



OXY CREATIVE CONTRACT OF EMPLOYMENT

January 11, 2021

OXY Creative

15519 Richford Dr
Friendswood, TX 77546
USA

Dear **Muhammad Roby Setiawan**,

Re: Contract of Employment

We are pleased to offer you the position of **Software Developer** with us here at **OXY Creative** where we hope you will enjoy your role and make a significant contribution to the success of the business.

COMMENCEMENT DATE

Your employment will commence on **January 11, 2021**.

LOCATION

You will be based in **Jakarta, Indonesia**, but may be required to work at such other locations determined by the needs of the business.

POSITION

Software Developer - reporting to **CTO**

The roles and responsibilities of this position will be described separately in an attached Position Description.

TERM

This is a **full time position**.

PROBATIONARY PERIOD

A three month Probationary Period will apply to this role. During this time you will receive advice, training and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do. The appointment is subject to the satisfactory (performance, timing, quality, growth, commitment, and team effort) completion of the Probationary Period which itself is subject to termination during any stage, by either party, upon one week's notice in writing, or by payment in lieu of notice.

REMUNERATION

Your salary is at a rate of **Rp. 6,000,000/month**.

PAYMENT

Your salary will be paid on the **first** business day of the month.

SALARY REVIEW

Your remuneration package will be reviewed annually on or about the anniversary of your employment or in accordance with workplace laws.

LEAVE ENTITLEMENTS

You are entitled to a period of **two days** (up to four days per month) unpaid career's leave **per week**. You are required to notify management one month in advance for such event. A medical letter and pharmacy receipt are otherwise required.

Your monthly paycheck will be deducted by **Rp. 280,000** for each day (eight hours) missing of work unless there is an approval.

HOURS OF WORK

OXY Creative general hours of business are between **9:00 a.m. to 7:00 p.m.** It is expected that you will work an average of **40 hours per week** during general business hours.

From time to time you will be required to work reasonable additional hours or after hours when necessary to perform your duties without compensations.

PRIVACY

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time.

Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

COMPANY POLICY

OXY Creative has in place a number of company policies and procedures. You are required to comply with company policy. A failure to comply with these policies may result in disciplinary action being taken against you.

These policies are found at **Google Docs**, which will be provided on the commandment date. These policies do not form part of this contract of employment.

CONFIDENTIALITY OF INFORMATION

During your employment you may become aware of information relating to the business of **OXY Creative**, including but not limited to client lists, trade secrets, client details and pricing structures.

Confidential information, including client lists, trade secrets, pricing structures and any and all documents created by you in the course of your employment remain the sole property of **OXY Creative**. You shall not, either during or after your employment, without the prior consent of the **OXY Creative**, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit.

INTELLECTUAL PROPERTY

Intellectual Property is anything created, produced, yielded, revised, amended and done under the term of **OXY Creative** employment. It is considered as a sole property and copyright of **OXY Creative** and shall not be used without **OXY Creative's** written agreement.

As a mutual trust, employee is to submit an original copy of highest university standard diploma upon signation of work acceptance.

Upon employment termination, intellectual property shall be submitted to **OXY Creative** without conditions where employee's diploma is returned when **OXY Creative** has confirmed satisfaction.


WELCOME AND ACCEPTANCE

Muhammad Roby Setiawan, we would like to take this opportunity to welcome you to **OXY Creative** and wish you a long and rewarding career with us.

Sincerely,

Tedjo "Yogi" Liman, CTO

I, **Muhammad Roby Setiawan**, accept the terms and conditions of this contract.

Signed:  Muhammad Roby Setiawan
Dated: 15 Januari 2021