **DEATH, SICKNESS, or CRITICAL FAMILY ISSUES** that need critical attention and **MUST** be communicated through the office.

NB: ALL STUDENTS WILL BE CATEGORIZED AS PART-TIME WORKERS AND THEIR CONTRACTS WILL BE DIFFERENT.

SECTION 3: TRAINING

- I. Training is endless and every day is a learning day.
- II. All trainees shall undergo training of not less than two weeks
- III. Any promotion to start working shall be examined through the instructor's guidance upon evaluation of the trainees' progress
- IV. A trainee shall be subject to multiple samples at the request of the instructor
- V. Training shall only take place at the offices from 8 AM – 5 PM (Monday – Friday) and Saturday (8 AM- 2 PM) with no absenteeism/ Virtual training will also be considered even though the mechanisms will be case-specific.
- VI. Only the successful trainees shall be employed by the company
- VII. All members must be available for our weekly presentation either physically or remotely on days to be communicated by the management.

SECTION 4: WORK GUIDELINES

- I. Must attach a copy of the GRAMMALRY and TURNITIN report along with the draft copy, final copy, or revision.
- II. Orders that are delivered an hour after the deadline shall be re-assigned and no amount paid to the writer and the writer shall not be assigned any other order that day.
- III. Cancelled orders shall not be paid, however, the writer shall compensate the full amount of the canceled orders under the reason “PLAGIARIZED AND BAD QUALITY” as determined by the company.
- IV. Only orders completed above 99% shall be paid. Meaning that any **UNDERPAYMENT** will not be paid. This calls for quality work delivery.
- V. The writer must attach a well proofread paper and failure to, one shall not be assigned any work until he/she shows improvement through samples.
- VI. Any **DRAFT**, **FINAL**, or a **REVISED** copy must have a (*thesis statement, references, all references in-texted, introduction, conclusion, topic sentence among other key components that entail a quality essay*).
- VII. Revisions **MUST** be provided with immediate effect upon request and no further assignment of orders until the revision is provided to the required standard. **FAILURE** to do so, the order will be **RE-ASSIGNED** and no amount paid to the writer.
- VIII. Two or more **CANCELLATIONS** (without reasonable cause) will attract a Ksh. 2,000 fine deductible from the payment.
- IX. A writer **MUST** confirm their commitment to work on a given assignment within thirty minutes and failure to, the manager will assume the writer is working on it effectively.
- X. The manager will not accept any reassignment and deadline extension when the deadline is due. In that case, the writer will be eligible for a fine not exceeding Ksh. 2000.

“It takes 20 years to build a reputation and five minutes to ruin it. If you think about that, you’ll do things differently.” – Warren Buffet

SECTION 5: PAYMENT

1. Payment shall be made after every two weeks that is, two days from (16th and 1st of every month) whereby any delays shall be communicated through the management.
2. All the guidelines that involve fines, termination of the contract, or any damage within the company shall be deducted from the payment and notice made in advance via sorted invoice.
3. Our normal CPP will be Ksh 250.
4. Any issue arising from the payment shall only be communicated to the Accountant or Director.
5. All the invoices shall be sent to toptierfinances@gmail.com

SECTION 6: CONTRACT

A. Terms of the contract

1. Must have read and understood the information therein and ascent their consent by signing the contract form or affirming their readiness to work under the contract through signed email or Message.
2. Must adhere to the said guidelines and be held accountable as per each provision
3. **MUST** work under the company for a period of six months which is renewable upon the expiry of the contract.
4. Every employee must show **LOYALTY, TRUST, and RESPECT** to the company by refraining themselves from providing services that are incoherent with the goals and missions (*one is limited to work under another company or individual that provides similar services within the contract period, companies or individuals that serves as a threat to the welfare of the company*). Failure to, the contract will be terminated with immediate effect and a fine not exceeding Ksh. 10,000 shall be executed, deductible from the salary.
5. Every employee shall be expected to pay a fine when he/she violates the contract with their own consent. The company will hold any employee responsible for their mistake and the director will also be responsible to ensure the execution of fines.

B. Termination of contract

1. Any breach of the contract before six months shall amount to a deduction of Ksh. 10,000 deductibles from the salary.
2. A contract shall be terminated upon violation of any policy that is subjective to the termination.
3. In case of contract termination, all the remaining balances shall be paid on a countdown of 60 days from the first day of termination.
4. Any writer who gets more than one plagiarism cases will be automatically fired and any fines/penalties will be deducted from their pay.

I hereby affirm that I have read and understood the policies and guidelines therein and will comply with the penalties or rewards stated. Thus, I ascent my signature with full consent of the information therein and agree that the rules are binding between me and the employer.

Employee

Name: Amos Kamau

Id no: 34268296

Phone: 0791021746

Date: 30/1/2022

Place of residence: Nakuru

Signature: AK

Employer

Name:

Phone:

Signature: