



Bridgecard Limited

Date: 5th of January, 2022.

Name: Bridgecard Limited

Address: Victoria Crest Estate 1, Orchid road, Lekki Lagos.

Re: EMPLOYMENT CONTRACT

PRIVATE AND CONFIDENTIAL

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Address: Victoria Crest Estate 1, Orchid road, Lekki, Lagos.

Re: EMPLOYMENT CONTRACT

Dear Angella,,

We have pleasure in offering you, **Angela Aboderin**, hereafter referred to as 'the Employee', a full time employment with **Bridgecard Limited**, hereafter referred to as 'the Company', in the position of a **Customer Success / Digital Marketing Executive** on the following terms and conditions:

1. CONTRACT START DATE:

You have been granted a full time employment under which you will be on probation for the period of three months and then be confirmed as a full staff if the company is satisfied, otherwise your contract might be terminated.

2. DUTIES:

All duties as outlined in the job description pertaining to the above-mentioned post and as may be directed by the Head of Human Resources of the Company or any other person under whose authority you may be placed. While you are currently being recruited for the role of a **Customer Success / Digital Marketing Executive**, you will work under the supervision of the **Growth Marketer**.

3. RESPONSIBILITIES:

The Employee undertakes and agrees to;

Carry out and perform any reasonable instruction, even though such may not ordinarily fall within the scope of the duties relevant to the position occupied by the Employee and/or may not be consistent with his/her status;

Perform functions and/or render services to or on behalf of the Company or any Group Company as directed from time to time;

At all times faithfully, conscientiously, truthfully and in good faith serve and promote the business, interests and affairs of the Company and the Group and avoid conflicts of interest;

During working hours (and during such reasonable amount of additional time as may be necessary or desirable having regard to the exigencies of the respective business/es, interests and affairs of the Company and the Group) to devote the whole of his/her efforts, time and attention to the performance of his/her duties and the respective business/es, interests and affairs of the Company and the Group;

To use his best endeavors, knowledge, skill and expertise to promote the welfare and advance the business, interest and affairs of the Company and the Group and to meet the objectives of the Company and the Group;

To submit to management or to any person or committee of persons as designated from time to time, such information and reports as may be required of the Employee in connection with the performance of her duties and/or the business, interests or affairs of the Company and the Group;

To foster and maintain a professional relationship with all customers, suppliers, licensors, business connections and trade connections of the Company and the Group with a view to maintaining, protecting and improving the reputation and goodwill of the Company and the Group; and to at all times honor and observe the obligations of secrecy and confidentiality.

4. LOCATION

The job is remote. However note that it will be permissible of the company to require your physical presence when considered necessary.

5. REMUNERATION:

Your salary will be a gross of **NGN400,000.00** payable at the end of each calendar month. You will also be given certain perks to include free meals, T-Shirts and other items later on.

6. DEDUCTIONS:

All local taxes and pension contributions will be deducted from your gross salary each month in accordance with Taxation and pension laws of Nigeria.

7. HOURS OF DUTY:

Standard working hours are **9.00 am to 5.00 pm** from Monday to Friday. However, your position and responsibilities may demand that you work outside these hours from time to time and our company culture prioritizes work performance above office attendance.

During working hours (and during such reasonable amount of additional time as may be necessary or desirable having regard to the exigencies of the respective business/es, interests and affairs of the Company and the Group) to devote the whole of his/her efforts, time and attention to the performance of his/her duties and the respective business/es, interests and affairs of the Company and the Group;

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To submit to management or to any person or committee of persons as designated from time to time, such information and reports as may be required of the Employee in connection with the performance of her duties and/or the business, interests or affairs of the Company and the Group;

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8. PROBATION:

Your appointment is subject to a probation period of three (3) months and confirmation shall depend on satisfactory performance during this probation period. The successful completion of your probationary period will be determined by your performance subject to you meeting your goals for the period. During the probation period, either party can terminate this contract by giving two (2) week's notice in writing or paying two week's salary in lieu of notice.

9. LEAVE:

The Company reserves the right not to grant annual leave should its operational requirements so dictate, in which case alternative dates can be submitted.

10. SICK LEAVE:

You shall be entitled to sick leave for at least 14 days in any leave circle half of it with full pay and the next half with half pay, as per the law of Nigeria. You shall be required to produce a medical certificate for absence of this kind, and failure to do so will lead to deduction of your leave days to compensate for the absence.

11. HOLIDAYS:

The gazetted holidays shall be granted as per the law of Nigeria.

12. STAFF RECORDS:

It is a mandatory requirement that you provide your personal details in addition to any other information that may be required as part of the personal records to be maintained in your personal file.

13. OFFICE EQUIPMENT:

You will be supplied with sufficient office equipment in order to perform your duties on the level that is required.

14. MEDICAL SCHEME

No Medical aid insurance shall be provided for the Employee by the company.

15. COMPANY'S POLICIES

The Company's disciplinary code and procedure, grievance procedure, standard procedures and policies governing security, health and safety, and customer care, as well as any other standard

policies and procedures relating to employment in place within the Company, apply to the Employee's employment with the Company.

The Employee undertakes to acquaint herself with the terms and conditions of such codes, procedures and policies. Such codes, procedures and policies, may, at the sole discretion of the management of the Company, be amended from time to time, which amendments shall be binding upon the Employee. If any such policies, codes and procedures or a HR Manual are not in existence at the time that this Agreement is entered into, such policies, codes and procedures shall apply to this Agreement at the time that such are introduced.

Please see Annexures that will require your signature and return to H.R. within 2 days of signing of this contract.

16. PROHIBITION AGAINST "MOON LIGHTING":

The Employee undertakes that while she is employed by the Company (including during any notice period or period of suspension) she shall not, without the prior written consent of the Chief Executive Officer of the Group, directly or indirectly in any capacity whatsoever, carry on or be interested or engaged in or concerned with or employed by any person other than the Company or the Group.

17. USE OF COMPUTER SYSTEMS:

- Utilize the computer and access the Company's network, laptops, computer systems and software (including email and internet) solely in pursuance of the Company's business activities; and
- Not copy any software whatsoever, for whatever purpose, from one computer to another unless both the applicable software license and the Company permits it.

18. INTERCEPTION AND MONITORING OF ELECTRONIC COMMUNICATIONS:

The Employee acknowledges, accepts and agrees that he consents to the monitoring and interception of her communication insofar as it relates to electronic communications that he may send or receive using the equipment of the Company or during the course and scope of her employment by the Company.

19. CONFIDENTIAL INFORMATION:

During your period of employment with the Company and at all times thereafter, you must not disclose any Confidential Information of the Company or Group of Companies except as may be necessary for the proper performance of your duties.

"Confidential Information" includes, but is not limited to, all trade secrets and all business, financial and technical information, customer lists, manufacturing processes, price lists, product specifications, supplier and supply details, manuals, marketing plans including future plans, ideas, concepts, know-how, technology including computer software and hardware, process and knowledge which is not generally known outside the Company.

For avoidance of doubt, confidential information does not include information, which would otherwise fall within the definition above, that you possessed prior to commencing employment with the Company.

On termination of your employment (howsoever occasioned) you will immediately deliver up to the company all Confidential Information, and all documents which were prepared by or on behalf of the Company or Group of Companies which are in your care, custody or control, and all keys, financial data and financial equipment such as credit and other bank cards, all other equipment such as motor vehicle(s), cellular telephone equipment, all software and all data both in electronic format and hard copy format, storage of data devices and all other property belonging to the company.

20. INTELLECTUAL PROPERTY:

You acknowledge and agree that you will assign to the Company all existing and future Intellectual Property Rights in all inventions, models, designs, drawings, plans, software, reports, proposals and other materials (collectively, the "Items") created or generated or contributed to, by you for use by the Company, in the course of your employment, including where you have created, generated or contributed to the Item after business hours where:

- A. You have used Company tools, equipment, property or other resources; or
- B. The Item is relevant to the work performed by the Company
- C. The item is relevant to the work performed by you at **Bridgecard Limited**

No proprietary interest in the Intellectual Property is transferred to you by the disclosure of the information to you in the course of your employment, and no proprietary interest in the Intellectual Property becomes vested in you by your creation or generation of, or contribution to, any Item.

You will not make any claim to or concerning any of the Intellectual Property.

You consent for the benefit of the Company to all or any acts or omissions that would ordinarily constitute an infringement of your moral rights in relation to all intellectual property that you may create or generate in the course of your employment with the Company including a right of attribution of authorship, a right not to have authorship falsely attributed and a right of integrity of authorship.

"Intellectual Property Rights" include, but are not limited to, patents, copyrights, website designs, product designs, wireframes, technological designs, brand designs, campaign designs rights in circuit layouts, registered designs, trademarks, the right to have confidential information kept confidential, and any application or right to apply for registration of the rights listed in this paragraph.

21. NON COMPETITION:

You agree that you will not during your employment with the Company and for the Non-Competition Period following your employment, be involved whether directly or indirectly, (whether as owner, partner, employee, consultant or in any other capacity) in any business which is in competition with the Company, namely the provision of financial services, within the countries that we operate.

22. RESTRAINT OF TRADE

The Employee shall not for one (1) year from the Termination Date, in any capacity, carry on or be interested in or employed by any business, carried on within the group's area of operation and which renders Prescribed Services (means any services rendered by any Group Company in the ordinary course of business carried).

The Employee undertakes that neither he nor any business, trade, firm, undertaking or concern in or by which he is directly or indirectly interested or employed will within one (1) year after the Termination Date, directly or indirectly-

- (a) Encourage or persuade any employee of the Company to terminate his employment by the Company; or
- (b) Canvass or solicit business in respect of the Prescribed Services from Prescribed Customers;
- (c) Tender any Prescribed Services to any Prescribed Customer.

You agree that this restraint is reasonable in terms of its extent and duration and goes no further than is necessary to protect the Company's legitimate business interests. You agree that this restraint does not unreasonably restrict your right to carry on your profession.

If any portion of the provisions dealing with non-competition is held to be void, the remaining portions of this paragraph will continue to apply. Removal of any portions will not affect the validity of what remains.

23. TERMINATION OF EMPLOYMENT:

At any time, either party to this contract shall be entitled to terminate this Agreement by giving one (1) months' notice in writing or by paying one (1) months' pay in lieu of such notice. In the unlikely event of gross misconduct on your part, the company reserves the right to terminate your contract summarily without notice.

24. CONFLICT OF INTEREST:

You shall devote the whole of your time, attention and skill in your working hours to the business and interest of **Bridgecard Limited** in a proper and efficient manner and use your best endeavours to develop, maintain and extend that business and act loyally and faithfully to **the company**.

You shall not receive or obtain directly or indirectly any discount, rebate, commission or other benefit in respect of any goods or services supplied or acquired any other business transacted by it and if you

does receive any such discount, rebate, commission or other benefit you will be required to remit them as revenue to the company unless otherwise agreed.

25. GOVERNING LAW AND LANGUAGE:

This contract shall be governed by the laws of Nigeria; the governing language will be the English Language.

26. DISPUTE RESOLUTION:

If any dispute arises between the Parties on any matter provided for or arising directly out of this Agreement or in regard to the interpretation or termination of this Agreement then that dispute shall be submitted to and decided by private arbitration based on the Labour Laws of Nigeria.

Please sign both copies and return one to the undersigned.

Yours Sincerely,

For and on behalf of **Bridgecard Limited**

CEO (Bridgecard Limited)

Head of HR

Aima Osime

ACCEPTANCE

*I have read the terms of the contract with **Bridgecard Limited** incorporated in the above letter; and I accept this employment on those terms.*

Employee's Name.....**Angella Aboderin**.....

Signature: 

Date: 07/01/2022

Guarantor Name Temitayo Akintunde

Signature: 

Date: 07/01/2022