



May 6, 2024

## OFFER OF EMPLOYMENT

Awase Khirni Syed  
#14-741 Woodward Avenue  
Milton, ON  
L9T 3T6

Dear Awase Khirni:

Congratulations! We are very pleased to offer you the position of Senior Cloud Data Engineer with Royal Bank of Canada. By joining Technology and Operations, you become part of an organization committed to excellence and a workplace that will support you to be your best.

### Here's the breakdown of your offer:

#### Logistics

##### **Start Date and Time**

2024-05-27 at 9:00AM EST

##### **Work Arrangement**

37.5 hours per week

##### **Reporting Manager**

Donald Wong, Head of Architecture and Strategy, CGCS IT

##### **Location**

RBC WATERPARK PLACE, 88 QUEENS QUAY W:TORONTO

##### **Vacation**

20 days, prorated for this year.

#### Compensation

##### **Base Salary**

Annualized Salary of \$135,000.00 as per Global Grade GG07.

**Bonus/Short Term Incentive (STI)**

At your position level, the target incentive amount for 2024 is \$14,250.00 which will be prorated based on continuous employment during the fiscal year (November 1 – October 31).

**Mid Term Incentive Program (MTI)**

The Human Resources Committee of the Board of Directors determines the MTI awards annually. This same Committee will determine the eligible participants, the number and frequency of awards. The MTI Program utilizes Regular Deferred Share Units. In December 2024, you will be eligible for consideration of an award at your position level, subject to Board approval.

You have the opportunity to earn incentive pay based on personal performance and contribution to business results. You are eligible for the program, if you are actively employed by RBC on the Incentive Program payment date. More information on eligibility and the program in general is available in the STI Program Guide on our intranet site –myHR – under Performance Base Incentives. The payment will be subject to all standard federal and provincial payroll deductions.

In addition to competitive compensation, RBC is pleased to offer you a comprehensive Total Rewards package that includes benefits, savings and retirement programs, recognition, an environment that encourages learning and career development and a diverse and flexible workplace. More information on this is attached, and will be covered throughout your Onboarding with RBC.

Awase Khirni, thank you once again for considering RBC. We look forward to your response and welcoming you officially to the organization. To accept this offer please reply on the last page of this Offer Letter on or before May 13, 2024.

Look forward to hearing from you,

Donald Wong, Head of Architecture and Strategy, CGCS IT

**Have questions regarding this Offer of Employment?**

Please contact: Michael Kien at [michael.kien@rbc.com](mailto:michael.kien@rbc.com) or Donald Wong at [donald.wong@rbc.com](mailto:donald.wong@rbc.com)



## **Employment Terms and Conditions**

We trust you have a good insight into the role and our expectations of you. As an important member of the team, you will assume diverse and challenging responsibilities and we hope you will take pride in achieving your objectives and those of your team.

A summary of the specific employment conditions that apply to your role is outlined below.

### **Code of Conduct**

RBC's Code of Conduct incorporates RBC's Values and in particular our Value of Integrity, to guide our day-to-day actions and decisions so we can always do the right thing. Effective the day you start working at RBC, complying with the Code is a condition of your employment.

You are required to complete the Code training program within 30 days of the date you begin working at RBC and at least once every year thereafter. Successful completion of the Code training program is a condition of employment for all RBC employees.

### **Combating Money Laundering and Terrorist Financing (CML TF)**

This course is designed to help you to understand how and why RBC takes steps to guard against the risks associated with money laundering and to enable you to play your part. CML TF Training is a regulatory requirement and it must be completed by all employees of RBC.

New employees to RBC are required to successfully complete the eLearning Program within 90 days of their start date and on an annual basis thereafter.

### **Intellectual Property**

Innovation is very important at RBC and we believe that all employees have the potential to make important contributions. Anything you conceive, create or produce, whether alone or jointly with others, during your employment in this role or any other you might have later, as well as any improvements or contributions you make, including written documents, drawings, presentations and technologies (collectively, the Work Product), will be the property of Royal Bank of Canada (the Bank).

You must promptly and fully disclose Work Product to your Employer.

By accepting this offer of employment, you agree to assign and do hereby assign to the Bank your entire right to that Work Product. You also agree to take further action, including signing other documents, to evidence this assignment and the Bank's rights relating to the Work Product (together, the Rights), during and after your employment. You agree that this offer of employment is sufficient consideration for the Rights relating to the Work Product.

### **Employee Trading Policy**

Royal Bank designates areas of the bank as "insider areas". These are areas or departments where it is reasonable to assume that employees will be given, or have access to insider information on a public issuer in the normal course of business, while carrying out the duties of their jobs. To protect against allegations of insider trading, employees who work in designated insider areas are subject to the bank's Employee Trading Policy. A key feature of the policy is the requirement that your personal trading in securities of public issuers must be conducted through an in-house account. This also applies to any other trading accounts over which you have decision-making authority.

In addition to the Employee Trading Policy, certain RBC employees are also subject to the Trading Window Policy, which permits trading in RBC securities only during periods when the Trading Window is open. Your manager will advise you as to whether you are subject to the Trading Window Policy.

**Minimum Notice**

You are required to provide your manager at least ten business days prior written notice of your intention to terminate your employment.

**Prior Service**

We look forward to the contribution that you will make to our organization. We must advise, however, that except when calculating any service awards or milestones with RBC, any of your previous service with any RBC company in any jurisdiction, or any of your previous service with any other company or employer, will not be recognized by RBC for any purpose, including, but not limited to, the calculation of any entitlement you may have upon termination, other than as may be required under the applicable employment standards legislation.

**Employment Conditions**

This offer is conditional upon our obtaining the following:

- Satisfactory Criminal Records Search
- Satisfactory Credit Check
- Satisfactory Employment Verification from your Current/Previous Employers
- Satisfactory Security Check
- Satisfactory Education and / or Credential verification
- Your current and continued eligibility to work in Canada throughout your employment

You agree that RBC may, at any time, withdraw this conditional offer or terminate your employment without notice or pay in lieu if you provide untrue, incomplete, inaccurate or misleading information in support of your candidacy.

The offer letter is a legal document and by choosing acceptance you have agreed to all of the information outlined in the letter.

In addition, you acknowledge that you have received and reviewed information regarding RBC's benefits, retirement and savings programs and your eligibility to participate in them.