



Leasing House, 2 C&I Leasing Drive,
Off Bisola Durosinmi Etti Drive,
Off Admiralty Way, Lekki Phase 1, Lagos

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05 January 2022

Ayanbadejo Oluwaseun Mercilina

12b Adewole Kuku,
off Emma Abimbola Street,
Lekki Phase 1,
Lagos.

Dear Ms. Ayanbadejo,

EMPLOYMENT OFFER

We are pleased to appoint you as Head Business Development in the Fleet Management Unit of C&I Leasing Plc. This appointment shall be subject to the following terms and conditions: -

STAFF ENGAGEMENT

Effective date - **4th January 2022**
Type of Employment - **Full Time**
Department - **Fleet Management**
Reports to - **Country Manager/Head Fleet Management**
Job Grade - **Assistant Manager**

REMUNERATION

The Company will pay you a start salary in accordance with the Company's standard payroll schedule and subject to deduction of taxes and other withholdings as required by law or the policies of the Company. Below is the breakdown of your annual gross: -

Received by me
Oluwaseun Ayanbadejo
6/1/22

Remuneration	Per Annum
Basic Salary	1,044,112.53
Rent	1,403,791.65
Furniture Allowance	380,836.72
Transport Allowance	846,303.82
Lunch	343,810.93
Dressing	317,363.93
**Vacation	156,616.88
**Christmas Bonus	87,009.38
Telephone Allowance	234,087.64
Utilities	317,363.93
Others	645,022.37
Total Annual Gross	5,776,319.79

*Remuneration is subject to statutory deductions as required by local laws

PLACE/TRANSFER:

Your present primary place of work will be at C&I Head Office; 2 Leasing Drive, Off Durosinmi Etti, Lekki Phase 1. While a staff of C&I leasing Plc, you can be transferred anywhere to serve any of the Company's projects or any other subsidiary at the sole discretion of Management.

REMOTE WORKING/WORK FROM HOME

This means you can work from anywhere and still deliver on your assignments once equipped with all necessary work tools subject to an agreed schedule with your supervisor. Upon resumption, you may request for the remote work policy and guidelines for further details.

WORKDAYS/HOURS:

Your standard workdays are Monday – Fridays and work hours are from 7 30am – 4. 30pm with 1-hour lunch break taken at any time between the hours of 12noon- 2pm or in short forms of thirty (30) minutes. However, note that there may be times you may be required to work beyond these hours to meet deadlines or deliver on achievements subject to client demands.

DUTIES AND RESPONSIBILITIES

Your job description and KPI will be issued to you upon resumption of duty by your Supervisor.

PROBATIONARY PERIOD

This appointment is subject to six (6) months probationary period commencing from the date of your resumption. After the said period, your appointment will be confirmed in writing, subject to your achievement of a satisfactory rating in your performance appraisal.

Where your performance appraisal is unsatisfactory, the Company may at its sole discretion

extend your probation period or terminate this offer of employment without any payments in lieu of notice.

BENEFITS

In addition to salary, you will receive the following benefits (*group life insurance, medical insurance, Employer's pension contribution, tuition reimbursement etc.*) according to the company's policy.

ANNUAL LEAVE

You are entitled to a paid annual leave period of 24 working days, please refer to the employee handbook on the intranet for other terms and conditions on the leave policy.

PERFORMANCE BONUS

The company may decide to pay you a performance bonus which is completely at management's discretion and company's performance for the period.

TERMINATION OF APPOINTMENT

During the probation period or the extended probation period, this appointment may be terminated at any time by either party without stating any reason and without giving any prior notice or payment in lieu of notice.

After confirmation of appointment, the appointment may be terminated by either party by giving one (1) months' notice in writing of intention to terminate or by paying one (1) month gross salary to the other in lieu of notice. The Company reserves the right to terminate the appointment summarily i.e. without notice or payment in lieu of notice, in case of fraud or any serious misconduct.

FORCE MAJEURE

The company will not be liable to you for any failure or delay in the performance of its obligations -under this agreement- if caused by any event or circumstance beyond its control, including, but not limited to acts of God, war, terrorism, a pandemic or denial-of-service attacks, insurrection, fires, flood, storm, explosions, and labor conditions.

DRESS CODE AND GROOMING POLICY

We take appearance at work very seriously. The Company's official dress code is smart casual. All clothes must project professionalism and employees are always required to be clean and well-groomed. Managers are expected to dress in business casual during internal and external meetings. Footwear and accessories should be smart casual.

DISCIPLINARY ISSUES

This will be treated in accordance with C&I Leasing disciplinary procedures. Please refer to the employee handbook for more information.



CONFIDENTIAL INFORMATION

You are required to observe and uphold all the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

Kindly be informed that your salary information is confidential and should be discussed with your Line Manager or HR Business Partner **ONLY**.

You are required to sign off on the non-disclosure/confidentiality agreement form attached to this letter.

OTHER TERMS AND CONDITIONS

Your employment is also subject to other terms and conditions as contained in the Company's employee handbook. We reserve the right to make reasonable changes to this agreement and will notify you in writing of such changes. Such changes will be deemed to be accepted unless you notify HR of any objections you may have before the commencement date.

By signing this offer, you confirm to the Company that you are under no contractual or other legal obligations that would prohibit you from performing your duties with the Company.

We look forward to establishing a professional working relationship with you and welcome to our team.

Yours faithfully

For: C&I LEASING PLC



Ugoji Lenin Ugoji
Chief Operations Officer

Accepted:

Name: AYANBODEJO O.M Sign:  Date: 06-01-2022

Your preferred business partner

Directors:
Dr. Samuel Olayinka (Chairman), Chukwuemeka Ndu (Vice Chairman),
Andrew Otiaka Odibi (Managing Director/CEO), Babatunde Egun (Non-Executive),
Omotunde Alaga (Non-Executive), Florence Okoli (Non-Executive),
Ahi, Sadiq Abubakar Adams (Non-Executive), Olayemi Abayelu-Jebson (Non-Executive),
Tom Gwa Achidi (Non-Executive)