



REMOTE EMPLOYEE CONTRACT

This Remote Employee Contract is made and entered into on [START DATE] by and between:

Wembley HR
244 Madison Avenue, Suite 300
New York, NY 10016

and

[EMPLOYEE NAME]
[EMPLOYEE ADDRESS]

1. TERM AND TERMINATION

1.1 The term of this Contract shall commence on the Effective Date and continue for a period of [3] months.

1.2 Either party may terminate this Contract upon [15] days' written notice to the other party.

2. JOB RESPONSIBILITIES

2.1 The Employee shall perform the following job responsibilities:

- [Translating of the assigned project to the agreed language]

2.2 Remote Work Expectations: The Employee shall:

- Maintain professionalism and work output standards.
- Be transparent about availability and maintain up-to-date calendars.
- Conduct regular check-ins with managers and coworkers.

- Ensure a dedicated, ergonomic, and safe workspace.

3. WORKING HOURS

3.1 The Employee shall work [40] hours per week, Monday to Friday.

3.2 The Employee shall be available for work during the Company's core hours, [10:00 am-5:00 pm].

4. CONFIDENTIALITY AND INTELLECTUAL PROPERTY

4.1 The Employee shall maintain the confidentiality of all Company information and shall not disclose such information to any third party.

4.2 The Employee shall assign to the Company all intellectual property rights in any work created by the Employee during the term of this Contract.

5. OMNICHANNEL COMMUNICATION AND CONTACT WITH PRIMARY LOCATION

5.1 To ensure seamless communication and minimize reach issues, the Employee is advised to maintain active communication channels with their designated Project Supervisor/Recruiter across multiple platforms.

5.2 The Employee should be available on multiple platforms, including Telegram, social media (e.g., Facebook, Instagram), and email.

5.3 The Employee should maintain regular contact with their supervisor(s), keeping them informed about any changes in availability or contact information.

5.4 If the Project Supervisor is unavailable or unreachable due to unexpected circumstances, the Employee should reach out to the Company at [wembleyhr@outlook.com].

7. PAYMENT TERMS

Payment Amount

The Remote Employee shall be paid the exact amount agreed upon, ranging from \$1,000 to \$10,000, as specified in the Project Information.

Milestone Payments

Milestone payments are available only for high-profile projects with payments ranging from \$6,000 to \$10,000. High-profile projects typically have a timeframe of 1 to 3 months.

Payment Methods

a. International Bank Transfer: Remote Employees' payments are processed to their local bank accounts and in their currency of choice. It's not a requirement to own a US bank account. Employees are advised to make use of their personal bank accounts in receiving their payments.

b. Payment Portals: Remote Employees without bank accounts or who prefer to make use of platforms like Western Union, PayPal, Wise, Skrill, etc., are to make use of our partnering payment portals in receiving their payments. You'll be guided by your project supervisor on signing up or creating a bank account on the payment portal, which your payment will be processed to, and you'll withdraw your payment to any platform of your choice. Employees are to take note that we do not process payments directly through such platforms, only via bank transfer. We do not partner with them and are prohibited from doing so.

Identification Requirements

Remote Employees must submit a valid photo ID for identification purposes, as required by US security agencies.

Confidentiality and Security

The Company ensures the utmost confidentiality and security of employee information, particularly for those using International Bank Transfer.

Tax Compliance

Remote Employees will be subject to taxes like that of the IRS Non-Resident Employee Taxation, which is an estimated tax, not a withholding tax, implemented on Non-Resident Employees of the US. The IRS tax calculation percentage is 6.83% of the employee's payment amount processed. Employees will be guided by their project supervisor on taxes and are to take note of that.

Governing Law

These Payment Terms are governed by and construed in accordance with the US Employee Act terms.

8. PROJECT COMPLETION AND REVIEW

Upon completion of the project assigned to the Employee, the Employee is to submit the completed project to our mail for review by our officials. The review process takes about 3 to 4 hours during working hours. Once the review is Completed, the employee is notified by mail, and their payment is processed as agreed.

8.1 Late Submission Penalties

If the Employee fails to submit the project within the agreed timeframe, a 2-day grace period will be granted. If the project is not submitted within this grace period, 30% of the agreed payment will be deducted. If the project remains unsubmitted after 10 days from the original deadline, this Contract will be terminated.

8.2 Project Submission Requirements

The Employee is to deliver the project in full. Partial deliveries are not required.

9. ENTIRE AGREEMENT

9.1 This Contract constitutes the entire agreement between the parties and supersedes all prior negotiations, understandings, and agreements.

By signing below, the parties acknowledge that they have read, understand, and agree to be bound by the terms and conditions of this Contract.

COMPANY:

Wembley HR
244 Madison Avenue, Suite 300
New York, NY 10016



Signature: _____

Daan Britt
Manager, Wembley HR

EMPLOYEE:

[EMPLOYEE NAME]
[EMPLOYEE ADDRESS]

Signature: _____

Date: _____