

Employment Offer Letter - Confidential

Date: May 01, 2022

Dear Aniket

I am pleased to offer you the position of **Technical Lead** with **EDGE Technologies FZCO**. Your offer letter sets out the main terms and conditions of your employment with EDGE Technologies FZCO, herein also referred to as the company/Contractor.

You will be notified of any changes to the terms and conditions of your employment contract in writing.

EMPLOYEE DETAILS (PLEASE PRINT CLEARLY)

FULL NAME (as in passport):

Aniket Anand

NATIONALITY:

India

PASSPORT NO:

U9397131

NEAREST INTERNATIONAL AIRPORT:

Office: International Free Zone Authority FZCO
Dubai Silicon Oasis, DDP, Building A2, Dubai, United Arab Emirates
Email: info@edgecorporation.net

1. APPOINTMENT

You will be employed as a Technical Lead on the terms and conditions set out in this offer.

2. DURATION OF CONTRACT

The duration of your employment contract is unlimited. Your start date is 16th May 2022

3. WORKING HOURS

5 days or as per client requirements

4. PROBATION PERIOD

The first six (6) months of your employment shall be a probationary period.

5. SALARY

Your total monthly salary CTC will be **AED.25,000/-** (Dirhams Twenty-Five Thousand only), consisting of the following:

Basic Salary: **AED.6000/-** (Dirhams. Six Thousand Only)

Housing Allowance: **AED.12000/-** (Dirhams. Twelve Thousand Only)

Transport: **AED. 6000/-** (Dirhams. Six Thousand Only)

Other Allowance: **AED.1000/-** (Dirhams. One Thousand Only)

Your salary will be credited directly into your bank account on the 10th Day of every month.

6. MEDICAL INSURANCE

The company will provide local medical insurance for the employee for the duration of the employment contract as per the company Medical Insurance Policy. The company will not be held liable for the reimbursement of any medical fees that are not covered under the insurance policy. It is the responsibility of the employee to ensure they are covered before undergoing any kind of treatment.

7. ANNUAL LEAVE

The employee is entitled to 30-calendar days of paid leave per annum.

The company will also provide one annual round trip economy airfare from your employment location to your point of origin/home country as per passport for each completed year of service.

Airlines and routes are determined by the company and will be booked by the company based on the nearest International Airport to your country of origin.

If you resign before the expiry date of your contract, you will not be entitled to any travel.

8. SICK LEAVE

Sick Leave: Upon successful completion of the Six-month (6) probationary period, the employee is entitled to fifteen (15) days' sick leave with full pay for each year of service.

Absence from work due to sickness beyond the 15 days will be calculated as follows;

- i. The next 30 days with half pay
- ii. Any subsequent days without pay

Employees will be required to provide a medical certificate stating the nature of the illness or incapacity involved, covering the total period of the absence.

Failure to produce a valid medical certificate will result in loss of pay.

9. EMPLOYMENT VISA

The company will act as a sponsor for your employment and residency for the duration of your contract.

The company will bear the cost of all work visas and permits. Any photocopying, legal translation, and certification of degrees or other documents required will be paid by the employee.

The employee cannot resign/leave the project before the six months, if the employee does so, he is required to pay all the expense (Visa, Medical, Ticket).

10. TERMINATION OF EMPLOYMENT

Either party may terminate the employment contract with the company by providing the other party with at least thirty (30) days' notice in writing.

If the period of notice is disregarded completely by either party or not completed in full, Compensation in Lieu of Notice shall be provided by the forbearer.

11. END OF SERVICE BONUS (EOSB)

An employee who has completed one or more years of continuous service shall be entitled to an End of Service Bonus at the end of their employment. The End of Service pay shall be calculated as follow:

- i. 21 days' wage based on the basic salary for the first five years of service.
- ii. 30 days' wage based on the basic salary for each additional year of service provided always that the aggregate amount of severance pay does not exceed two years of wages.

An employee employed under a contract for an unlimited period who resigns after a continuous service of not less than one year and not more than three years is entitled to one-third of the end of service gratuity provided above. If the period of continuous service is more than three years and less than five years, the employee is entitled to two-thirds of the gratuity.

If the period of continuous service is more than five years, the employee is entitled to the full gratuity

Any employee under a definite term contract who abandons their employment at their initiative before the expiry of the fixed-term contract shall not be entitled to any End of Service payments.

12. REPATRIATION

Upon completion or termination of the employment contract, the company will cover the cost of the repatriation ticket to the employee's country of origin. This will be an economy fare ticket.

13. OTHER CONDITIONS

The employee is not permitted to work on a part-time paid or unpaid basis with another company or individual even after working hours.

The Employee is not permitted to join any customer of the EDGE Technologies FZCO, LLC, Corporation directly or indirectly for the next one year after leaving the EDGE Technologies FZCO.

14. DEPLOYMENT

EDGE Technologies FZCO, may at its discretion and to serve its business interests, deploy your skills in any country in which it operates or within different areas in your country of employment.

You are required to accept that business travel to other countries is a requirement of your employment.

15. PERFORMANCE MANAGEMENT

You will be subject to a formal annual Performance Appraisal against your Key Result Areas (KRAs), Key performance indicators (KPIs), and required Knowledge, Skills, and Abilities (KSAs) related to your role.

The performance will also be continuously assessed through regular, informal reviews of your progress during the year, and will also include the identification of personal/professional development needs and

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future career opportunities.

16. CONFIDENTIALITY & INTELLECTUAL PROPERTY AGREEMENT

As a condition of my employment with EDGE Technologies FZCO, I agree to the following:

1. Handling Information and Secrecy:

I recognize the critical importance of proper handling of the information held or used by EDGE Technologies FZCO and will comply with applicable company policies and procedures for managing and protecting such information. I understand that the company will frequently give employees confidential information from various sources and that employees develop confidential information as part of their job. Confidential information can include virtually any kind of information, including but not limited to, financial information, business plans, investment opportunities, and personal data pertaining to other employees.

I agree that, except as required by my position at EDGE Technologies FZCO, I will never use or disclose, during or after my employment, confidential information held or used by EDGE Technologies FZCO or its affiliates, including without limitation information received in confidence from third parties, unless the information has entered the public domain through proper means.

2. Work Products

EDGE Technologies FZCO will own the products of work related to the business and any of its affiliates that I perform while I am an employee of the company. Such work products include all intellectual property that I develop, alone or jointly with others. For example, but not by way of limitation, EDGE Technologies FZCO will own the following work that I develop alone or jointly with others, while I am employed at the company, and that relate to the business of the company:

- i. All papers, reports, charts, drawings, projects, databases, computer files, software, and other tangible materials.
- ii. The copyright in all original works of authorship, and;
- iii. All inventions and discoveries, whether patentable or not, that I conceive or practice.

The company will own the work products described above regardless of whether I develop them during or outside of regular working hours, or on or off company premises. However, the company will not own my writings, inventions, and discoveries that are not related to the business of the company.

3. Maintenance of Records

I agree to keep and maintain adequate and current written records of all Intellectual Property developed by me (solely or jointly with others) for the duration of my employment. The records may be in the form of notes, drawings, plans, flow charts, electronic data or recordings, and any other format. These records will be available to and remain the sole property of EDGE Technologies FZCO at all times. I agree not to remove such records from any location of the company except when expressly permitted by the company in writing.

4. Returning Company Property

I agree that, at the time of termination of my employment, I will return to the company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, materials, flow charts, equipment, other

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documents or property, or reproductions of any aforementioned items.

Failure to do so will result in deductions from the end of service payment.

17. DOCUMENTS REQUIRED

You are required to submit:

- i. Clearly scanned Colour copy of your passport (passport must be valid for at least 6 months from your start date);
- ii. **For Management:** Original Highest Degree or Professional Degree certificates duly attested from the UAE Embassy in the country which you obtained it;
- iii. 8 passport size photos - white background (Please ensure chest/shoulders are covered);

SIGNATURES OF ACCEPTANCE

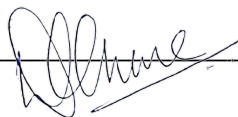
Please sign as acceptance of the offer and the terms and conditions stated above and return it to the Operations Director with the documents listed in Clause 17.

We look forward to welcoming you to EDGE Technologies FZCO.

For and on behalf of EDGE Technologies FZCO:

Deepak K. Khare

Co-Founder & CEO

Signature:  _____

Date: _____ **03/05/2022** _____

Employee Signature:

Name: _____

Signature: _____

Date: _____

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