

APPOINTMENT LETTER

Date: 01.02.2024

Ref:rtemis/al/09/23

Md. Mahinur Islam

Address:111 Shabujbag, 2nd Lane

Contact: 01674320094.

Subject: Appointment for the post of SR. Executive of Rtemis Limited.

Dear Md. Mahinur Islam,

We are pleased to offer you the position of **SR. Executive-PR Investment of Rtemis Limited** on the following **Terms and Conditions**:

1. Commencement of Employment: Your employment will be effective, as of 01.02.2024 with a 3 months probation period. Based on your performance during this time, you will be evaluated after the end of probation, before offering a permanent position.

2. Job Title: Your job title will be **SR. Executive-PR Investment of Rtemis Limited**, and you will report to **Sumona Sharmin [CEO] and Selected Reporting Boss**.

3. Salary: Your salary will be **20,000/-** (Twenty Thousand) BDT per month.

4. Place of Posting: You will be posted in Dhanmondi Dhaka. You may however be required to work at any place of business which the Company has, or may later acquire.

5. Work Hours: The normal working days are Saturday through Thursday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 10 AM to 7 PM and you are expected to work not less than 8 hours each day, and if necessary for additional hours depending on your responsibilities.

6. Leave/Holidays: (You can avail them after your job becomes parmanent)

- You are entitled to a casual leave of 14 days yearly.
- You are entitled to 14 working days of paid sick leave.
- The Company shall notify a list of declared holidays at the beginning of each year.

7. Nature of Duties: You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

8. Company Property: You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment, and shall return all such

property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

9. Termination:

- Your appointment can be terminated by the Company, without any reason, by giving you not less than 1 month's prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.
- You may terminate your employment with the Company, without any cause, by giving no less than 1 month's prior notice or salary for the unsaved period, left after adjustment of pending leaves, as on date.
- The Company reserves the right to terminate your employment summarily without any notice period or termination payment if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.
- On the termination of your employment for whatever reason, you will return to the Company all property; documents, and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

10. Confidential Information:

- During your employment with the Company, you will devote your whole time, attention, and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed, or engaged in any other business or activities or any other post or work part-time or pursue any course of study whatsoever, without the prior permission of the Company.
 - You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learned by you in the course of your employment. This includes but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawings, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.
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- At no time, will you remove any Confidential Information from the office without permission.
 - Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.
 - Breach of the conditions of this clause will render you liable to summary dismissal under the clause above in addition to any other remedy the Company may have against you in law.

11. Notices: Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

12. Applicability of Company Policy: The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

13. Acceptance of our offer: Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

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Raihan Uddin
Director HR & Admin
Rtemis Limited