



EMPLOYMENT AGREEMENT

December 28, 2017

THE PARTIES

Adecco Personnel Pte. Ltd. ("Adecco")		Mr. /Ms. Lakshmanan Lakshmanan ("Employee")	
Registration Number EA License Number	198500164K 91C2918	NRIC/Passport Number	S8383690C
Registered Address	1 Scotts Road, #18-08 Shaw Centre, Singapore 228208	Address	Blk 527 Jurong West Street 52 #06-293 Singapore 640527
Phone	+65 6697 7911	Phone	+65 9296 8076
Email	shiyng.koh@adecco.com	Email	lakshmananl@icloud.com

WHEREAS

- I. Adecco is a company providing human resources ("HR") solutions and an affiliate of the Swiss multinational Adecco S.A.
- II. Adecco is providing certain human resources services to Royal Bank of Canada ("Client"). In this context, Employee is willing to be employed by Adecco and work for Client.
- III. Based on the foregoing, Adecco and Employee ("Parties") are willing to enter into this Employment Agreement ("Agreement"), subject to the following

CLAUSES

1. Conditions

- 1.1 The Parties agree that the Employee shall be employed by Adecco under the following conditions:

Position	Database Administrator <u>Infrastructure & Ongoing Operation Support of the Data Centre</u>
Job Duties	<ul style="list-style-type: none">• Will be responsible for Unix and Database administration for APAC. As a member of regional Unix and DBA team, it is important that the candidate shows flexibility and responsibilities which will include:• Unix Administration (AIX) and Oracle skills - Setup and administration of the IBM AIX environment and ensuring the High Availability is working correctly. This may also include script writing and management of services running on the platform.• To provide project support for Asia Digital Banking project and Avaloq 4.3 upgrade• Infrastructure Operations - Ensuring overnight processes are properly scheduled and monitored, and prepared to work on call to manage incidents that happen out of hours• Release Management - support testing and release of new IT services, with a strong emphasis on adopting proper change management processes• Problem Management - Assist in continual improvement of systems through careful analysis of issues and their causes

	<ul style="list-style-type: none"> • Participate as part of the Unix and DBA team in planning for projects rollout, relocations, new systems installations and disaster recovery. • Ensure documentation on all systems in use for production and disaster recovery and regulatory purposes. • Ensure production problems, bugs, system problems/changes are documented and requests are acted upon promptly. Keep Senior Management advised of situations that may compromise agreed deliverables and/or affect production systems. • Provide and share technical knowledge and training to team members for Singapore Unix and DB and being a backup for other APAC sites. • Report promptly on any difficulties encountered in this area of responsibilities and recommend actions. For technical issues and direction, liaise with GTI Unix and DBA Manager for direction and resolution, to avoid duplication of effort, or implementing non-standard solutions. Where conflict of project priorities or timelines occur, raise issue with local & regional management for resolution. • Responsibility for the maintenance and daily operation of the Unix and DB supports mainly for Singapore and also covering other APAC sites <p><u>Relationships & Communication</u></p> <ul style="list-style-type: none"> • Provides superior client experience and strengthens relationship with business partner. • Collaborates with GTI APAC teams / Global Teams across the organization to get things done. <p><u>Managerial Excellence</u></p> <ul style="list-style-type: none"> • Promotes a mindset for sustained success, growth and diversity. • Spearheads and guides people through changes. • Develops self • Develops operating plans, establishes priorities and documents staffing requirements for current and future years
Location	8 Marina View, #26-01 Asia Square Tower 1 Singapore 018960
Period of Employment	01 January 2018 until 30 June 2018 Notwithstanding the foregoing, this Agreement shall not become effective until all required pre-employment checks have been cleared and work/employment passes and permits have been obtained.
Probation Period	N/A
Business Hours Per Day	8 hours
Mondays to Fridays	8.30AM – 5.30PM, with 1 hour lunch break
Saturdays	N/A

Sundays / Public Holidays	Public Holidays The Employee will be entitled to paid public holidays. The Employee is entitled to the Employee's gross rate of pay on a public holiday, provided the Employee does not absent him/herself from work on the working day immediately before or after a holiday without: i. Adecco's or the Client's consent; or ii. A reasonable excuse.
Basic Salary (in SGD)	\$7,500 per month
Allowances	N/A
Completion Bonus	The Employee shall be eligible for a completion bonus of S\$3,750 upon successful completion of the contract. Completion bonus is subject to statutory contributions.
Incentives/Commissions	N/A
Overtime	N/A
CPF	As regulated under the CPF Act
Time Sheets	N/A
Payment Date	The Employee's salary will be paid on the 28 th of every month and claims by the 28 th of the following month. Such payments will be subject to appropriate adjustments required for pro-rata deductions for absence without leave. In the event of any overpayment of salary, Adecco has the right to set-off such amounts from the last salary due to the Employee or if the Employee have left the Client, the Employee shall within seven (7) days of our notification to Employee reimburse Adecco any such overpayment.
Annual Leave	The Employee will be entitled to six (6.0) days of annual leave per current contract period, pro-rated based on completed months of service. Annual Leave applications must be approved by the Employee's immediate manager or/ supervisor or the Client and communicated to Adecco. Unconsumed annual leave at the end of the contract period will not be exchangeable for cash. Notwithstanding anything herein mentioned, the Employee's annual leave entitlement can be forfeited if the Personnel: I. Absents him/herself from work without permission or reasonable excuse for more than 20% of the working days in a month or year, as the case may be; II. Fails to take his/her leave within twelve (12) months after the end of twelve (12) months of continuous service; or III. is dismissed on the grounds of misconduct.
Unpaid Leave	For work pass holders, unpaid leave shall be subject to the approval of the Ministry of Manpower.

Statutory Leave Entitlements	<p>[Maternity:] sixteen (16.0) weeks, in accordance to the MOM regulations upon the completion of 3 months of continuous service.</p> <p>[Paternity:] two (2.0) weeks. The entitlement is to be consumed within 12 months from the birth of the child. Unconsumed maternity leave will be forfeited and cannot be used to offset notice period or converted into salary.</p> <p>The employee will be required to submit an application form together with a copy of his marriage certificate and child's birth certificate.</p> <p>**[Shared Parental:] share four (4.0) weeks of the sixteen (16.0) weeks of maternity leave, subject to the agreement of spouse, if she qualifies for Government-Paid Maternity Leave. Unconsumed shared parental leave will be forfeited and cannot be used to offset notice period or converted into salary.</p> <p>Male employees will be required to submit an application form together with a copy of his marriage certificate, child's birth certificate and spouse's approval.</p> <p>**[Childcare:] six (6.0) days' per contractual year for child under the age of seven (7), regardless of the number of children upon completion of 3 months of continuous service.</p> <p>**[Extended Childcare:] two (2.0) days' for child aged seven (7) to twelve (12) years, regardless of the number of children upon completion of 3 months of continuous service.</p> <p>If Employee have children in both age groups of below (7) years and between (7) and (12) years (inclusive), the maximum child care leave entitlement for the relevant period will be 6 days, based on the age of youngest child.</p> <p>Childcare leave/extended childcare leave which is not utilized within the contract period will be forfeited and cannot be used to offset notice period or converted into salary.</p> <p>**[Unpaid Infant Care:] six (6.0) days' per contractual year for child under the age of two (2) upon completion of 3 months of continuous service.</p> <p>[Adoption:] twelve (12.0) weeks' of adoption leave for adopted infant aged below 12 months. Adoption leave which is not utilized will be forfeited and cannot be used to offset notice period or converted into salary.</p> <p>** Eligible for Employees who meets the qualifying criteria set by the Children Development Co-Savings Act. For Employees who do not meet the criteria, as set out under the Children Development Co-Savings Act, but are covered under the Employment Act, the terms under the Employment Act shall apply.</p>
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Other Leave Entitlements	<p>Compassionate Leave</p> <p>The Employee will be entitled to compassionate leave:</p> <p>Up to five (5) calendar days per occasion for the demise of spouse, child, step-child, parent, and parents-in-law.</p> <p>Up to three (3) calendar days per occasion for the demise of grandparent, grandparents-in-law, and siblings</p> <p>Compassionate leave must be supported with death certificate and approved by your manager and communicated to Adecco</p>															
Medical and Hospitalisation Leave	<p>Employee's entitlement to medical and hospitalisation leave shall be subject to the provisions of the Employment Act (Cap 91), as amended from time to time. Please refer to the table below for more information:</p> <table border="1" data-bbox="621 840 1320 1035"> <thead> <tr> <th>No. of months of service completed</th><th>Paid outpatient non-hospitalisation leave (days)</th><th>Paid hospitalisation leave (days)</th></tr> </thead> <tbody> <tr> <td>3</td><td>5</td><td>15</td></tr> <tr> <td>4</td><td>8</td><td>30</td></tr> <tr> <td>5</td><td>11</td><td>45</td></tr> <tr> <td>6 and thereafter</td><td>14</td><td>60</td></tr> </tbody> </table> <p>Employee shall promptly notify Adecco in case of absence from work because of illness and submit the medical certificate to Adecco as soon as practicable. In the event of the Employee's failure to submit the medical certificate, the absence from work because of illness shall be treated as annual or unpaid leave if annual leave has been fully utilised.</p>	No. of months of service completed	Paid outpatient non-hospitalisation leave (days)	Paid hospitalisation leave (days)	3	5	15	4	8	30	5	11	45	6 and thereafter	14	60
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Medical Claims	<p>All staff employed by Adecco are fully insured in accordance with the provisions of the Workmen's Injury Compensation Act.</p> <p>In addition, Employee is covered under the following insurance schemes:</p> <p>The Employee is covered under the Adecco's Group Outpatient Clinical and Group Hospitalisation & Surgical Insurance (PCP) which covers inpatient and outpatient treatments and any specialist treatment with a selected panel of doctors, subject to the terms contained in the policy</p> <p>The Employee will be entitled to general and specialist treatment of up to a maximum of S\$50.00 each visit, in accordance with the terms and conditions as set out in the Adecco's Group Outpatient Clinical and Group Hospitalisation & Surgical Insurance (PCP) insurance plan. Insurances.</p>															
General Claims Reimbursement	<p>The Employee will be entitled to taxi and meal reimbursement as per below:</p> <p>Meal Claims Reimbursable up to S\$12.00 per occasion with receipt – If required to work beyond 7.30pm / two (2) hours of overtime work / four (4) hours of work on Saturday, Sunday or public holiday.</p>															

	Taxi Claims One-way taxi fare – If required to work beyond 8.30pm Two-way taxi fare – If required to work on Saturday, Sunday or public holidays Reimbursement of claims shall be subjected to presentation of receipts as verified by the Employee's immediate manager.
Notice Period for Termination of the Agreement with cause (based on Clause 6.1 below)	Immediately
Notice Period for voluntary Termination of the Agreement by either Party (based on Clause 6.2 below)	One (1) month prior written notice of termination or one (1) month salary in-lieu of notice. If notice given is short of such notice required, either party shall pay the amount of salary equivalent to the shortfall of the notice.
Repatriation Costs	In the event of a termination of this Agreement, any repatriation costs arising as a result of cancellation of the work pass and Dependent Passes (if any) shall be borne by the Employee.
Others	N/A

2. Confidentiality

- 2.1 Employee acknowledges that certain business, financial and operational information, personal data and certain data of a secret and proprietary nature (all such information and data being referred to as "**Confidential Information**") have been or may be disclosed to Employee by Adecco or by Client or otherwise come to Employee's attention. Employee certifies that such Confidential Information will be held in complete confidence, and without Adecco's prior written consent will not be disclosed, in whole or in part, at any time, to any other person, nor used for any purpose other than the performance of this Agreement.
- 2.2 Employee agrees that no right or license is granted to Employee in relation to Confidential Information and undertakes not to copy, reproduce or distribute, in whole or in part, any Confidential Information in documentary or in other tangible form, except as may be strictly necessary to perform this Agreement. Upon Adecco or Client's request and, in any case, upon termination of the Agreement, Employee shall return to Adecco or Client all their Confidential Information (and any copies thereof) in Employee's possession or in possession of third parties (to the extent that Employee might be aware of).
- 2.3 The obligations under this Confidentiality clause shall remain binding on Employee after the termination of this Agreement until such time that the information is no longer confidential or has been publicly disclosed by Adecco or the Client.

3. Intellectual Property

- 3.1 Intellectual Property includes without limitation any reports, studies, patents, copyright, designs, trade mark (whether registered or otherwise), trade names, inventions and improvements, know-how, Confidential Information, trade secrets, and any other industrial, intellectual property or protected rights similar to the foregoing, generated or produced by the Employee during the Period of Employment.
- 3.2 The ownership of all Intellectual Property shall belong exclusively to Adecco or Client, as agree between them.
- 3.3 Employee hereby assigns and transfers to Adecco all rights of use, unrestricted as to time and place, pertaining to any Intellectual Property, including but not limited to work created or to be created as part of the Employee's activities. Employee shall not receive any separate remuneration for the assignment of the foregoing rights nor for the use thereof by Adecco during or after the expiration of the Agreement.

4. Data Protection

- 4.1 Employee expressly consents that the Employee's personal data (defined by the Personal Data Protection Act 2012, as amended from time to time) may be collected, stored and used by Adecco for the sole purpose of the performance of this the Agreement, fulfillment of Adecco's obligations towards the Client, analysis, marketing and other related purposes. For the avoidance of doubt, the consent already given by the Employee before the date of this Agreement shall remain in full force and effect.
- 4.2 In the event Adecco receives any third party's personal data from the Employee (e.g. emergency contact details, etc.), it shall be deemed that the Employee has obtained the relevant consent from that third party for the disclosure of the personal data to Adecco.
- 4.3 Employee further consents that the Employee's personal data may be disclosed to Client, Adecco's employees or other third parties within the purposes set forth in Adecco's Privacy Policy available at <http://sg.adecco-asia.com/Adecco/Candidate/PrivacyStatement.aspx>.
- 4.4 Employee shall promptly inform Adecco of any changes in its personal data and shall have the right to withdraw the consent given herein.

5. Other Representations, Warranties & Obligations

- 5.1 Employee represents and warrants that: (i) is eligible to work in Singapore; (ii) has not been convicted of a crime or is (or expects to be) under criminal investigation; (iii) has provided accurate and true information to Adecco regarding Employee's educational and professional background, reference checks, medical condition, etc.; and (iv) has not failed a bankruptcy check.
- 5.2 Employee shall:
 - 5.2.1 carefully study and fully comply with Client's and Adecco's policies, codes of conduct; handbooks and procedures;
 - 5.2.2 follow Adecco and Client's instructions and directions in relation to the performance of its job duties;
 - 5.2.3 ensure that Adecco is punctually informed of any material changes in the Employee's employment conditions, including changes to job duties or Location;
 - 5.2.4 ensure that Adecco is punctually informed of any development affecting in any way this Agreement or Adecco's position as employer or Client's service provider;
 - 5.2.5 devote its entire time and attention to the performance of this Agreement;
 - 5.2.6 carry out its job duties in a diligent and professional manner;
 - 5.2.7 not be absent from work for more than two (2) working days without approval;
 - 5.2.8 maintain, contribute and defend Adecco and Client's good reputation;
 - 5.2.9 not engage in any conduct prejudicial to any other employees, customers or candidates of Client or Adecco; and
 - 5.2.10 fulfill Clause 5.1 above throughout the term of the Agreement.
- 5.3 When Employee works at Client's premises, Client (not Adecco) shall provide Employee with a suitable and safe place of work in accordance with the applicable laws. Client (not Adecco) shall also enable Employee access to Client's premises and information systems in order for the Employee to carry out its Job Duties.
- 5.4 In the event of any loss of security pass, assets or property(ies) assigned by the Client to the Employee ("Items"), Employee shall reimburse the Client or Adecco for the loss of such Items.
- 5.5 Adecco shall be entitled to deduct from Employee's salary or final salary payment: (i) an amount in repayment of any advance annual leave that Employee has taken; (ii) any overpayment made by Adecco; (iii) any costs associated with Employee's personal usage of Adecco's property such as any mobile phone expenses or any applicable relocation costs. In the event that the amount owed by Employee to Adecco upon termination of this Agreement exceeds the amount owed by Adecco to Employee, Employee shall repay such outstanding amount to Adecco as soon as possible and, in any case, no later than seven (7)

days from the last day of the Agreement. Once the above term has elapsed without Adecco having received the payment, a penalty of 2% per month shall accrue daily over any unpaid amount.

6. Termination

6.1 Adecco shall be entitled to immediately terminate this Agreement without notice and without payment of salary in lieu of notice in the event the Employee:

- (i) fails the employment checks;
- (ii) is found to be grossly negligent in the performance of the job duties;
- (iii) engages in misconduct;
- (iv) is absent without valid reason for two (2) consecutive days;
- (v) is declared bankrupt;
- (vi) breach or neglection of the Employee's job duties; or
- (vii) breach of Clause 5.1 or applicable provisions of Clause 5.2 above.

6.2 In any event, either party may terminate this Agreement by providing the notice period set out in Clause 1 of this Agreement or by paying salary in lieu of notice for the relevant period. Any encashment of unconsumed annual leave shall be subject to the joint agreement of the Employee, Adecco and the Client or as otherwise as regulated by the Employment Act (as the case may be).

6.3 Employee shall on the termination of this Agreement return to Adecco or Client all properties belonging to or relating to Adecco or the Client.

7. Miscellaneous

7.1 A person who is not a party to this Agreement shall have no right to enforce any of its terms. Adecco shall be entitled to assign or subcontract this Agreement (in whole or in part) to any affiliate(s) of Adecco or the Client.

7.2 The Agreement contains the entire agreement between the Parties relating to the subject matter thereof and shall supersede any and all prior offers, promises, proposals, agreements and undertakings, whether oral or in writing, express or implied.

7.3 Should any provision of the Agreement be declared void or non-enforceable, such declaration shall not affect the rest of this contract which shall be fully valid and enforceable. In this case, the Parties shall negotiate in good faith in order to replace the provision declared void or unenforceable with a new provision which preserves the original intention of the Parties.

7.4 Clauses 2, 3, 4, 5.5, 7 and 8 shall survive the termination of this Agreement.

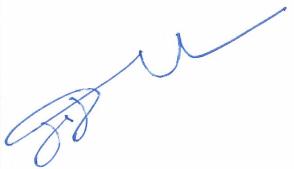
7.5 All notices shall be sent in writing by electronic means to the addresses set forth at the head of the Agreement or to such other addresses as either Party may notify to the other Party.

8. Law and Jurisdiction

8.1 The Agreement shall be governed by the applicable Laws of Singapore. Any dispute arising out of or in connection with the Agreement shall be settled by the Courts of Singapore.

AND IN WITNESS WHEREOF, the Parties sign the Agreement, being entitled to sign in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same instrument.



Adecco		Employee
		
Name: Karen Teo Bi Hong (Zhang Weifang) Title: Director, Staffing Division Registration No.: R1110608	Name: Koh Luyi Title: Account Manager, Staffing Division Registration No.: R1110832	Name: Lakshmanan Lakshmanan NRIC/Passport No.: S8383690C