



Date: 24-12-2025

Ref:25/47/1505

Employee Agreement Letter

This Employee Agreement (the "Agreement") is made and entered into on this **24th Day of Dec, 25**, by and between **Hilti Jordan** (the "Company") and **RAM LAKHAN MAHTO** (the "Employee") holding PASSPORT NUMBER **PA3605217**.

1. Term of Employment

The Employee agrees to be employed by the Company for a fixed term of **two (2) years**, commencing on 15-12-2025 and ending on 14-12-2027, unless terminated earlier in accordance with the provisions of this Agreement. The term of employment may be extended upon mutual agreement in writing by both parties.

2. Position and Duties: The Employee shall serve in the capacity of **SCAFFOLDER SUPERVISOR** and perform all duties and responsibilities as assigned by the Company. These responsibilities include, but are not limited to, the tasks outlined in the job description provided to the Employee. The Employee agrees to devote their full time, skill, and attention to the performance of their duties during working hours, comply with all Company policies, and act in the best interest of the Company.

The Employee is expected to maintain high standards of performance and adhere to professional conduct. Regular performance reviews will be conducted to ensure alignment with the Company's expectations and objectives.

3. Working Hours and Overtime: The standard working hours shall be **eight (8) hours per day**, totaling **forty (40) hours per week**, excluding breaks. Work schedules will be determined based on operational requirements. Any additional hours worked beyond the standard working hours shall be considered **overtime** and compensated in accordance with the Company's policies and applicable labor laws.

Employees are required to record their working hours accurately and ensure timely submission of timesheets or other relevant records. Prior approval from the Employee's supervisor is mandatory for any planned overtime.

4. Probationary Period: The Employee shall be subject to a probationary period of **ninety (90) days** from the Start Date. During this period, the Employee's performance and suitability for the role will be assessed. Either party may terminate the Agreement during the probationary period without notice or obligation, except for payment of wages due up to the date of termination. Upon successful completion of the probationary period, the Employee's status will be confirmed.



5. Salary: The Employee shall be entitled to a monthly salary of **1100 Jordanian Dinar**, subject to applicable deductions as per the labor laws and the Company's policies. Salary payments will be made on or before the last working day of each month via bank transfer or as otherwise agreed.

6. Annual Leave: The Employee shall be entitled to **thirty (30) days of annual leave** per year, in accordance with the Company's leave policy. Leave requests must be submitted in advance and approved by the Employee's supervisor to ensure minimal disruption to operations. Unused leave may be carried forward or compensated, subject to the Company's policy and applicable laws.

7. Benefits

- **Food and Transportation:** The Company shall provide the Employee with food and transportation to and from work as part of the employment package. Specific details regarding meal arrangements and transportation schedules will be communicated separately.
- **Medical Insurance:** The Company shall provide comprehensive medical insurance coverage for the Employee as per the terms outlined in the Employee Benefits Handbook.
- **Professional Development:** The Company encourages ongoing learning and development. Opportunities for training, workshops, and certifications may be offered to enhance the Employee's skills and knowledge.

8. Code of Conduct: The Employee agrees to abide by the Company's Code of Conduct, which outlines expectations regarding behaviour, professionalism, and workplace ethics. The Employee must:

- Treat colleagues, clients, and stakeholders with respect and courtesy.
- Maintain confidentiality of sensitive Company information.
- Refrain from any form of discrimination, harassment, or misconduct. Failure to adhere to the Code of Conduct may result in disciplinary action, up to and including termination.

9. Termination: This Agreement may be terminated by either party as follows:

- By mutual consent of the Employee and the Company.
- By the Company for cause, including but not limited to misconduct, breach of duties, or unsatisfactory performance. In such cases, no severance pay shall be provided.
- By the Employee with **30 days' notice period** written notice, as specified in the Company's policies.

Upon termination, the Employee is required to return all Company property, including but not limited to equipment, documents, and access cards. Final settlement of dues will be processed as per the Company's exit policy.



4 Thabit Ben Dinar Street
Khalda, P.O. Box 120 Amman
11636, Amman, Jordan
Telephone: 06-5540-491 EXT 2

10. Confidentiality: The Employee agrees to maintain the confidentiality of all proprietary and sensitive information of the Company both during and after the term of employment. Unauthorized disclosure of such information may result in legal action.

11. Governing Law: This Agreement shall be governed by and construed in accordance with the labor laws of **Jordan**. Any disputes arising under this Agreement shall be resolved through mediation or arbitration as per the Company's dispute resolution policy.

12. Entire Agreement: This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements, representations, or understandings, whether written or oral, relating to the subject matter herein. Any amendments to this Agreement must be made in writing and signed by both parties.

13. Acknowledgment: The Employee acknowledges that they have read and understood the terms of this Agreement and agree to comply with them fully. The Employee also confirms receipt of a copy of the Company's Employee Handbook.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

For the Company:

Authorized Representative
Hilti Jordan

Acknowledgment and Acceptance

I, RAM LAKHAN MAHTO confirm that I have read, understood, and accepted the terms and conditions of this employment agreement.

Candidate Signature