

INDIVIDUAL EMPLOYMENT CONTRACT SUBJECT TO A TRIAL PERIOD CELEBRATED BY ONE PARTY “CONTRATOSAPP, SAPI DE CV”, WHICH WILL HEREINAFTER BE CALLED “THE COMPANY”, REPRESENTED BY IGNACIO BERMEO JUÁREZ; AND, ON THE OTHER PARTY, Pamela Conde IN HER OWN RIGHT, WHICH WILL HEREINAFTER BE CALLED “THE EMPLOYEE”, IN ACCORDANCE WITH THE FOLLOWING DECLARATIONS AND CLAUSES.

STATEMENTS

1. The Company declares through its legal representative that:

I. Declares to be a legally constituted Company in accordance with Mexican Laws, with its domicile located at Avenida Jesús del Monte number 41, 14th floor interior 1526-B, Colonia Jesús del Monte, Huixquilucan, State of Mexico, Mexico, Postal Code 52764.

II. Your Legal Representative has sufficient authority to enter into this Agreement.

III. Requires “THE EMPLOYEE” to perform services in the position of Graphic Designer, highlighting that the work required and which gives rise to this contract will be subject to a Trial Period with the sole purpose of verifying that “THE EMPLOYEE” meets the requirements and knowledge necessary to develop the position requested, in accordance with the provisions of article 39-A of the Federal Labor Law.

2. The Employee declares that:

I. Declares to be of **Mexican** nationality, age **32**, **female** gender, marital status single with RFC CORP880806C32 with CURP number CORP880806MDFNVM07 with Social Security number 16088848284 having as address located at Chopos Manzana 9 Int. Lote 87 Los Sauces I, committing to give written notice with receipt and acknowledgment of receipt of any change of this address, where you will receive any communication that arises from this Contract, address of which a copy of proof is added to this Contract.

II. He/she agrees to enter into this Contract, having precisely verified the causes that gave rise to it, since he/she has the experience, skill, capacity, knowledge, aptitudes, faculties and schooling necessary to adequately perform the services in the position of Graphic Designer, highlighting that the work required and which gives rise to this contract will be subject to a Trial Period with the sole purpose of verifying that he/she meets the requirements and knowledge necessary to develop the work requested, in accordance with the provisions of article 39-A of the Federal Labor Law.

3. The Parties declare that:

I. They agree with the Declarations contained in this Contract, highlighting that the work required and which gives rise to this contract, will be subject to a Trial Period with the sole purpose of verifying that “THE EMPLOYEE” meets the requirements and knowledge necessary to carry out the work requested, in accordance with the provisions of article 39-A of the Federal Labor Law.

II. They agree that at the end of the Trial Period to which they are subject in this Contract, if “THE EMPLOYEE” does not prove that he meets the requirements and knowledge necessary to carry out the work, in the opinion of “THE COMPANY” and taking into account the opinion of the Joint Commission on Productivity, Training and Instruction in the terms of the Federal Labor Law, as well as the nature of the position, the employment relationship will be terminated without liability for “THE COMPANY”.

The parties, knowing the terms and scope of this Individual Employment Contract Subject to a Trial Period, submit to the following content:

CLAUSES

FIRST. PURPOSE AND DURATION.

This Individual Employment Contract is entered into in accordance with the provisions of articles 35, 39-A, 39-C, 39-D of the Federal Labor Law, therefore the services required in the position of Graphic Designer that gives rise to this contract will be subject to a Trial Period, the validity of which will be 90 days, that is, from September 21, 2021 to October 29, 2021 in order to verify that “THE EMPLOYEE” meets the requirements and knowledge necessary to carry out the work requested, in accordance with the provisions of article 39-A of the Federal Labor Law.

Both “THE COMPANY” and “THE EMPLOYEE” agree that at the end of the Trial Period described above and if “THE EMPLOYEE” does not prove that he meets the requirements and knowledge necessary to provide services in the required position, in the opinion of “THE COMPANY” and taking into account the opinion of the Joint Commission on Productivity, Training and Instruction in the terms of the Federal Labor Law, as well as the nature of the position, the employment relationship will be terminated without liability for “THE COMPANY”.

“THE EMPLOYEE” undertakes to carry out the contracted work using his/her best efforts according to his/her capacity and aptitudes, as well as with the greatest efficiency, care, honesty and punctuality, making the best use of the work elements given to him/her for the development of the function entrusted to him/her for the fulfillment of the services provided and complying in the performance of the same with all instructions, policies and provisions that prevail in “THE COMPANY” since the provision of services is an obligation of “THE EMPLOYEE” and the legal power of direction and command corresponds to “THE COMPANY” and its representatives.

SECOND. CATEGORY.

“THE EMPLOYEE” will provide his personal and subordinate services to “THE COMPANY” in the position of Graphic Designer whose functions will consist of:

- Create creative and highly functional design experiences that balance business objectives with user needs and technology feasibility.
- Use knowledge of user-centered design principles to provide customers with the best experience.
- Conceptualize original ideas that bring simplicity and ease of use to complex design obstacles
- Conduct usability tests with prototypes at different levels and analyze results.
- Work collaboratively with the areas of Customer Success, Legaltech, and General Management, promoting constant improvement of the experience and design for the end customer.

- Constant communication with the Development team, working in an agile methodology, to ensure that the implementation meets the design specifications and easy user experience.
- Co-creative work with team members and the different areas involved.
- Use knowledge of user-centered design principles to provide customers with the best experience

It is understood that "THE EMPLOYEE" is obliged to carry out all work or tasks annexed, connected or complementary to his main job that he is ordered to perform during the term of this contract, subject to the direction, supervision and instructions of "THE COMPANY".

THIRD. PROVISION OF THE CONTRACTED SERVICES.

In compliance with the activities of "THE COMPANY" and, by virtue of the object of this Contract, "THE EMPLOYEE" will provide its services at the address located at **Chopos Manzana 9 Int. Lote 87 Los Sauces I** without this being limiting, since it may provide its services at any address assigned by "THE COMPANY" upon prior notice with 72 hours in advance, therefore "THE EMPLOYEE" by signing this Contract gives its express and manifest consent for "THE COMPANY" to modify the workplace and the address of the provision of the service at any time and without this implying an alteration to its working conditions.

FOURTH. WORK DAY.

The duration of the working day will be **40** hours per week, distributed from **Monday to Friday** of each week, with a work schedule from **8:30** a.m. to **6:00** p.m., enjoying **1:30** hour to take their food from outside the source of work and without being at the disposal of the employer, resting on **Saturdays and Sundays** of each week and on holidays; therefore, it constitutes a weekly workday that does not exceed the limits established by law.

"THE EMPLOYEE" must strictly observe the legal workday established by law, and is not allowed to work overtime, which will only be considered in the event that there is a written order from "THE COMPANY", without this requirement he/she will not be able to carry out extraordinary activities.

"THE EMPLOYEE" will be subject to attendance control, which will be carried out through electronic and/or manual means established for such purpose by "THE COMPANY", so the reports generated by said attendance controls derived from the registry will represent the actual records made by "THE EMPLOYEE" during the performance of his/her duties.

Only the disability granted by the Mexican Social Security Institute will be considered as a justified cause for absence from work due to illness, and "THE EMPLOYEE" is obliged to report by telephone within the first 30 minutes of the start of the work day and to send or bring to "THE COMPANY" the corresponding disability certificate during the day.

FIFTH. MANDATORY REST DAYS.

Mandatory rest days will be those established in Article 74 of the Federal Labor Law.

Outside of the days specified in this Contract as weekly rest days and mandatory rest days, "THE EMPLOYEE" may not interrupt his/her activities without prior written authorization from "THE COMPANY".

When a holiday coincides with a weekly rest day, "THE COMPANY" will not be obliged to make any payment or grant any additional day of enjoyment.

SIXTH. SALARY.

"THE COMPANY" is obligated to pay "THE EMPLOYEE" as net monthly salary the amount of \$ 15,000.00 (FIFTEEN THOUSAND PESOS 00/100 MN) to be covered on a monthly basis, on the 15th and 30th of each month, payment will be made by bank deposit, by virtue of the foregoing, "THE EMPLOYEE" grants his full consent to receive the income derived from the individual employment relationship that unites him with "THE COMPANY" through account number: 03802027186, opened in his name at the banking institution called Scotiabank, obligating himself at all times to sign the corresponding payroll receipt for all salaries earned up to that date, from the previous gross salary "THE COMPANY" will make on behalf of "THE EMPLOYEE" the corresponding legal deductions, particularly those referring to Income Tax and Social Security. Likewise, contributions and registrations to IMSS, INFONAVIT, SAR and the Treasury will be made in accordance with the terms of the respective legislation.

"THE EMPLOYEE" declares that he/she is the sole and exclusive person responsible for the use of the debit card and the Personal Identification Number (PIN) corresponding to it, therefore, in the event of loss, theft, alteration and/or misuse of the same, he/she will pay the procedures and costs of its replacement, releasing "THE COMPANY" from such concepts from this moment on.

SEVENTH. WORK TOOLS.

"THE COMPANY" will provide "THE EMPLOYEE" with the equipment, elements and work tools for the development of its activities.

"THE EMPLOYEE" undertakes to keep in good condition and make the best use of the equipment, elements and work tools assigned to him/her, and must return them at the conclusion of this Contract, and will be responsible for any missing equipment or material at his/her disposal, with the understanding that if he/she does not comply with this obligation, "THE COMPANY" may terminate this Contract for reasons attributable to "THE EMPLOYEE".

"THE EMPLOYEE" accepts and acknowledges that on the computers and/or computer equipment provided to him/her, he/she may only use those programs that "THE COMPANY" has authorized and/or provided to him/her, with "THE EMPLOYEE" assuming from this moment any liability that may arise or result from failure to comply with the obligation referred to in this clause, releasing "THE COMPANY" from any liability that may arise from such concept, as well as for the concept of damages and/or losses caused to the equipment or programs owned by the latter, as well as for loss of information that may occur due to misuse of "THE EMPLOYEE"'s computer equipment or the introduction of programs, disks, information or additional equipment not authorized by "THE COMPANY".

EIGHTH. MEDICAL EXAMS.

"THE EMPLOYEE" agrees to submit to all medical requirements that "THE COMPANY" periodically orders, in accordance with the Federal Labor Law and other relevant and applicable legal or contractual provisions, with the understanding that the doctor who performs them will be designated and compensated by "THE COMPANY."

"THE EMPLOYEE" declares to "THE COMPANY" that he/she is completely healthy and in perfect general health and that in his/her previous jobs he/she has not suffered any occupational risk or occupational disease. He/she also undertakes to inform "THE COMPANY" on the date he/she becomes aware of any illness or personal limitation that prevents him/her from performing his/her services, considering that health and 100% personal presence are a fundamental part of this Contract.

For everything related to occupational risks and non-occupational illnesses or accidents, the provisions of the Social Security Law and its regulations will apply, for which "THE COMPANY" will promptly register "THE EMPLOYEE", with the contributions being paid by the parties in the terms established by the Law and committing to respect, participate in and carry out all measures established for such purpose by the Joint Safety and Hygiene Commission in the workplace in order to prevent accidents or illnesses.

"THE COMPANY" undertakes to comply with NOM 035 and NOM 036, integrating the Policy for the Prevention of Psychosocial and Ergonomic Risks, as well as making available to "THE EMPLOYEE" the Mailbox for receiving complaints and reports.

NINTH. RIGHTS AND OBLIGATIONS.

"THE EMPLOYEE" shall have the obligations and prohibitions established in articles 134 and 135 of the Federal Labor Law, as well as those contained in all provisions issued by "THE COMPANY" during the term of this Contract. Regarding the rights and obligations of the parties during the time of provision of services that have not been contemplated in this Contract, they shall be subject to the provisions of the Federal Labor Law.

TENTH. WORK REGULATIONS.

"THE EMPLOYEE" agrees to know and submit to the Internal Work Regulations of "THE COMPANY", obligating himself to comply with its provisions at all times and places, as well as those derived from the Federal Labor Law.

ELEVENTH. TRAINING.

"THE EMPLOYEE" is obligated during the term of this Contract to follow with dedication and punctuality all the Training and Instruction plans and programs, in the terms indicated by the Federal Labor Law.

TWELFTH. CONFIDENTIALITY.

"THE EMPLOYEE" undertakes, both within the term of this Contract and after its conclusion, not to disclose or reveal to any natural or legal person, nor use for his own benefit, any confidential information to which he has access, either directly or indirectly, verbally, in writing or by any other means including magnetic disks, email, etc., nor will he disclose the content of documents, manuals, studies, programs, proposals, computer programs, etc., and in general any document that has been provided or facilitated to him during the performance of his services, stating that he will keep secret everything that he knows by reason of his work regarding the area that has been under his development, supervision and surveillance. The foregoing, by virtue of the fact that the aforementioned activities are part of the contracted work and therefore are inherent to the activities carried out by reason of the category assigned to you within "THE COMPANY", therefore you may not use said information, nor copy any document or media that contains confidential information, nor extract them from the facilities of "THE COMPANY", reserving the right to exercise the actions that arise due to non-compliance with this clause in civil and criminal matters. Likewise, during the term of this Contract, "THE EMPLOYEE" undertakes not to participate directly or indirectly in the ownership or operation of any company similar to that of "THE COMPANY" and undertakes not to manage, own, advise, work for or in any way intervene in the operation of "THE COMPANY" or any other business with similar characteristics, with the express understanding that if "THE EMPLOYEE".

Violation of the provisions of this clause will be considered as a lack of integrity on the part of "THE EMPLOYEE", and in this case the provisions of article 47 of the Federal Labor Law will apply, in addition to "THE EMPLOYEE" being responsible for any damages that may be caused.

THIRTEENTH. PRIVACY NOTICE.

"THE COMPANY" acknowledges and agrees to carry out the appropriate management of the Personal Data of "THE EMPLOYEE", necessary for the fulfillment of its respective obligations under this Contract. The personal data of "THE EMPLOYEE" will be used by "THE COMPANY" at its address indicated in Declaration I for the performance of all activities related to the administration and management of its work position.

"THE EMPLOYEE" may exercise any of the ARCO rights (Access, Rectification, Cancellation or Opposition) by contacting "THE COMPANY" at the email address **legalmx@trato.io** where they will be assisted in a timely manner.

"THE COMPANY" will inform "THE EMPLOYEE" of any change or modification to this Notice through its portal and/or the email mentioned above.

FOURTEENTH. DEFINITION OF BENEFICIARIES.

In the event of the death of "THE EMPLOYEE" or those generated by his death or disappearance derived from a criminal act, from this moment on, the following persons are designated for the payment of accrued and unpaid salaries and benefits, in the percentages detailed below.

NAME	KINSHIP	PERCENTAGE
Jorge Conde	Father	100%
THAT	THAT	THAT

FIFTEENTH. TERMINATION OF CONTRACT.

Upon definitive termination of this Individual Employment Contract Subject to a Trial Period, "THE EMPLOYEE" will be paid the proportional part of the Vacation with its corresponding Vacation Bonus and Christmas Bonus, in accordance with the provisions of articles 76, 80 and 87 of the Federal Labor Law, obligating "THE EMPLOYEE" to issue the Final Receipt which shows the benefits that in their proportional part comprise the validity of this Contract; as well as the days that correspond to him for each concept and with respect to which "THE EMPLOYEE" expresses his agreement.

SIXTEENTH. JURISDICTION.

Both parties agree to deal directly with any questions that may arise regarding the interpretation of this contract and will expressly submit to the relevant labor authorities, waiving the jurisdiction of their domicile or any other jurisdiction they may have.

Both parties having been informed of the content and legal scope of this Contract and knowing the responsibilities they acquire by entering into it, they sign it in duplicate on the margin for record and at the bottom of conformity in Mexico City, on September 21, 2021.

DEAL
Contratosapp, SAPI of CV



Ignatius Bermeo Juarez
Legal Representative



Pamela Conde
Worker

**Jorge Bernardo
Count Sanchez**

Poplars Apple 9 Int. Lot 87
The Willows I
Toluca
Mexico 50210

Account No.
01 02 09 38 48
Telephone
(72) 29 18 39 83

EARLY PAYMENT**\$ 1,113 . 00**

Before 25. September. 2021

LIST PRICE**\$ 1,163 . 00**

Before 03. October. 2021

Your contracted plan: **Basic Triple Play Plan**

Place and date of issue: 04519 - 09/15/2021

Previous balance	\$	1,163. 07
Early payment discount	\$	-50. 01
Your payment, thank you	\$	-1,113. 00
Balance to date	\$	0. 06
Charges of the month	(Period 15 / Aug - 14 / Sep / 2021)	
Basic Triple Play Plan for Rent	\$	859. 00
Extra services and consumption	\$	304. 00
Other charges	\$	0. 00
Third party services	\$	0. 00
Adjustment for rounding	\$	-0. 07
Discounts and promotions	\$	0. 00
List price	Before 03. October. 2021	\$ 1,163.00

SINGLE PAYMENT REFERENCE: 0900 0001 0209 3848 5

Your unique reference information will help you make your payments by the method you prefer. Please make your deposits
in the name of: TOTAL PLAY TELECOMMUNICATIONS SA DE CV

Pay with your unique reference at the following establishments:

**Ahora puedes realizar
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Your payment will be reflected immediately.



Conv.: 1278800

Conv: 2745

Trans: 5503 Cve: 612 No. Serv: 4005



Station: 2052

B: 819101090000102093848064

In these establishments it will be reflected within 24 business hours.
A commission is charged per transaction subject to the branch

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Period 15 . August . 2021 - 14 . September . 2021

Charges of the month

Contracted plan: Basic Triple Play Plan	\$	859. 00
Extra services and consumption		
Television		
Star premium.	\$	175. 00
Additional television	\$	129. 00
Total TV	\$	304. 00
Total consumption and extra services	\$	304. 00
Adjustment for rounding	\$	-0. 07
Total income	\$	1,162. ⁹³
Total charges for the month	\$	1,162. ⁹³

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 **PRE**
DE
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C CHOPOS MZ 9 87
- CONJ U LOS SAUCES I 50210
TOLUCA, MEX.

FECHA DE NACIMIENTO
06/08/1988
SEXO: M

CLAVE DE ELECTOR CNRVPM88080609M500
CURP CORP880806MDFNVM07 **AÑO DE REGISTRO 2007 02**

ESTADO 15 **MUNICIPIO 107** **SECCIÓN 6459**
LOCALIDAD 0040 **EMISIÓN 2018** **VIGENCIA 2028**



CREDENCIAL PARA VOTAR **INSTITUTO NACIONAL ELECTORAL**

 

 

EDMUNDO JACOBO MOLINA
SECRETARIO EJECUTIVO DEL
INSTITUTO NACIONAL ELECTORAL

IDMEX1706738033<<6459079237195
8808062M2812313MEX<02<<03722<5
CONDE<RIVAS<<PAMELA<THALIA<<<<



DATA MESSAGE CERTIFICATE AND ELECTRONIC SIGNATURE LINK

DOCUMENT ID

6149ed24832208237143b35d

DOCUMENT NAME

Individual Employment Contract Subject to Test by Pamela Conde - TRATO

TYPE OF SIGNATURE

Electronic Signature

STATUS

Signed and Complete

SIGNATORIES**Company name:** Contratosapp, SAPI de CV**Legal Representative:** Ignacio Bermeo Juárez **Email:**ignacio@trato.io **Hash:** CfxTCzoZ/qb3N/e3WRL9dgDqS5zdUQX+IN3NQEXkvhY= **IP Address:** 189.236.68.197 **Message Data****Display:** 09/21/2021 10:46:22 GMT-5**Signed on:** 09/21/2021 10:46:31 GMT-5**Name:** Pamela **Last****Name:** Conde **Email:**condep17@gmail.com **Hash:**0OQVMWZi2WK30zOllnQZjwvaBjFKd4MxGhPoq/kBMJo= **IP Address:** 187.190.166.104**Message Data Display:** 09/21/2021 10:01:33**GMT-5 Signed on:** 09/21/2021 10:39:33 GMT-5 **Coordinates:** 19.3669, -99.1588 **Geolocation****(Approximate):** Infantil Public Park, Xochicalco, Sta Cruz

Atoyac, Benito Juárez, 03310 Mexico City,

CDMX, Mexico

**DATE OF SIGNATURE OF THE FINAL VERSION OF THE DOCUMENT** 09/21/2021

10:46:32 GMT-5

Audit URL [https://](https://enterprise.app.trato.io/r/SxA6lqlRB)enterprise.app.trato.io/r/SxA6lqlRB

*This document was signed using electronic means and guarantees the integrity of the document as well as the identity of the signatories. The URL listed above allows for validation of electronic signatures, the data message and the status of the document.