**Monio MMORTS Responsibilities and Temporary Financial Contract.**

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Financial Contract.

**A: Contract timeframe.**  
1. This contract is valid for Phase 1 and Phase 2 of the Monio MMORTS project, of which are expected to run for up to insert weeks each, with no ‘scheduled paid leave.’  
2. This contract is expected to be superseded by a Business Employment Contract upon completion of Phase 2 of the Monio MMORTS. This contract is valid only until the end of Phase 2.  
3. Further employment is subject to signing a Business Employment Contract.

**B: Pay-packet.**1. An initial payment of PHP1,000 will be made as a final measure of consistency and accuracy in recorded bank details, on the date of date. This will be deducted from the first pay schedule.  
2. A payment of PHPpayment will be made on the first Wednesday AFTER the first week of production, of the date date. A payment of PHPpayment will then be made every two weeks on the Wednesday that falls after the two week period of work, starting from the date date.

**C: Currency Volatility.**1. No volatility is to be expected from currency exchange rates.

**D: Public Holidays.**1. Philippines recognised public holidays will reasonably be excluded from the week’s workload with no decrease in pay.  
2. Easter Friday, Saturday, Sunday, and Monday will also be reasonably excluded from the workload even though not every day is recognised as a public holiday.  
3. Christmas Eve to New Years Day is also excluded from the workload and at full pay for all non-essential staff. 'Essential staff' can negotiate for full pay and time off; or double pay; as long as the business does not suffer.  
4. This business recognises other religious days of rest, but cannot be expected to know them. All employees are required to declare in their interview, or first day of work, any days of rest their religion may require. Days of rest shall be ‘swapped out’ with any Philippines nationally recognised holidays, as all employees deserve the same number of public holidays. The specific days and dates must be agreed to in writing.

**E: Scheduled Paid Leave and Annual Leave**.  
1. There are no annual leave entitlements on this contract, and thus no annual leave accrues with service.  
2. Periods of 'scheduled paid leave' may exist or come to exist. During periods of 'scheduled paid leave' no workload will be administered.  
3. During 'scheduled paid leave', employees on the payroll will be paid 75% of their normal pay-packet.  
4. 'Scheduled paid leave’ is not transferrable to any other period of time and is honoured regardless of hours worked, or length of time with the business.

**F: Redundancy**.  
1. Joel Estaniel and Ruell Magpayo reserve the right to remove and add people to the Project, as the Project requires.  
2. Any removal from the Project expects a cessation of work and pay-packets honoured up until the day of redundancy.  
3. All copyright and non-disclosure details covered by the Non-Disclosure and Copyright Agreement form must be honoured on or off the project, including artist credit.

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**G: Taxation**.  
1. Ruell and Joel must withhold a portion of any paid entitlements to all employees for the purposes of tax. Any tax sums suggested or informed of prior to any financial year can only be indicative, and may not be reflective of money withheld on payday.  
2. At the end of every financial year, all employees must receive a Consolidated Tax Receipt, for employees to lodge a tax return, if applicable.

**H: Penalty Rates**.  
1. Penalty rates may apply if the workload exceeds what can reasonably be expected to be accomplished in a 40 hour work week.  
2. Penalty rates may also be negotiated by Joel and/or Ruell with the holder of this contract for an agreed workload above what is reasonably expected to be achieved in a 40 hour work week.  
3. Penalty rates will always be a flat 100% extra hourly pay every hour. This rate is calculated as weekly pay divided by hours of contracted work per week, and is listed in the Position Overview.  
4. A ‘penalty rate’ of the total of 200% per hour will be paid to any employee who works on a public holiday. This is additional pay, and any normal pay owed on the day will continue to be paid as usual.

**I: Cash-flow Intermittency**.  
1. In the start-up Phase 1 and Phase 2 of the Monio MMORPG project, all costings have been finalised, and no intermittency in paypackets should be expected.  
2. After Phase 1 and 2, financial responsibility changes from the Investor Pool to the Company. This will be covered in the Business Employment Contract.

**J: Maternity and Paternity Leave and Rights.**  
1. Employment will not be jeopardized due to pregnancy of employee or employee's partner.  
2. Reasonable reduction in workload will occur 3 months before birth or as negotiated with Joel. This will occur with reasonable reduction in pay if employee has worked less than one year before conception, or will occur with full pay if employee has worked beyond one year before conception. This may be negotiated differently with the employee and Joel if the employee’s circumstances require.  
3. Cessation of workload will occur 3 weeks before due birth, or as reasonably negotiated with Joel. This will occur alongside a cessation of pay if employee has worked less than one year before conception, or with full pay if employee has worked more than one year before conception. This may be negotiated differently with the employee and Joel if the employee’s circumstances require.  
4. Maternal and Paternal leave will occur after birth for a period of 6 weeks. This will occur with zero pay if the employee has worked with the company for less than a year before conception, or with full pay if the employee has worked for more than a year before conception. This may be negotiated differently with the employee and Joel if the employee’s circumstances require.  
5. Employee can negotiate unlimited unpaid leave for up to one year after birth, with at least 1 weeks' notice.  
6. Any scheduled paid leave and public holidays will continue to be paid as if employee was at work. No time in lieu will be granted for any inconvenient day any entitlement will fall on, nor extra pay.  
7. The employee has the right to negotiate to work normally during any of the conditions listed above.

**K: Superannuation and Pension Fund.**  
1. Does not exist.

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**L: Agreed work hours and workload.**1. Workload will reasonably be given adhering to the hours negotiated in the Position Overview.  
2. Workload reasonably beyond the hours in the Position Overview are by negotiation only, and applicable penalties paid.  
3. If an employee is late to work, or must leave early, pay is deducted according to an hourly rate, for the time not attending the office.

**M: Sick Leave.**1. There is no sick leave entitlement.  
2. Employment will not be jeopardized due to sickness, as long as days of zero workload do not exceed 15 per year period. Beyond that, employment is held only via negotiation with Joel.  
3. An employee can request an unpaid sick day of zero workload at any time.

**Q: Legal applicability.**  
1. This contract is a legal document and will be upheld by both parties as such.  
2. This contract must be signed to be valid, but may also be reasonably valid via online agreement for a temporary period of up to 2 months, beyond which a signature by both parties and a witness is required.  
3. Any section of this contract indentified to be illegal or unnecessarily discriminating should be amended appropriately as soon as possible, especially with respect to taxation laws.

**Z: Contract start.**  
1. This contract commences on day and date, for name of employee.  
2. Thus a PHP 1,000 deposit must commence within that first week to ensure pay details are correct.  
3. Thus a PHP amount deposit will occur on day and date for the previous work week.  
4. Thus a PHP amount deposit will occur every two weeks from day and date for every two week period of work prior to the pay date.

*Sign above line*

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Signed (Employee) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signed (Joel) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signed (Ruell) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signed (Witness) Date