

September 29th 2022.

61, Victoria Street, Ogudu  
Lagos State

Dear Stephen,

**OFFER OF EMPLOYMENT**

Following our recent recruitment engagements, Hyphn Resources Limited Is pleased to offer you full-time employment as a Digital Marketer/Web Developer with effect from October 4th, 2022. In consideration of your anticipated role, your total gross emolument shall be N1, 800,000.00 (One million, Eight hundred Thousand Naira Only). The breakdown of the gross emolument and the terms of your employment are detailed in the Terms of Employment attached.

In line with standard practice, the appointment will be probationary for a period of six months, after which confirmation will be subject to an above-average performance appraisal, receipt of two satisfactory references, and satisfactory background and academic checks.

Kindly confirm your acceptance of our Terms of Employment by executing on or before 3rd of October 2022.

We are delighted to welcome you to the Hyphn Resources Team and trust that you will have a successful career with us.

Yours faithfully,

Management  
Hyphn Resources Limited



**TERMS OF EMPLOYMENT**

1. You are employed as a Digital Marketer/Web developer reporting to the Managing Director.
2. Your primary place of work will be at the Company’s head office located at 434 Damilola Fashade Street, Titilayo Sector, Omole Phase 1, Lagos.
3. Your total annual emolument is N1,800,000 (One Million, Eight Hundred Thousand Naira Only) less statutory deductions (PAYE-7.5%, Employee Pension deduction -8%).

|  |  |
| --- | --- |
| **Description** | **NGN** |
| Basic | 540,000 |
| Housing | 450,000 |
| Transport | 450,000 |
| Entertainment | 180,000 |
| Meal subsidy | 60,000 |
| Utility Allowance | 60,000 |
| Others | 60,000 |

PS: Salaries are paid on the 29th of every month.

1. There will be a probationary period of 6 months.
2. You will be covered under the company’s health insurance plan.
3. You will benefit from the 10% statutory requirement under the company’s pension contribution plan.
4. Your responsibilities will cover the digital marketing space generally as well as that of a web developer. Details of which will be advised upon resumption.
5. Your work hours are Monday to Friday from 8:00 AM to 5:00 PM with a 1-hour lunch break during the day. You are also required without additional remuneration or (unless the Company shall so agree at its discretion) time off in lieu to work such additional hours as may be necessary for the proper performance of your duties or as may be reasonably required by the Company.
6. During the continuance of your employment, you shall (unless prevented by your ill health) devote your whole time and attention to the business of the Company and shall not, without the prior written consent of the Company engage in any other business or commercial activity (whether as an employee or on your account or in a partnership or otherwise).
7. Your annual leave entitlement is 20 paid working days per year. In addition, you are entitled to all Nigerian public holidays with pay. For further details regarding leave allowance and entitlements, kindly contact the Human Resources Department upon resumption of duty.
8. Particulars of terms and conditions relating to incapacity to work due to sickness or injury, including provisions for sick pay will be made available to you upon resumption of duty.
9. Your employment is subject to a six months probationary period. At the end of the 6-month confirmation period, prior to your confirmation, the firm shall conduct a formal evaluation of your performance during the confirmation period. This evaluation will be conducted using the standard evaluation procedures of the firm and will be carried out with the sole objective of determining whether the firm wishes to confirm your employment as a permanent employee failing which you will be asked to leave the firm.
10. You are entitled to receive one calendar month’s written notice of termination of your employment. You are required to give one calendar month’s written notice to the firm if you wish to terminate your employment. In lieu of notice, either you or the company can make a cash payment equivalent to the value of your net annual compensation for the period of notice due.
11. The Company reserves the right to terminate your employment without notice in the event of gross misconduct or other breaches of contract by you, and your attention is drawn to the disciplinary provisions in the Staff Handbook.
12. You will on request either during or after the termination of your employment immediately deliver to the Company all its property in your possession or control including or in addition to (whether or not the medium on which such are recorded is the property of the Company) all records, data and information relating to the business of the Company.
13. You will not within a period of twelve months after the termination of your employment entice away or attempt to entice away, for yourself or for any other person, from the employment of the Company any person who is employed by the Company at the date of your ceasing to be employed.
14. You will be bound by the company data protection policy and other policies of the company.
15. There are no collective agreements, which directly affect the terms and conditions of your employment.
16. You shall protect and not disclose any information of the Company, its clients, and third party proprietary and confidential information entrusted to you or to which you have access during the course of your employment. This obligation of confidentiality shall remain alive after the termination of the employment relationship.
17. With the acceptance of our offer of employment, you hereby give your consent to the holding and processing of personal data provided by you to the Company for all purposes relating to the performance of your employment including, but not limited to:

* **Identify trends and insights.**
* **Allocate marketing investments .**
* **Plan and direct marketing campaigns.**
* **Manage an organization's website and maintain it, keeping best practices in mind.**
* **Optimize content for the website and social media platforms.**
* **Work with various content formats such as blogs, videos, audio podcasts, etc.**
* **Track the website traffic flow.**
* **Implement and analyze performance metrics.**
* **Measure and assess goals vis-à-vis ROI.**
* **Device experiments and conversion tests.**
* **Provide internal reports on a regular basis.**
* **Execute new and creative collaborations among technologies and platforms.**
* **Website programming /development.**

21. Additional terms and conditions may be introduced from time to time by Management of the Company, which shall further govern the terms of your employment.

22. Kindly note that all works developed and executed during your time of engagement with Hyphn resources based on the briefs given to you belongs to the company unless otherwise agreed.

23. By signature I, ........................................................................ hereby acknowledge receipt of this Contract and further acknowledge, understand, and agree to the terms and conditions of employment as set out in the Contract and the Company’s terms and conditions of employment affecting employees generally. I agree to abide by the lawful and reasonable instructions of the Company at all times, and to discharge my duties and obligations to the Company diligently and to the best of my ability. I agree that in the event that any of the provisions and conditions of the contract are breached, the Contract shall become voidable at the discretion of the Company. If at any time, while the Contract is in force it becomes apparent that the Employee made a material misrepresentation of facts which influence this selection decision, the Contract shall become voidable at the discretion of the Company.

…………………………………. ……………………………

Management

Hyphn Resources. Stephen Oladoke . A