

## **Employment Offer**

Date: 2023-02-20

Dear Nathaniel,

We are pleased to offer you employment with Music Global Shared Services Inc. hereafter referred to as "MT".

#### Conditions of Employment:

- For the purpose of immigration law, you will be required to provide MT documentary evidence of your identity and eligibility for employment. Such documentation must be provided within three (3) business days of your date of hire or our employment relationship with you may be terminated.
- You agree to review and follow the <u>MT Triber's Service Manual</u> (Employee Handbook and Code of Conduct), which contains policies and rules. Such policies may be revised or modified from time to time at MT's sole discretion.



## **General Terms of Employment**

Entity Name	Music Global Shared Services Inc.
Entity Address	7th Floor, Phil. AXA Life Centre, 1286 Sen. Gil Puyat Avenue, Makati City 1200
Employee Name	Nathaniel Formento Fernández Known as: Nathaniel
Employee Address	Block 6c Lot 3 Pound Lane Ecotrend Villas Zapote 1742 Las Pinas Philippines
Employee Email Address	nfernandez7219@gmail.com
Personal Identity Number	SSS No. 33-3083547-6
Place of Employment	Remote
Employment Type	Full-Time
Commencement Date	2023-03-01
Tenure	When Employee signs a new employment offer with MT, the Parties expressly agree that for the purpose of considering continuous employment, the previous years of service will be acknowledged in assessing Employee's wages and other benefits.
External Job Title	Embedded Software Engineering Leader
Internal Job Title	Innovation Software Embedded Leader You agree to waive any objections to a change of job title determined by Music Tribe to be necessary or appropriate in the event of a corporate restructure or reorganization, provided, that such change of job title shall not imply any change in the nature of the job or to any other terms/benefits.
Salary	PHP 150,000 monthly
Allowance	PHP 4,255 monthly De Minimis
Other Earnings	Pro-rated 13th month pay in accordance with local regulations
Other Deductions	As per statutory requirement
Salary Payment Date	You will be paid on the 15th and 30th of each month and compensation will be subject to deductions for statutory contributions, taxes and other withholdings as required by law.
Bonus Program	Not applicable
Probation Period	6 months
Notice Period	5 days during probation, 30 days after probation.
Working Hours	40 hours per week
Overtime	The Employee agrees and acknowledges that no overtime is paid unless agreed in advance and in writing.

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Annual Leave	14 days for full year of employment. New hire accrues 1.17 days per month and will have pro-rated leave based on start date
Sick Leave	14 days for full year of employment. New hire with pro-rated leave based on confirmation date
Other Leave	All other leaves will be in accordance with local labor regulations
Leave Carry Forward	Leave carry forward is not allowed unless mandated by law
Health Insurance	Upon probation completion, Employee and 2 Dependents are covered. Employee may opt to enroll additional dependents at his/her own expense.
Life Insurance	Upon probation completion, insurance coverage up to 24x monthly basic salary. Any Employee Life and/or AD&D benefit in excess of the No Evidence Limit will be granted only upon compliance with required medical procedure.
Pension/Retirement Plan	Retirement plan applicable at the time of your separation as may be determined by MT will apply
Choice of Law	Philippines
Choice of Forum	Philippines

If you have any questions regarding the offer, please do not hesitate to contact us. If you accept, please sign and return this Employment Offer, which is valid for five (5) business days from today's date.

I confirm that I read, understood and accept the <u>MT Triber's Service Manual (Employee Handbook and Code of Conduct)</u>.

I understand and acknowledge that this Employment Offer and the terms set forth herein, in any addends hereto, and in the MT Triber's Service Manual (Employee Handbook and Code of Conduct) supersede all prior negotiations, representations and agreements between myself and MT and any of its affiliates, whether written or oral, express or implied.

Nathaniel Formento Fernández

Innovation Software Embedded Leader

Date: 02-21-2023

Anna Cairns

Heart Division Leader (Chief People Officer)

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Final Audit Report 2023-02-20

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