

Saad Sohail,
House 295-A West circular road Pakistan town Islamabad
Reference: 20211023-HR-SS

23 Oct, 2021

Dear Saad Sohail,

SOLANT Pvt. Ltd (The Company) is pleased to offer you employment on the terms set out in this letter.

1. Basis of employment:

You will be employed as a “**Software Developer / Engineer**” on full-time bases and may subsequently be employed in other roles as determined by the company.
Your main duties and responsibilities are set out in Schedule 1.

2. Employment Period:

Your employment with the company is full-time position. Your employment will commence the 25th NOV 2021 and will continue your employment till it is terminated.

3. Location:

You will normally be located in the SOLANT Office currently located at “Office / Flat No. G-4 First Floor Business Bay Sector 'F' DHA-I Islamabad”. The Company may require you to travel and work at other locations (including interstate and overseas).

4. Probationary period

Your employment is subject to a probationary period of three months from your start date. At the end of 3 months your position will be reviewed.

During the probationary period, the Company may terminate your employment by providing two week's written notice or, in the case of the Company, by payment in lieu of two weeks' notice (or a combination of notice and payment in lieu of notice).

5. Your responsibilities

During your employment you must:

- (a) diligently perform the duties and responsibilities that the Company assigns to you (the Company may vary these duties and responsibilities at any time);
- (b) deVote your Whole time, attention and ability to the business of the Company;
- (c) as required by the Company, perform work for any other member of the Company;
- (d) report to the Company, or any other person as nominated by the Company from time to time;
- (e) comply with all lawful orders and instructions given by the Company; and
- (f) comply with all of the Companies' policies as introduced or varied from time to time (although such policies operate independently of this document and are not incorporated into this document).

6. No conflict of interest or interest in other business

Except with the prior written consent of the Company, you must not during your employment:

- (a) have any direct or indirect financial interest in any entity or body that would be in conflict with your duties or responsibilities;
- (b) hold any directorship or other office or accept any appointment to any other entity or body;
- (c) undertake any other trade, business or profession; or
- (d) become an employee, agent or contractor of another person

7. Hours of work

Your usual hours of work will be 40 hours per week as well as reasonable additional hours. Although the Company's usual operating hours are between 6.00am to 6.00pm Monday to Friday (8 hours in slot), business may be conducted outside these hours. However primary office is on Australia so you may make your working hours flexible in discussion with management. You must work the hours which are reasonably necessary to fulfil the requirements of your position, or as required by the Company. Your remuneration includes compensation for all hours you work.

8. Remuneration:

Your monthly remuneration will be **65,000/- PKR** and comprise of below Grade = **LV-1**

- (a) Base Salary: 65,000/- PKR per month
- (b) Mobile Allowance: 500/- PKR per month
- (c) Internet Allowance: 1,000/- PKR per month
- (d) Medical Allowance: 20,000/- PKR per Year (Medical Allowance can be claimed for Spouse, Child and Parents*. Please check with your manager for more details.)

The Company may deduct or withhold from your remuneration, an amount equal to any fringe benefits tax or other tax payable, or required to be withheld, by the Company (other than payroll tax) on any component of your remuneration.

9. Pay Period:

Your pay period is set to monthly payment. The salary will be transferred to account directly or by cheque every month. (Auto account deposit is preferred)

10. Application of industrial instrument

If an Industrial Instrument applies to your employment, your monthly remuneration compensates you for all work performed, including but not limited to, any overtime, loadings, penalty rates, allowances and any other entitlement which may be due to you under the Industrial Instrument. Any entitlement under the Industrial Instrument will be calculated by reference to the applicable rate of pay in the Industrial Instrument.

11. Leave

- (a) You are entitled to 20 Days annual leave which may be taken in accordance with applicable legislation and Company policy.
- (b) You are entitled to 10 days paid personal/carer's leave each year in accordance with applicable legislation and Company policy.
- (c) You are entitled to public holidays in accordance with applicable legislation.
- (d) You are entitled to long service leave in accordance with / if applicable legislation.

12. Company Dress Code

Staff are required to maintain a reasonable standard of dress and appearance appropriate to the nature and circumstances of their employment. You will be required to dress in appropriate attire for a business professional setting and customer contact. You agree to follow and abide by the Company dress code policy.

13. Confidential Information

You agree that all Confidential Information which has or may come into your possession remains the property of the Company.

You must not use, disclose or copy Confidential Information except for the purpose of and to the extent necessary to perform your employment duties.

You must use your best endeavours (including implementing adequate security

measures) to ensure that the Confidential Information is secure from unauthorised access, use, disclosure or copying by third parties

These obligations do not apply if the Company has agreed in writing to the specific disclosure, use or copying of Confidential Information, or to the extent disclosure of specific Confidential Information is required to comply with any applicable law.

You must immediately notify the Company if you become aware of any breach of these obligations, or if you are lawfully obliged to disclose any Confidential Information to a third party (in which case you must comply with the Company's lawful directions in relation to the disclosure)

Your obligations under this clause continue after your employment ends

14. Intellectual Property and Moral Rights

You must disclose to the Company all work undertaken or created by you during the course of your employment or through using any of the Companies time, materials, resources, facilities, Intellectual Property or Confidential Information (Relevant Works).

All Intellectual Property in the Relevant Works will be owned by the Company (or any other member of the Company designated by the Company) and to the extent necessary you assign such Intellectual Property to the Company by this document. You must, when required by the Company, do all things and execute all documents necessary to give effect to this. If you do not comply with such a request by the Company, you authorise the Company (or any persons authorised by the Company) to do all things and execute all documents necessary to give effect to that request on your behalf.

By signing this letter, you also consent to any act or omission of the Company that would otherwise infringe your Moral Rights in any copyright works, films or performances made or to be made in the course of your employment and waive all Moral Rights that you may have worldwide for the benefit of the Company, or other members of the Company where applicable, its licences, successors in title and anyone authorised by any of them.

15. Termination of employment

The Company may immediately terminate your employment without notice or payment in lieu of notice if you engage in serious misconduct, willfully breach any of your obligations under this document or commit any other act which at common law would entitle the Company to terminate your employment immediately. If the Company terminates your employment immediately, the Company will pay you up to the date of termination only.

- (a) You may resign from your employment by giving the Company four (4) weeks written notice. If you resign, the Company may choose not to retain your services for some or all of the notice period, and may make a payment in lieu of notice for the part of the notice period for which you are not retained
- (b) The Company may terminate your employment by giving you four (4) weeks written notice or payment in lieu of notice, or a combination of notice and payment in lieu of notice. (If the Company is required by legislation to give you additional notice, the Company will provide that additional notice or payment in lieu of notice, or a combination of notice and payment in lieu of notice.)
- (c) Except as required by legislation, a payment in lieu of notice will be calculated on the basis of your base salary and constitutes satisfaction of the Company's obligations to employ you during the notice period or to make any payment to you in respect of the notice period
- (d) For all or part of your notice period (or at any time during your employment), the Company may direct you to perform your usual duties, to attend for work at a different location to your usual work location, to perform no work, or to perform designated duties whether or not these duties form part of your usual role.
- (e) Your obligations as set out in this document continue to apply during the notice period.
- (f) To the extent permitted by law, any payment made to you in respect of the cessation of your employment, satisfies (in whole or in part) any statutory entitlements you may have to payments in lieu of notice and redundancy pay.

16. Return of property

Immediately on your employment ending or at any other time requested by the Company, you must return to the Company all property belonging to the Company (for example cards, keys, motor vehicles, mobile telephones, computers, equipment and materials) that you have or can reasonably obtain, and all property that you have, or can reasonably obtain, that contains Confidential Information

17. Privacy

You consent to the Company collecting, using and disclosing your personal and health information for any lawful purpose relating to your employment. You also consent to the Company transferring your personal and health information outside Victoria and Australia in the course of the Companies' business activities.

18. General

- (a) Any provision of this document which is unenforceable or partly unenforceable is, where possible, to be severed to the extent necessary to make this document enforceable, unless this would materially change the intended effect of this document.
- (b) In this document, a reference to:
 - (i) legislation (including subordinate legislation) is to that legislation as amended, re-enacted or replaced, and includes any subordinate legislation issued under it;
 - (ii) a policy or other document is to that policy or document as amended, supplemented, replaced or novated;
- (d) This document can only be amended or replaced by another document signed by the parties.

- (e) This document contains the entire agreement between the parties about the subject matter. Any previous understanding, agreement, representation or warranty relating to that subject matter is replaced by this document and has no further effect.

We would like to take this opportunity to welcome you to our team.

Please confirm your acceptance by signing and returning the enclosed copy of this letter to HR Dept. by 26/10/2021

Your Sincerely,

Muhammad Atif

Manager Admin / HR

23rd October 2021

Schedule 1

YOUR DUTIES AND RESPONSIBILITIES

Your duties and responsibilities include below but no limited to:

Software Engineer / Developer role

- Development of the technical projects using up to date technology but not only limited to NodeJS, Angular, ReactJS etc.
- Identifying areas for modification in existing programs and subsequently developing these modifications while taking your manager in confidence.
- Maintaining and upgrading existing systems
- Do proper documentation of the project as per provide guidelines. Provide sufficient knowledge to other development team to make sure other dev's are across project nitigrities. Create technical documentation for reference, future maintenance and upgrades
- Working closely with other developers, UX designers, business and systems analysts
- Working in team to strengthen the department. Making procedures for junior staff and support.
- Design, test and develop software to meet user needs
- Keep yourself in touch with latest technologies. Leaning the latest version of programming languages/frameworks, be aware of the changes and its benefits in terms of development.
- Keep the software in healthy condition, monitoring of its working and take necessary action to keep them in healthy state.
- Regular software updates necessary for project to keep them in healthy state.
- Continuous thinking process to make deployed projects in the best and updated model.

The Company may vary these duties and responsibilities from time to time or assign you additional duties and responsibilities.

EMPLOYEE ACCEPTANCE

I, Saad Sohail having CNIC 31304-8995444-9,

Accept the offer of employment with the Company as set out in this letter. I understand and accept its terms.

Signature: -----

Date: -----