

1 June 2021

Quang Van Tran
40 Swallow Street, Inala
Queensland 4077 Australia

Dear Quang Van,

I am pleased to offer you permanent employment with Sine Group Pty Ltd (**Honeywell**).

Position:	Sr Eng Associate (Graduate Software Engineer)
Award Coverage & Classification:	<i>Professional Employees Award</i> , Level 1.1
Reporting to:	Software Eng Manager
Location:	65 Magill Road, Stepney, South Australia AUS
Commencement Date:	19 July 2021
Ordinary weekly hours:	38 hours for full time plus reasonable additional hours if required.

The terms and conditions of this offer are set out in:

- this letter of offer of employment
- the Honeywell Terms and Conditions of Employment
- the Honeywell International Inc. Employee Agreement Relating to Trade Secrets, Proprietary and Confidential Information

Your employment is contingent on your signing the Employee Agreement Relating to Trade Secrets, Proprietary and Confidential Information and any and all Supplements thereto and you are subject to the terms set forth therein. All information concerning the business, practices or finances of the Company shall be considered as strictly confidential and any breach thereof is deemed a serious misconduct which entitles the Company to terminate your employment in accordance with the provisions above.

If you are currently holding a Visa entitling you to work in Australia, the terms of your employment are conditioned on your Visa status. As such you are required to inform Honeywell of any changes that impact your Visa or right to work in Australia (this includes any changes to your family member's Visa if they are the primary visa holder).

Please **sign each document** where indicated, **initial each page**, and return one of each of the signed copies via e-mail to Lois.Velasquez@Honeywell.com. This offer is open until close of business on by **07 June 2021**. Let me know if you have any questions.

This offer is subject to successful Pre-Employment Screening and references, as well as your successful completion and passing the pre-employment drug tests conducted by Honeywell or any company designated by Honeywell to conduct the same.

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Pre-Employment Screening involves Honeywell seeking information about criminal history, your identity, your prior employment, your education and qualifications, your right to work in Australia and other issues. It is very important that you have completed fully and accurately the Honeywell Online Application Form. Before you accept this offer, you should be satisfied that information about your background has already been disclosed.

If after you commence employment Honeywell is not satisfied that you meet all of the Pre-Employment Screening criteria, then Honeywell may terminate your employment by giving you notice of one week or paying you in lieu of that notice. However, if you have materially failed to disclose information about your background or you have provided inaccurate or misleading information which if disclosed fully would have led to Honeywell not offering you employment, then Honeywell may dismiss you without notice or payment in lieu. Honeywell's rights to terminate as set out in this paragraph override all other requirements regarding notice of termination as provided in the terms and conditions of your employment.

If you are required to hold any credentials or receive security and police clearance in order to perform your duties, then this offer is conditional on you holding or receiving the credentials, authority or clearance. You will need to provide to me prior to your Commencement Date an original of your credentials, which we will copy for our records.

The industrial instrument that covers your employment is the *Professional Employees Award*. A copy is available on request. Also enclosed is the Fair Work Information Statement, which is for you to retain.

You must also complete and return the following forms included in this pack:

- Tax File Number Declaration
- Superannuation Choice of Fund Form. If you do not complete and return this form by your onboarding date, Honeywell will contribute to the default fund as determined under Honeywell Employee Superannuation Scheme.

Honeywell's vision is to be one of the world's premier companies, distinctive and successful in everything we do. Our primary goal is to exceed our customer expectations by delivering competitive, quality products and services on time, every time.

This is an aggressive goal, which can only be attained by recruiting and developing a talented workforce. Honeywell wants individuals, who bring a diverse perspective to our business challenges, yet share our common behaviours: Have a Passion for Winning, Be a Zealot for Growth, Think Big...Then Make It Happen, Act with Urgency, Be Courageous, Go Beyond, Inspire Greatness, and Become Your Best.

1. SALARY

Your annual Base Salary is: \$ 75,000

Your Base Salary and any applicable allowance(s), less tax, will be paid by electronic funds transfer.

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2. SUPERANNUATION

Payment of superannuation contributions will at all times be made in accordance and compliance with applicable superannuation legislation as amended from time to time.

Subject to the requirements of that legislation, Honeywell will make superannuation contributions into a complying superannuation fund nominated by you, or in the absence of you nominating a complying fund, a default fund chosen by Honeywell.

The amount of the superannuation contribution into your fund will be the amount Honeywell is required to contribute (at the relevant percentage rate and contribution limits (as prescribed from time to time)) to avoid payment of the Superannuation Guarantee Charge as set out in the Superannuation Guarantee (Administration) Act 1992 (Cth), as amended from time to time. For the avoidance of doubt, Honeywell will not be required to make any contributions which are in excess of the legally required minimum contribution amounts.

3. MOTOR VEHICLE

Honeywell has taken into account that you may use your own vehicle in the performance of your duties and responsibilities when calculating your salary. If you are required to use your own vehicle for approved business purposes such as travel to and from customer sites, you may be entitled to reimbursement. You should refer to the Mileage policy for further information.

You may also take out a novated lease through Honeywell's preferred supplier only (currently FleetPlus, however Honeywell reserves the right to change service providers at any time), although the value you elect will be subject to the FBT component calculated by Honeywell. If you have an existing lease arrangement prior to commencement that you wish to continue, please speak to FleetPlus. Honeywell will not become party to any other existing provider's novated lease arrangement.

4. DUTIES

Your duties include, but are not limited to, those included in your job posting and discussed at interview stage, together with other reasonable duties as required by Honeywell in accordance with the terms and conditions applying to your employment that are within the scope of your qualifications, competence, training or experience.

5. HOURS AND DAYS OF WORK

Your ordinary hours are generally worked from Monday to Friday and may be averaged over a 6-month period. However, you may be required by Honeywell to work on Saturday or Sunday or hours in excess of an average of 38 hours per week due to the operational requirements of the business.

Because of the nature of your position, you acknowledge and agree that any additional hours that you are required to work in excess of 38 hours per week or on Saturday or Sunday are reasonable so far as they are necessary for the full and proper performance of your duties.

Further details about your hours of work are provided in the industrial instrument applying to your employment.

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6. PROBATION

Your probationary period of employment is 6 months (or less if specifically prescribed in a Modern Award), during which your employment may be terminated by either you or Honeywell giving one week's notice or Honeywell paying you your full rate of pay for the hours you would have worked in lieu of notice.

7. TERMINATION

Honeywell or you may terminate the employment at any time by giving written notice of 4 weeks or 5 weeks if you have more than 2 years' service and are aged over 45.

I look forward to working with you.

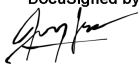
Yours sincerely,

DocuSigned by:

6BC2D9A1671F496
Mitch Pinnegar
HR Generalist

I acknowledge, understand and agree to the terms and conditions in this document.

Executed as a deed:

DocuSigned by:

B2088E4AEAF44FB

Signature of Quang Van Tran

01-Jun-2021

Date of signing

Honeywell Job Description			
Job Title:	Sr Eng Associate (Graduate Software Engineer)		
Reports To: (Name & Title)	Software Development Manager		
Department:	CBSN		
SBG / SBU:	HCE/CBLD	Date Compiled:	March 2020

Position Purpose/Summary

As a Graduate Software Engineer on the Sine team, you'll work under the guidance of a lead Sine engineer to develop backend and front-end code across a range of projects. You'll work with cross-functional teams and be involved in all stages of the software development lifecycle; requirements gathering, solution design, development, testing and deployment.

Key Areas of Responsibility

- Contribute to a full-stack JavaScript product using modern web technologies
- Develop back-end solutions using NodeJS, Express, Postgres, AWS
- Develop front-end solutions using React, CSS, HTML
- Participate in code review sessions
- Attend scrum meetings for planning, retros & stand-ups
- Collaborate with tech lead, developers, and product owner to solve real-world problems

Key Success Factors (Key Metrics / KPIs / Deliverables)

- Delivering high-quality software solutions on time
- Developing elegant software solutions to technically challenging customer problems
- Meeting high performance and non-functional customer needs or requirements

Qualifications/ Experience/ Knowledge

Education / Qualifications	<ul style="list-style-type: none"> • University experience with a front-end framework (Vue, Angular, React) • GPA ≥ 5.0
Experience	<ul style="list-style-type: none"> • A recent graduate or less than 2 years of relevant software engineering experience
Professional Skills / Knowledge	<ul style="list-style-type: none"> • An understanding of HTML/CSS • Good principles of software design and architecture • Basic understanding of RESTful API design • An understanding of relational database concepts • Familiarity with version control (preferably git) • An understanding of Agile software development • Eagerness to learn on the job and willingness to ask questions
Behaviour Competencies	
Competency	Definition
Motivational Fit	The extent to which job activities and responsibilities, the organisation's mode of operation and values, and the community in which the individual will live, and work are consistent with the type of environment that provides personal satisfaction; the degree to which the work itself is personally satisfying.
Technical/Professional Knowledge	Having achieved a satisfactory level of technical and professional skill or knowledge in position-related areas, keeping abreast of current developments and trends in area of expertise
Planning And Organising/Work Management	Establishing a course of action for self and others to accomplish a specific goal; planning proper assignments of personnel and appropriate allocation of resources.

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Teamwork/ Collaboration	Working effectively with team or work group or those outside formal line of authority (e.g., associates, senior managers) to accomplish organisational goals; taking actions that respect the needs and contributions of others; contributing to and accepting the consensus; subordinating own objectives to the objectives of the organisation or team
Quality Orientation/ Attention to Detail	Accomplishing tasks through concern for all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time.

Approved by Direct Manager <i>(Initial)</i>	Approved by 2nd Level Manager <i>(Initial)</i>
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HONEYWELL LTD TERMS AND CONDITIONS OF EMPLOYMENT PERMANENT AND MAXIMUM TERM EMPLOYMENT

Quang Van Tran: (you/your)

EDITION: MARCH 2015

These terms and conditions of employment are to be read in conjunction with your letter of offer of employment. In case there are inconsistencies between that letter and these terms and conditions, the letter will take priority.

If an award or other industrial instrument applies to your employment, then for any inconsistencies, that award or industrial instrument will take priority over these terms and conditions and your letter of offer of employment.

1. POSITION

It is a condition of your employment (and ongoing employment) that you:

- (a) hold (and continue to hold) all licenses, qualifications, accreditations, work permits, registrations and memberships which, from time to time, are considered necessary by Honeywell or any third party to whom Honeywell directly or indirectly provides services or on whose sites Honeywell performs work;
- (b) undertake and obtain satisfactory results in any medical and other examinations, tests or similar (**Work Clearances**) requested by Honeywell from time to time, including without limitation any Work Clearances requested by any third party to whom Honeywell directly or indirectly provides services or on whose sites Honeywell performs work;
- (c) cooperate fully in an honest and timely manner with any request for you to undertake or provide reasonable evidence of the matters set out at (a) and (b) above.

2. LOCATION

In consultation with you, Honeywell may require you at any time to travel and to be based at a different location to the location where you commence your employment.

3. YOUR DUTIES

3.1 Duties you must perform

You must:

- (a) perform to the best of your abilities and knowledge the duties assigned to you which may include duties for the benefit of any Honeywell related company;
- (b) use all reasonable efforts to promote the interests of Honeywell;
- (c) immediately disclose any information which does or may lead to you not being lawfully able to perform your duties;
- (d) comply with the Honeywell Code of Business Conduct (which is located on the Honeywell website);
- (e) comply with Honeywell policies (which are generally located on the Honeywell employee Intranet) as may be varied or replaced, although policies do not form part of the contract of employment;

- (f) report to Honeywell any issue that may or will cause Honeywell to be in breach of the National Code of Practice for the Construction Industry or its Implementation Guidelines;
- (g) comply with all law and the rules and regulations of external agencies applying to your position and duties.

3.2 What you must not do

During employment you must not:

- (a) act in conflict with Honeywell's best interests;
- (b) compete with Honeywell; or
- (c) prepare to be engaged or involved, or engage or be involved in any business or employment other than for Honeywell except with the prior approval of Honeywell, although you may without the prior approval of Honeywell hold:
 - (i) securities in any corporation listed on a recognised stock exchange up to 5% of the class of the security; or
 - (ii) a non-executive position on the board of any charitable or community organisation, details of which must be disclosed to Honeywell.

4. HOURS

Specific arrangements for your hours and days of work are set out in your letter of offer of employment and made with your manager. You may be required by Honeywell to work in excess of your ordinary hours of work due to the operational requirements of the business.

Because of the nature of your position, you acknowledge and agree that any additional hours that you are required to work in excess of your ordinary hours of work are reasonable so far as they are necessary for the full and proper performance of your duties.

5. MEAL BREAK

When calculating your weekly hours one hour of each day worked will not be counted and will be available for a meal break. Specific arrangements for your breaks are made with your manager.

6. ADDITIONAL HOURS

Whether you are entitled to additional pay for working overtime, weekends or outside ordinary hours and if so, then how much is determined by the terms of the award or other industrial instrument that applies to you (if any) and the amount of your base salary. If no award or other industrial instrument applies to you, then your base salary is for working all ordinary and additional hours.

7. AWARDS AND OTHER INDUSTRIAL INSTRUMENTS

If an award or other industrial instrument applies to you, then it applies as a matter of law and does not form part of your contract of employment, and:

- (a) if you are paid base salary that is more than the base rate of pay prescribed by the award or other industrial instrument, your base salary is in satisfaction of all minimum entitlements including minimum wage, attendance pay, overtime, allowances, penalties, extra rates for working evenings, weekends or public holidays, payment for temporarily working in a more senior role and annual leave loading;
- (b) if there are any changes to the minimum entitlements in paragraph (a) including those as a result of adjustments made by the Fair Work Commission following an

annual wage review or otherwise, then your base salary is applied to and absorbs those changed entitlements; and

- (c) Honeywell may vary your base salary to incorporate the value of an entitlement in (a).

8. REVIEWS

Honeywell will review your salary and performance in accordance with its policies and as required by an award or other industrial instrument that applies to you (if any).

9. FBT

Your base salary includes fringe benefits tax that becomes payable for any benefit provided to you, unless otherwise agreed with Honeywell.

10. LEAVE AND HOLIDAYS

10.1 Annual leave

Your legal entitlement is 20 paid days of annual leave.

10.2 Long service leave

Honeywell will provide you your legal entitlement to paid long service leave.

10.3 Paid personal/carer's leave

Your legal entitlement is 10 paid days of personal/carer's leave per annum if you:

- (a) are unable to attend work due to illness; or
- (b) are required to provide care or support to an immediate family member or other member of your household due to their illness or unexpected emergency.

10.4 Unpaid personal/carer's leave

Your legal entitlement is 2 days of unpaid carer's leave if you have exhausted paid personal/carer's leave and provide adequate proof of the need to take such leave.

10.5 Accumulation of personal/carer's leave

Untaken paid personal/carer's leave accumulates from year to year, but is not payable on termination of employment.

10.6 Paid compassionate leave

Your legal entitlement is 2 days of paid compassionate leave, which may be taken in the event of the death or a serious life-threatening illness or injury of an immediate family member or member of your household.

10.7 Parental leave

Once Honeywell has employed you for 12 months, you have a legal entitlement to take unpaid parental leave. You should refer to Honeywell policies for further information about parental leave.

10.8 Community and defence service leave

You have a legal entitlement to take reasonable unpaid leave for eligible community service activities, including voluntary emergency management activities and jury service, and to attend defence service as a member of the defence reserves.

10.9 Unauthorised leave

For any period that you are absent on unauthorised leave, Honeywell will make an equivalent deduction from your base salary.

10.10 Leave taken in advance

If you have taken paid leave in advance, then on termination of your employment you authorise Honeywell to deduct from any payments due to you the monetary value of that leave.

10.11 Public holidays

Honeywell:

- (a) must pay you your base rate of pay for public holidays that fall on a usual working day even if you do not work; and
- (b) may request you to work on a public holiday, and you must work unless the refusal to work is reasonable or the request is unreasonable, in accordance with applicable law.

11. FLEXIBLE WORKING ARRANGEMENTS

If you are eligible as per the Flexible Working Arrangements provisions in the NES, then you may request a change to your working arrangements to assist with your carer responsibilities. You should refer to Honeywell policies for further information about flexible working arrangements.

12. EXPENSES

12.1 Payment for expenses

Honeywell must pay or reimburse you for reasonable travel and out of pocket expenses incurred in the performance of your duties and properly substantiated with receipts in accordance with Honeywell policies. All reimbursements must be claimed promptly, but otherwise not later than the calendar month after the expense is incurred.

12.2 Credit or charge card

If Honeywell issues a credit or charge card to you, then the card may only be used for expenses incurred in the performance of your duties. If the card is lost or stolen, the card provider and Honeywell must be informed immediately. The card must be returned to Honeywell on request.

13. SURVEILLANCE

Computer surveillance is carried out pursuant to Honeywell's policy on such surveillance. Any information transmitted or received by Honeywell's electronic systems may be monitored and in appropriate circumstances, blocked. You consent to Honeywell carrying out computer surveillance.

14. DRUG AND ALCOHOL TESTING

In addition to drug and alcohol testing required by Honeywell, you may be required to submit to drug and alcohol testing arranged by a Honeywell customer if you are performing work on the site of that Honeywell customer. You consent to such testing being carried out.

15. TERMINATION

15.1 Required period of notice

Your letter of offer sets out the period of notice that either of us is required to give to terminate the employment. Notice can be given by either Honeywell or you at any time and for any reason.

Unless expressly stated otherwise in your letter of offer, in the event that your letter of offer does not prescribe a notice period, the required notice period for both Honeywell and you will be equal to the statutory minimum notice period required to be given by an employer.

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This will not apply during any period in which your letter of offer expressly states that you are employed for a “fixed term”.

15.2 No change to notice period

Even though your position, title, duties, responsibilities, reporting line or working hours may change during your employment, unless otherwise agreed the period of notice of termination will not change.

15.3 Payment in lieu of notice

After either Honeywell or you have given the required notice, Honeywell may terminate the employment at any time by paying you as follows:

- (a) for the balance of the minimum notice period required by the applicable law, award or industrial instrument, the full rate of pay that would have accrued; and
- (b) for the balance of the notice (if any) which exceeds the prescribed minimum notice period, the salary that would have accrued.

15.4 Employment during notice period

If notice is given to terminate your employment, then Honeywell may: direct you not to perform any duties for part or all of the notice period; require you to remain away from Honeywell's premises; and, change your title.

You must if Honeywell requests return all Honeywell property (including property leased by Honeywell) to Honeywell prior to termination, including all written or machine readable material, confidential information, software, computers, credit and charge cards, keys, vehicles, mobile telephone and sim card.

15.5 Employee fails to give the required notice

If you fail to give the required notice of termination, then Honeywell may withhold from any payment due to you on termination of employment up to the maximum amount permitted by the law an amount not exceeding the pay that would have been paid to you during the required period of notice, less any period of notice you actually give.

15.6 Termination without notice

Despite any other term of your employment (including those set out in your letter of offer), your employment may be immediately terminated by Honeywell at any time without notice if Honeywell believes you have:

- (a) failed to attend for work on the commencement date set out in your letter of offer or otherwise communicated to you;
- (b) engaged in serious misconduct, including conduct in the nature of dishonesty, theft, assault or misrepresentation;
- (c) disobeyed without proper legal reason a lawful direction of Honeywell;
- (d) breached the Honeywell International Inc. Employee Agreement Relating to Trade Secrets, Proprietary and Confidential Information;
- (e) breached the Honeywell Code of Business Conduct or any other policy or procedure published by Honeywell from time to time;
- (f) breached any Honeywell policy concerning alcohol or drug use or testing;
- (g) wilfully neglected or materially failed to perform your duties;
- (h) unlawfully discriminated, sexually harassed or bullied any other person;

- (i) been charged with a criminal offence, or are suspected of engaging in conduct of a criminal nature;;
- (j) engaged in conduct which could potentially damage Honeywell's reputation or business;
- (k) engaged in any wilful or negligent conduct which poses a serious risk to the health or safety of yourself or any other person; or
- (l) are precluded from taking part in the management of Honeywell in accordance with the Corporations Act 2001.

16. REDUNDANCY

Honeywell will comply with its obligations in accordance with applicable law, awards and other industrial instruments.

17. POST-TERMINATION

17.1 Requirements following termination

If your employment is terminated for any reason, then:

- (a) you must resign from the board of directors of Honeywell or a related body corporate without claim for compensation for loss of office, and you authorise the Company Secretary of Honeywell as your agent to do all things necessary to give effect to such resignations on your behalf;
- (b) Honeywell may set off any amounts you owe Honeywell against any amounts Honeywell owes you at the date of termination except for amounts it is not entitled by law to set off;
- (c) you must return all Honeywell property (including property leased by Honeywell) to Honeywell on termination including all written or machine readable material, Confidential Information, software, computers, credit and charge cards, keys, vehicles, mobile telephone and sim card.

17.2 Employee's assistance with legal proceedings

After the employment terminates, Honeywell may require you to assist in any threatened or actual legal or other proceedings in which Honeywell or a related body corporate is involved, for which you will be reimbursed all reasonable costs approved in advance by Honeywell.

18. CHANGES TO YOUR EMPLOYMENT

Your location, position, title (including Honeywell Global Job Code), duties, responsibilities, reporting relationships and working hours may be altered from time to time at the Company's discretion (including without limitation to take account of the demands of the business from time to time). In such circumstances, these terms and conditions will continue to apply to you unless you and Honeywell have agreed otherwise.

18.1 Travel

You may be required to travel within Australia or overseas to effectively conduct the duties of this position.

19. GENERAL

19.1 Agreement is confidential

The terms and conditions of your employment including any amendments are confidential and may not be disclosed by you to any other person, other than for the purpose of obtaining professional advice, without the prior approval of Honeywell.

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19.2 Changes to law

Legal obligations applying to you or Honeywell pursuant to any law may change after the commencement of the employment. If this happens, then Honeywell may in its discretion vary the corresponding provisions of your terms of employment or add a new provision.

19.3 Governing law

The terms and conditions of your employment are governed by the law applying in the State or Territory in which you are based and the parties submit to the non-exclusive jurisdiction of the courts of that State or Territory.

19.4 Release from prior arrangements

Honeywell and you each release the other from all claims and demands in connection with any contract, deed, arrangement, related condition, collateral arrangement, condition, warranty, indemnity or representation imposed, given or made by one of them (or an agent of one of them) prior to commencing your employment.

19.5 Right to work

You acknowledge that you are not an unlawful non-citizen, and either are an Australian citizen or have all immigration approvals necessary entitling you to accept employment and to perform the duties you have agreed to perform.

19.6 Severability

Part or all of any clause of the terms and conditions of employment that are illegal or unenforceable will be severed and the remaining provisions continue in force.

19.7 Waiver

The failure of either you or Honeywell at any time to insist on performance of any provision of the terms and conditions of employment is not a waiver of their right at any later time to insist on performance of that or any other provision.

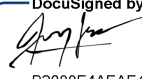
19.8 Warranties by you

You warrant:

- (a) that you have disclosed to Honeywell information about any possible restrictions on you from performing the duties you have agreed to perform; and
- (b) that the credentials and information provided by you to Honeywell (or to Honeywell's agent) in connection with your qualifications and ability to perform the duties you have agreed to perform are true and correct.

I accept the above terms and conditions.

Executed as a deed:

DocuSigned by:

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Signature of Quang Van Tran

01-Jun-2021

Date

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