

CONTRACT OF EMPLOYMENT: Saviour Udofia

This Employment Agreement is made and entered into on this 26th day of July 2025 by and between:

Scot Eritemu, residing at River Stone Estate Block C, Orchid road, Eleganza, Lagos State (hereinafter referred to as "the Employer"), of the one part;

AND

[Full Name of Employee], residing at [Address of Employee] (hereinafter referred to as "the Employee"), of the other part.

WHEREAS, the Employer wishes to engage the services of the Employee as a driver, and the Employee has agreed to such engagement under the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties hereby agree as follows:

1. Appointment

The Employer hereby employs the Employee in the capacity of **Driver**, and the Employee accepts such employment, subject to the terms and conditions set out in this Agreement.

2. Duration

The term of employment shall be for a **fixed period of one (1) year**, commencing on the 26th day of July 2025, and ending on the 25th day of July 2026, unless earlier terminated pursuant to the provisions of this Agreement.

3. Remuneration

3.1 The Employee shall be entitled to a monthly salary, payable on or before the **1st day of each calendar month**, as follows:

- **Basic Salary:** ₦150,000 (One Hundred and Fifty Thousand Naira) only

3.2 The Employee shall also be entitled to an **annual 13th month bonus**, equivalent to one month's basic salary, payable once every twelve (12) months of continuous employment.

4. Work Schedule

4.1 The Employee's normal working details shall be as follows:

Six (6) days per week with a day off every week.

Fourteen (14) hours a day with two (2) hours lunch break. Earliest resumption time being 5:30am.

5. Leave & Holidays

5.1 The Employee shall be entitled to **four (4) weeks of paid annual leave** per calendar year, subject to the following conditions:

- Leave shall not be taken for more than **two (2) consecutive weeks** at any one time.
- The Employee must provide at least **two (2) to three (3) weeks' prior written notice** before taking any leave.

6. Absence & Deductions

In the event of absence from work without prior authorization from the Employer, the Employer reserves the right to deduct a **pro-rated amount** from the Employee's basic salary, except where the absence is due to **illness or injury**, and the Employee provides satisfactory medical evidence to the Employer.

7. Benefits

The Employee shall be entitled to **Family Health insurance coverage**, subject to the policy and limitations of the Employer's chosen provider. This coverage extends to the Employee's spouse and children.

8. Termination of Employment

Notwithstanding Clause 2 of this Agreement, the employment may be terminated as follows:

8.1 **By either party**, with notice:

- Within the first **three (3) months** of continuous employment, by providing **Two (2) week's notice** or payment in lieu thereof.
- After three (3) months of continuous employment, by providing **one (1) month's notice** or payment in lieu thereof.

8.2 **By the Employer, without notice or payment in lieu**, if the Employee commits any act of **serious misconduct**, including but not limited to dishonesty, gross insubordination, intoxication while on duty, or any act that compromises the safety of persons or property.

9. End-of-Contract Payment

Upon successful completion of the contract or lawful termination under Clause 8.1 (but **excluding Clause 8.2 on misconduct**), the Employee shall be entitled to a **gratuity** equivalent to **one (1) month's basic salary** as end-of-service compensation.

10. Salary Deductions and Liabilities

The Employer reserves the right to deduct a proportionate amount from the Employee's basic salary for each unauthorized absence, except in cases of medically verified illness or injury.

Where the Employee incurs **traffic violations, fines, or is involved in an accident** during the performance of duties, resulting charges or penalties shall be borne **equally (50:50)** by both the Employer and Employee.

Where immediate full settlement is impracticable, a **structured repayment plan** may be agreed upon in writing by both parties, with deductions implemented in accordance with the plan.

11. Vehicle Use and Maintenance

The Employee shall perform routine safety checks and maintenance inspections of the assigned vehicle prior to each trip. This includes checks on tire condition and pressure, fluid levels, fuel level, brakes, lighting, and general roadworthiness.

The Employee shall:

- Ensure the vehicle is kept clean and presentable at all times
- Monitor the validity of statutory vehicle documents (e.g., registration, insurance, roadworthiness certificate)
- Provide timely notice to the Employer of any impending expirations to allow for prompt renewal

Negligence in the above duties may result in disciplinary action, including applicable deductions as outlined herein.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

EMPLOYER: _____

Signature: _____

Name: _____

EMPLOYEE: _____

Signature: _____

Name: _____