

PETER AND COMPANY

No. 20, Jalan Kelupu,
96509 Bintangor, Sarawak.

Tel: 084-692879

H/P: 013-5697739

Email: petersaow1957@hotmail.com

PRIVATE & CONFIDENTIAL

Date : 10th October 2021

Dear LEASTHER ANAK PETER (No KP: 000103-13-13-0845)

PART -TIME JOB APPOINTMENT

We at PETER AND COMPANY, are pleased to offer you part-time employment as a Peter And Company with effect from 20th February 2019 based on the following terms and conditions.

1. JOB DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will be defined by your temporary clerk. You will be reporting to the Managing Director.

2. BASIC SALARY

You will be paid RM1200.00 (Ringgit Malaysia One Thousand and Two Hundred) monthly.

3. BREACH OF CONTRACT

If you are:

- i. absent from work for more than two (2) consecutive working days without informing or attempting to inform the employment without notice,
- ii. report to work late for more than two (2) consecutive working days without informing or attempting to inform the employment without notice, and
- iii. do not report in before going to marketing duties or does not report back after marketing duties or without informing or attempting to inform the employment without notice,

In which case you shall indemnify the Company under the provisions applicable in Clause 8 of this contract.



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You are required to meet the targets given to you by the company and by your superior. In the event of whereby you failed to meet the targets given within the allocated time frame, you shall indemnify the company under the provisions applicable in Clause 8 of this contract.

If you are to be found:

- i. reporting to work in an intoxicated state,
- ii. threatening the safety of your superior, colleagues and customers, abusive and violent towards your superior, colleagues and customers, and
- iii. vandalizing and removing office properties without prior approval of management or by your superior,

you shall indemnify the company under the provisions applicable in Clause 8 of this contract.

4. CONFLICT OF INTEREST

You are directed to refrain from making any public statements either written or spoken that may be detrimental to the company's policies or decisions. You are not permitted to circulate any statements, whether written by you or another party, relating to matters concerning the company.

5. HOURS OF WORK

Your working hours are as follows:

Friday – 9.00 am to 5.00 pm

Saturday - 9.00 am to 4.00 pm



You may be required to work outside the herein mentioned hours of work as and when necessary, for example rotation schedule, shifts, ad-hoc assignments, public holidays and / or weekends. Changes, if any, to the official working hours is at the sole discretion of the Company

6. CONFIDENTIALITY

You shall maintain the confidential nature of all matters pertaining to the affairs of the Company. You shall not either during or after your employment with us divulge or communicate to any third party any information which you may have received or

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obtained by reason of your employment. Failure to observe this may subject you to legal proceedings for confidence by the Company.

7. OTHER TERMS

The other aspects of your employment will be governed by existing policies or amendments thereto, as appropriate from time to time.

Please initial each page of this Appointment Letter as well as sign the attached copy of the letter to signify your acceptance of the terms and conditions of your appointment, within seven (7) days of your receipt of this letter. Please return the duplicate of this letter to us, failing which, this offer of employment shall lapse.

Thank you,

Sincerely



Peter Anak Saow



Chairman of the Company
