

16th August, 2019

No 6 Donatus Street,
Off RCC Road, Benin Agbor Road,
Benin City, Edo State.

Dear Christopher

SALARY INCREMENT

This letter is to official notification you that management has decided to increase your monthly salary effective 1st August, 2019 to One hundred and Twenty Thousand naira only (N120,000.00). This is due to your contributions and accomplishments towards achieving the organisational goals.

Your gross salary breakdown is as follows;

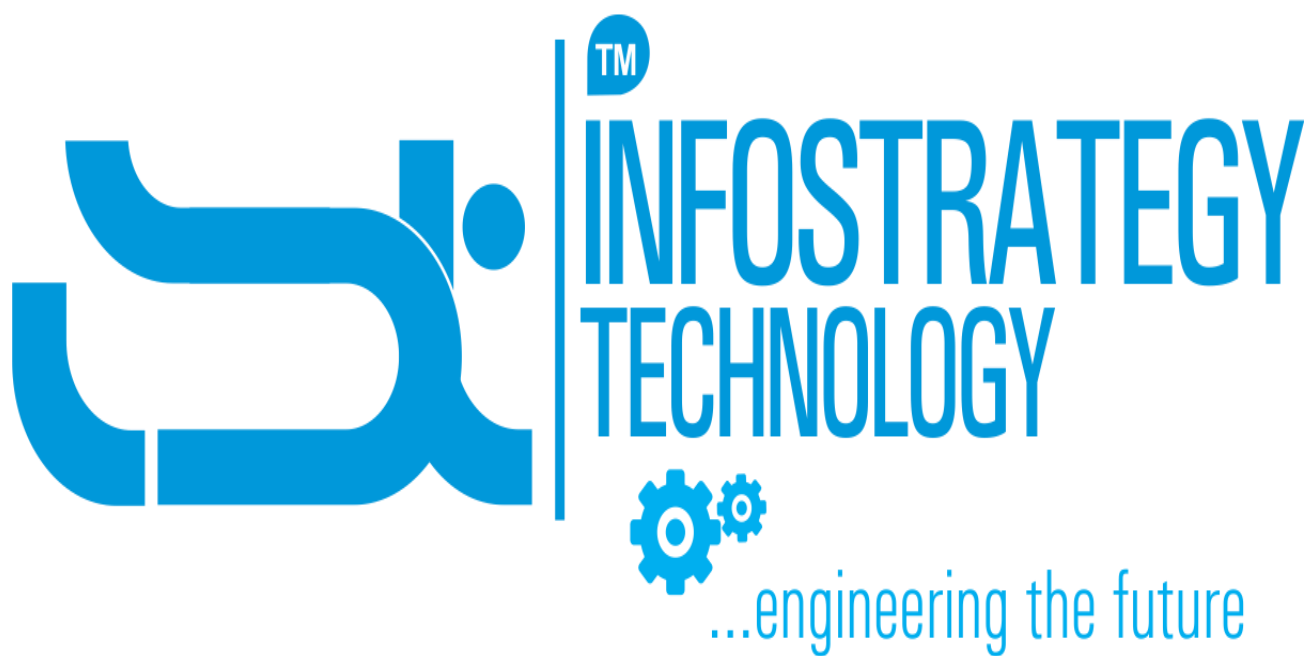
Salary Structure	Amount(NGN)
Basic Salary	216,000.00
Transport Allowance	144,000.00
Housing Allowance	72,000.00
Meals	288,000.00
Entertainment Allowance	360,000.00
Utility Allowance	360,000.00
Annual Gross	1,440,000.00
Monthly Gross	120,000.00

We look forward to your continual commitment and loyalty towards the company's success.

Yours Sincerely,

For: Infostrategy Technology Nigeria Limited

Ozzoude-Goodman, Glory
Head HR & Admin



EMPLOYMENT AGREEMENT

Employment Agreement

THIS AGREEMENT

Between

INFOSTRATEGY TECHNOLOGY NIGERIA LTD

(The “Employer”)

- AND -

Christopher Okokon Ntuk

(The “Employee”)

WHEREAS the Employee and the Employer wish to enter into an employment agreement governing the terms and conditions of employment;

THIS AGREEMENT WITNESSES that, in consideration of the employment of the Employee and the mutual covenants and agreements hereinafter contained, and for other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged by the parties hereto), the parties agree as follows:

1. **Term of Employment.** The employment of the Employee shall commence on the date hereof and continue for an indefinite term until terminated in accordance with the provisions of this Agreement.
2. **Probation.** The parties hereto agree that the initial One (1) year period of NYSC has been served as the “Probationary Period” for this agreement.
3. **Vacations.** After the first year of employment, including the Probationary Period, the Employee is entitled to two (2) weeks’ paid annual vacation, which must be scheduled in accordance with the times that the office is closed.
4. **Benefits:** The employee shall be entitled to participate in all benefit plans of the company as may made available to employees of the company from time to time for which the employee is eligible.
5. **Duties and Responsibilities.** The Employee shall be employed in the capacity of, the current duties and responsibilities of which are set out in Schedule “A” annexed hereto and forming part of this Agreement. These duties and responsibilities may be amended from time to time in the sole discretion of the Employer, subject to written notification of same being provided to the Employee.
6. **Place of Work:** The initial employment location will be the Abuja office of IST Nigeria Ltd. However, your services are transferable to any place in the country or the company’s associate or its subsidiary or client location at the sole discretion of management.

7. **Termination of Employment.** The Employer may terminate the employment of the Employee at any time:
- a. With just cause, in which case the Employee is not entitled to any advance notice of termination or compensation in lieu of notice;
 - b. Without just cause, in which case the Employer shall provide the Employee with one (1) month advance notice of termination or compensation in lieu of notice equal to one (1) month salary, or such other greater amount as is required by applicable law; and
 - c. It is specifically understood and agreed that upon fulfillment of the obligations set out in paragraph 7(b) above, the Employer has no further obligation to the Employee for notice or damages whether at common law, equity, or otherwise.
 - d. The Employee may terminate his employment at any time from the Probationary Period by providing the Employer with at least thirty (30) days' advance notice or a compensation in lieu of notice equal to one (1) month salary.

8. **Confidentiality.**

Terms in lieu of this subject are as set out in Schedule "B" annexed hereto and forming part of this Agreement.

9. **Non-Solicitation.** The Employee hereby covenants and agrees that for a period of twelve months from the date of termination of his employment:

- (a) He will not solicit, take away, deal with, or transact any business or attempt to solicit, take away, deal with, or transact business with any customers of the Employer, or with any person or entity that has been identified by the Employer or the Employee as a potential customer;
- (b) He will not hire or solicit the services of any of the Employer's employees, consultants, or independent contractors;
- (c) He will not be directly or indirectly engaged in, employed by, or involved with, either as partner, officer, director, shareholder, creditor, employee, agent, or servant, any company or other entity which is a competitor of the Employer.

10. **Severability.** Each paragraph of this Agreement shall be and remain separate from, independent of, and severable from all and any other paragraphs herein except where otherwise indicated by the context of this Agreement. Any decision or declaration that one or more of the paragraphs are null and void shall have no effect on the remaining paragraphs of this Agreement.

11. **Confidentiality Covenants to Survive Cessation of Employment.** The obligations under paragraphs 9 and 10 shall survive the cessation of employment regardless of how such cessation arises, whether by resignation, retirement, illness, or termination by the Employer, and whether such termination is actual or constructive.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first above written.

Employee Name and Signature

Witness Name, signature and Date

Employer Personnel Names, Signature and Date

Witness Name, signature and Date

SCHEDULE A: DUTIES AND RESPONSIBILITIES

- Write programs in a variety of computer languages;
- Update and expand existing programs;
- Debug programs by testing for and fixing errors;
- Build and use computer-assisted software engineering (CASE) tools to automate the writing of some code;
- Use code libraries, which are collections of independent lines of code, to simplify the writing;
- Confirms project requirements by reviewing program objective, input data, and output requirements with analyst, supervisor, and client;
- Arranges project requirements in programming sequence by analysing requirements; preparing a work flow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic;
- Encodes project requirements by converting work flow information into computer language;
- Programs the computer by entering coded information;
- Confirms program operation by conducting tests; modifying program sequence and/or codes;
- Prepares reference for users by writing operating instructions;
- Maintains historical records by documenting program development and revisions;
- Maintains client confidence and protects operations by keeping information confidential;
- Ensures operation of equipment by following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques; and
- Contributes to team effort by accomplishing related results as needed.
- Develop and implement new software programs
- Generate ideas to improve system design, thereby enhancing customer satisfaction, sales and profit
- Maintain and improve the performance of existing software
- Participate in every stage of feature development from design, brainstorming and implementation of the project.
- Clearly and regularly communicate with management and technical support colleagues
- Work as part of a dynamic team collaborating closely with other developers, teams and product marketing
- Design and update software database

- Solve complex performance problems and architectural challenges
- Create functional specifications and designs
- Test and maintain software products to ensure strong functionality and optimization
- Recommend improvements to existing software programs as necessary
- Code documentation e.g. Development of Software documentation
- Other duties as assigned

SCHEDULE B: PLEDGE OF CONFIDENTIALITY

This is to certify that I, _____, an employee, to INFOSTARTEGY TECHNOLOGY NIGERIA LTD. Understand that any information (written, verbal or other form) obtained during the performance of my duties must remain confidential. This includes all information about members, clients, families, employees and other associate organizations, as well as any other information otherwise marked or known to be confidential.

I understand that any unauthorized release or carelessness in the handling of this confidential information is considered a breach of the duty to maintain confidentiality.

I further understand that any breach of the duty to maintain confidentiality could be grounds for immediate dismissal and/or possible liability in any legal action arising from such breach.

Signature of Employee

Date

Signature of Staff Witness