

20<sup>th</sup> March 2023

**ANITA ENOMWENGHO**  
**11, Walter Carrington Crescent**  
**Victoria Island**  
**Lagos**

Dear **Anita**,

## **Provisional Offer of Employment**

Your full-time employment as **Client Support Officer** (if you accept our offer) will be according to the terms set out in the contracts of employment and other documentation and as stated below.

### **1. Job Description and commencement**

- **Your position:** {{position}}
- **Rank:** {{rank}}
- **Reports to:** {{reports\_to}}
- **Workplace location:** {{location}}
- **Expected start date:** {{start\_date}}

*You are required to complete the documentation procedure which forms part of this offer.*

### **2. Induction:**

On your start date and upon satisfactory completion of the documentation procedure, you would be formally on-boarded via induction/training programme titled: 'Comprehensive Training in Basic Microfinance.' The length of the training programme shall be communicated upon resumption.

### **3. Remuneration and benefits**

- **Salary:**
  - The current annual gross salary for this position is {{salary}} [amount in words]
- **Deductions:**
  - Statutory deductions such as Contributory Pension, tax, NHF, etc. would be made monthly on your gross salary stated above.
- **Other benefits:**
  - 13<sup>th</sup> Month: Subject to company policy
  - Leave Transport Grant: 7% of annual basic salary per annum
  - Group Life Insurance: Covered
  - Employees Compensation: Covered
  - Health (Medical) Insurance: Covered

#### **Board of Directors**

**Chairman:** Ede Osayande  
**Managing Director:** Cynthia Ikponmwosa  
**Executive Director:** Faith Osazuwa-Ojo  
**Non-Executive Directors:**  
Rene Azokly, Osaretin Demuren  
**Independent Non-Executive Directors:**  
Hannatu Ahmed Yaro, Aigbe Olotu

- **Vacation/leave:**

- Annual Leave: Ten (10) working days per annum
- Casual Leave: Seven (7) working days per annum
- Maternity Leave: Three (3) months
- Paternity Leave: Five (5) working days per case
- Sick Leave: Twenty (20) calendar days per annum and upon certification by a licensed physician.
- Compassionate Leave: Ten (10) working days per case
- Study Leave: Subject to company policy

- **Public holiday:**

- Holidays approved by the Federal Government of Nigeria

#### **4. Probation**

You will undergo a probationary period of six (6) months from your employment commencement date. During the probation period, your continued employment will be determined. Subject to satisfactory performance and fulfillment of all the conditions of employment; your employment may be confirmed. During the probation period, your employment may be terminated on the grounds of persistent misconduct, poor performance, and sundry breaches.

#### **5. Key Performance Indicator (KPI) / Target**

A document containing your targets is attached to this offer and your productivity will be measured using the Key Performance Indicators (KPIs) for your position.

#### **6. Hours of employment**

The normal working hours of employment shall be 8:00 am to 5:00 pm Monday through Friday during which time you may take up to one hour for lunch between the hours of 12:30 and 3:00 pm. You may from time to time be required to work such additional hours as is reasonable to meet the requirements of the employer's business.

#### **7. Collective agreements**

There are no collective agreements in force directly relating to the terms of your employment.

#### **8. Pension**

You shall be entitled to select a licensed Pension Fund Administrator (PFA) of your choice, the details of which are set out in the bank's Employee Handbook which is available on request.

#### **9. Termination**

Either party may terminate this employment by giving written notice or payment in lieu of such notice as indicated below:

- Management Staff: 2 months
- Senior Staff: 1 month
- Junior staff: 1 month

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Acceptance of notice of your resignation is contingent upon the following:

- a. You are not under any form of investigation pending or outstanding concerning fraud, or any other serious misconduct.
- b. You are not resigning to escape such an investigation
- c. You are not on suspension with respect to any case not yet fully investigated
- d. You have not committed (or been found guilty of) any offence that would earn a termination of appointment, summary dismissal or require the matter to be reported to the police.

The bank shall pay to you, all due entitlements on cessation of employment. Similarly, all indebtedness to the company shall become payable on cessation of this employment and all the bank's property in your possession must be returned immediately.

### **10. Confidentiality and Non-disclosure**

Please be aware that during your employment you may be party to confidential information concerning the employer and the employer's business. You shall not during the term of your employment, or three years after, disclose or allow the disclosure of any confidential information (except in the proper course of your employment).

The employer shall keep confidential of all data obtained concerning you and agrees not to use the data for any other purpose except for that which it was obtained and in compliance with the Nigeria Data Protection Regulation or laws as would be made periodically.

After the termination of your employment, you shall not disclose or use any of the employer's trade secrets or any other information which is of a sufficiently high degree of confidentiality to amount to a trade secret, for a period not less than three years. The employer shall be entitled to apply for an injunction to prevent such disclosure or use and to seek any other remedy including without limitation the recovery of damages in the case of such disclosure or use.

The obligation of confidentiality both during and after the termination of your employment shall not apply to any information which you are enabled to disclose under the applicable Federal Laws provided you have first fully complied with the employer's procedures relating to such external disclosures.

### **11. Non-Competition**

For a period of three years after the termination of your employment, you shall not solicit or seek business from any customers or clients of the employer who were customers or clients of the employer at the time during the 12 months immediately preceding the termination of your employment with whom you had material dealings.

#### **Board of Directors**

While your employment with the employer subsists, you are required to disclose to the employer any potential conflicts of interest including concurrent employment outside the company which may impact negatively on either the Bank's performance or personal performance.

## 12. Discipline and grievance

The employer's disciplinary rules, procedure, grievance and appeal procedure in connection with these rules are set out in the Employee Handbook.

## 13. Notices

All communications including notices required to be given under this offer shall be in writing and emails and/or shall be sent either electronically, by personal service or by first-class post to the parties' respective current addresses.

## 14. Severability

If any provision of this offer should be held to be invalid it shall to that extent be severed and the remaining provisions shall continue to have full force and effect.

## 15. Employee handbook

Further details of the arrangements affecting your employment are published in the Employee Handbook as issued and/or amended from time to time. These are largely of an administrative nature but, so far as relevant, are to be treated as incorporated in this offer.

## 16. Background Screening

This offer is *contingent* on a successful background screening (this includes verification of your identity, result and guarantors. Others include a criminal record check and depending on your role, a credit check); your eligibility to work in Nigeria and of course, your acceptance.

If you are willing and ready to join us, please acknowledge receipt of this offer and your agreement to the terms set out in it by signing below and sending the signed copy back to us within forty-eight hours.

Congratulations and looking forward to hearing from you.

Oludare Obadina

**Head, Human Resources**

Agreed to and accepted by:
Sign:
Date:

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## Our Core Values

LAPO Microfinance Bank is made up of people who care deeply about our mission, improving lives. We succeed by seven core values:

### **People First**



People First

- Our People (Staff & Clients) are placed before financial considerations
- We empower, support and respect our teams through training and support.
- We seek to exceed the expectation of our clients with quality products and services.

### **Integrity**



Integrity

- We do not cut corners, rather we work hard to make cheating unnecessary.
- We take steps to ensure full compliance with regulatory and statutory guidelines and requirements
- We act in the best interest of our clients and staff.

### **Commitment to Sustainability**



Commitment to Social Responsibility & Sustainability

- We take seriously, the impact of our activities and those of our stakeholders on the environment to protect the future generation.
- We seek to operate in a profitable manner without compromising our environment and people.

### **Excellence**



Excellence

- We make amazing things happen by pay detailed attention to our clients and staff.
- We reward diligence and performance.
- We strive to deliver quality products and services.

### **Passion & Commitment**



Passion & Commitment

- We get things done through uncommon enthusiasm.
- We are driven by passion.
- Only a few challenges are beyond us.

### **Enterprise & Teamwork**



Enterprise & Teamwork

- We consistently seek new opportunities.
- We are committed to applying the next practices – new ways to do things.
- We celebrate collective achievements.

### **Fun & Excitement**



Fun & Excitement

- We have fun while we work hard and celebrate with our people.
- Smiling is the trademark of our people
- Nothing deprives us of excitement, not even the toughest of challenges – we are all optimists.

#### **Board of Directors**