

# EMPLOYMENT CONTRACT

This Agreement is made on **15th April 2025**, between:

**Company:** *BrandMatter Studios (Private) Limited*, having its registered office at No. 88, Jawatta Road, Colombo 05, Sri Lanka (hereinafter referred to as the “Company”);

And

**Employee:** *Ms. Anjali De Silva*, of No. 21/3, Station Road, Moratuwa, Sri Lanka, holding NIC No. 200127801234 (hereinafter referred to as the “Employee”).

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## 1. Appointment and Role

The Company agrees to employ the Employee in the role of **Creative Marketing Executive**. The Employee agrees to perform all duties assigned to the role, including:

- Leading content ideation and digital campaign strategies.
- Coordinating with designers, videographers, and content writers.
- Handling social media calendar and community engagement.
- Supporting client pitch development and brand storytelling.
- Creating campaign performance reports and insights.

The role may evolve based on business needs, and additional duties may be assigned accordingly.

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## 2. Commencement & Term

The employment shall begin on **1st May 2025**, on a **12-month renewable contract** basis. Confirmation of continuation beyond this term is subject to performance review.

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## 3. Work Schedule

- Monday to Friday: 9:30 AM – 6:00 PM.
  - Occasional remote work permitted with prior approval.
  - Weekend work may be required during campaign launches or events.
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#### 4. Remuneration

- **Monthly Gross Salary:** LKR 95,000/- (subject to statutory deductions).
  - Performance bonus: Up to LKR 20,000/- quarterly, based on KPIs.
  - Payments are made via bank transfer on the 28th of each month.
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#### 5. Benefits

- EPF/ETF contributions as per statutory regulations.
  - Internet reimbursement up to LKR 2,000/month with bills.
  - Access to studio equipment and software licenses for project use.
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#### 6. Leave Policy

- **Annual Leave:** 14 days per annum.
  - **Casual Leave:** 7 days.
  - **Medical Leave:** 10 days (doctor's note required for more than 2 days).
  - All leave must be requested in advance via the internal HR system.
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#### 7. Code of Conduct

- Maintain professional behavior with clients and team members.
  - Dress code: Smart casual, except for formal client meetings.
  - Respect deadlines and maintain confidentiality of all campaign data.
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## 8. Confidentiality & Non-Disclosure

The Employee shall not disclose or use any proprietary or client information during or after the employment term, for a period of **24 months**.

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## 9. Intellectual Property

Any creative works, strategies, or content developed during employment will remain the property of the Company, including digital assets, pitches, and documentation.

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## 10. Termination

- Either party may terminate this agreement with **30 days' notice** in writing.
  - The Company reserves the right to terminate employment without notice in the event of gross misconduct or repeated failure to meet performance expectations.
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## 11. Secondary Work

The Employee must obtain prior written permission to engage in freelance or external creative work during the term of this contract.

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## 12. Dispute Resolution

Disputes arising from this Agreement shall be settled under the laws of Sri Lanka, and any legal proceedings shall be initiated in the courts of Colombo.

## **Signatures**

### **For BrandMatter Studios (Pvt) Ltd**

Signature: \_\_\_\_\_

Name: K. Ranasinghe

Designation: Creative Director

Date: 15th April 2025

### **Employee**

Signature: \_\_\_\_\_

Name: Anjali De Silva

Date: 15th April 2025