

March 3, 2025

Kai Patel
861 Bridges Street
Halifax, Nova Scotia
B3H 2Z6

Dear Kai:

I am pleased to offer you a casual Financial Associate position (CAS 06-25 EXT & Position # 80001587) with the Workers' Compensation Board of Nova Scotia (WCB). You will report to Manager, Financial Services.

The term of your casual employment will be from March 10, 2025 to April 9, 2025. The WCB may offer to extend the term based on operational requirements or end it earlier than anticipated where the WCB determines the casual position is no longer required.

Your hours of work will be established by your Manager, based on seven (7) hours per day and thirty-five (35) hours per week. Any hours worked in excess of 35 hours per week between Sunday to Saturday will be eligible for overtime, subject to Manager approval. Your salary will be \$27.24 per hour.

For payroll purposes, you are required to submit your hours worked by email to Payrollandbenefits@wcb.ns.ca, copying your Manager, every Monday for the previous week worked.

Eligibility to Work in Canada: It is a condition of this offer that you are legally eligible to work in Canada. You will be required to provide proof of same. If you have a temporary work permit, you agree to renew the permit prior to its expiry.

As an allergy-sensitive environment, and in accordance with our Policy, employees with life-threatening allergies are responsible for sharing the particulars of their allergy (what they are allergic to and what measures to take in the event of an emergency) with HR and their manager. Employees are advised not to bring peanuts, tree nuts or shellfish or products/foods into the WCB workplace and take reasonable precautions to prevent life-threatening allergic reactions. Our Policy, Life Threatening Allergy Safety and Anaphylaxis Prevention, can be provided to you prior to your start date if requested and is also found on our intranet site.

Should you have any questions, please contact your Manager.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jim Brown', with a stylized flourish extending to the right.

Jim Brown
Human Resources Business Partner

cc: Manager, Financial Services
Payroll and Benefits Coordinator

CONFIDENTIALITY AGREEMENT

I, Kai Patel (please print), confirm that I will be employed with the WCB. I understand and agree that during the full course of my employment with the WCB, I may be exposed to confidential, sensitive and privileged information about the WCB, its clients, operations, and stakeholders. I agree to hold all information gained in my capacity as an employee with the WCB in the strictest confidence throughout my employment and after its completion, and I agree that I will not disclose any such information about the WCB, its clients, operations or stakeholders to any person or agency without specific instructions to do so from my immediate supervisor or his/her designate.

I acknowledge that a copy of this Agreement has been provided to me, and in signing I agree that I have read and understand the contents and agree to be bound by the provisions contained herein.

March 3, 2025

Date



Name (Sign)

Maria Patriquin

Witness (Print Name)



Witness (Sign)

CONFLICT OF INTEREST AGREEMENT

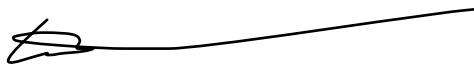
I, Kai Patel (please print), acknowledge that:

- I have been provided with a copy of the Conflict of Interest Policy (C4.2) of the WCB;
- I have read and understood that Policy; and
- I have had an opportunity to consult with a representative of the WCB with respect to my responsibilities and obligations as defined in the Policy.

I confirm that as of the commencement of my employment with the WCB, I do not have a Conflict of Interest (or perceived Conflict of Interest) as described in the Policy.


I agree to be bound by the provisions of the Conflict of Interest Policy, as may be amended from time to time.

March 3, 2025
Date


Name (Sign)

Maria Patriquin

Witness (Print Name)


Witness (Sign)