FULL TIME FREELANCE WORK FROM HOME AGREEMENT.

The condition of this employment by Mr Charlie Chandra (The Employer) is governed by the Terms and Conditions set out below. This Agreement is made on 23/02/2021 between Charlie Chandra and Mr Dadan Rosnawan. ("The Freelancer").

TERMS AND CONDITIONS

RECITALS

The Employer has agreed to employ the Freelancer as a Freelance Work From Home Senior developer. The Freelancer has agreed to perform his/her duties within the capability of his/her CV. The Employment will start from 24/02/2021.

CONDITIONS OF FREELANCING

The Freelancer will work from Monday to Friday 9.00 am to 5pm. The Freelancer must notify The Employer if he/she is unable to work by giving at least 24 hours notice.

The Freelancer will be paid remuneration on the 25th of each month.
The agreed remuneration are as follows:

Basic Hourly Fee: Rp 50,000 per hour

Payment is based on the timesheet submitted from www.screenshotmonitor.com software
The hourly limit for work each week is 35 hours. Overtime will be paid but must get approval beforehand. Some days of the month has more days, this means more pay for you.
If there's no work, you won't be paid, but we always have work so you need to ask.
Sick days will be paid only with a doctor's certificate.

Holiday dates, sick days, annual leave is paid but only if you reach an average of 6 hours of work per day (as per timesheet) from the last 3 months.

Expectations:

- Able to complete the work completed set daily.
- Accurate attention to detail - no mistakes.
- Tidy and pixel perfect coding.
- Be able to produce the work as expected and on time.
- No bugs upon launch.

The Freelancer will be given a yearly bonus (THR) equal to one month average pay per month.

If The Employer terminates the Freelancer's employment before the contract expiry date The Freelancer is entitled to a compensation package equal to the basic salary of one month.

The Freelancer will not receive any compensation package if The Freelancer is terminated under the 3 months probation period or under circumstances which are the result of The Freelancer's wrongdoing or lack of performance at work.

This includes but not limited to:
Being absent from work 3 days in a row without notice
Destroying or stealing from the company assets.
Defamation of the company's, staff and clients reputation.
Cheating or lying about work.
Breach of any of the **limitations** discussed below.

The Freelancer hereby declares that he/she is in a healthy condition fit for work and is not under no use of Alcohol, drugs or any other medications.

The Freelancer hereby declares that he/she has not been and will not be involved in any crime and has never had any criminal record under his/her name.

The Freelancer is entitled to 12 days of annual leave (excluding weekends) and The Freelancer will be paid the average daily only during this time.

Damage to The Freelancer's personal belongings or motor vehicle is not The Employer's liability. Any medical expenses related to The Freelancer's well being may be subsidised by the Employer voluntarily and by request and approval must be obtained in advance and in writing by The Employer. Any medical claims paid by The Employer will not exceed The Freelancer's monthly basic salary. The Employer may reject requests for any reason.

LIMITATIONS

The Freelancer accepts all these limitations and any breach will lead to an instant dismissal without compensation and risk of forfeiting any unpaid salaries and a lawsuit against The Freelancer.

- The Freelancer must not disclose this Employment contract and it's contents including remuneration to anyone else other than The Freelancer's family or future employer.
- The Freelancer must not ask/source jobs from The Employer's client's, contacts and resources even after job termination.
- The Freelancer must not arrange to accept jobs from The Employer's clients either directly or indirectly to The Freelancer or friends/relatives of The Freelancer even after job termination.
- All work performed by The Freelancer under this Freelancing contact belongs to The Employer.
- All copyright is transferred over to The Employer and The Freelancer may not upload any work to his/her own website, portfolio or publish it anywhere without prior written consent by The Employer (except on the Freelancer's printed CV) even after job termination.
- The Freelancer must not use work time and resources for personal gains this includes personal emails, downloading or emailing files that contains movies, music or forbidden materials.
- The Freelancer must always use Dedicated IT email address for all work related issues. Personal emails must never be used.
- The Freelancer must always use Dedicated IT's web server for all work related issues. Personal web servers never is not allowed.
- The Freelancer must not install illegal software or download software deemed not legal.
- The Freelancer must not use the internet to download big file sizes for personal benefit.
- The Freelancer must not continuously chat with friends/browse websites for personal benefits during work hour.
- The Freelancer must not harass other Freelancers verbally or physically. Please respect everyone's wishes and personal space.
- The Freelancer must not behave in a way that damages the reputation of others whether it be other staff members, The Employer or clients.
- No Smoking inside office buildings

TERMINATIONS

The Freelancer must provide accurate information about his/her skills, experience, employment history and achievements. Any wrong information or negative feedback from previous employers voids this contract of employment.

After The Freelancer has successfully completed the term of this contract (12 months) then no compensation money will be paid upon termination of this employment contract.

HOLIDAYS AND SICK LEAVE

The Freelancer is allowed to take the following days off (paid leave)

Weddings: 3 days

Pregnancy: 2 days for male

Annual Leave: 12 days

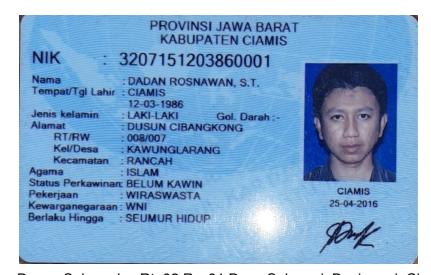During these days The Freelancer is only entitled to 7 hours per day pay. No other allowances are provided unless voluntarily given by The Employer.

Signed by The Employer   Date: 23/02/2021

Dadan Rosnawan
Signed by The Freelancer   Date: 23/02/2021

PROVINSI JAWA BARAT
KABUPATEN CIAMIS

NIK   : 3207151203860001

Nama   : DADAN ROSNAWAN, S.T.
Tempat/Tgl Lahir : CIAMIS
                  12-03-1986
Jenis kelamin   : LAKI-LAKI   Gol. Darah :-
Alamat   : DUSUN CIBANGKONG
  RT/RW   : 008/007
  Kel/Desa   : KAWUNGLARANG
  Kecamatan   : RANCAH
Agama   : ISLAM
Status Perkawinan: BELUM KAWIN
Pekerjaan   : WIRASWASTA
Kewarganegaraan : WNI
Berlaku Hingga   : SEUMUR HIDUP

CIAMIS
25-04-2016

Dusun Sukamulya Rt. 02 Rw.01 Desa Sukasari, Banjarsari, Ciamis

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