1st of October, 2024

Dear Muhammad Shaban,

We are pleased to extend an offer of employment for the position of Digital Marketeer at IZ Global. After careful consideration, we believe that your skills and experience will be valuable additions to our team.

- **Terms of Employment - Position:** Digital Marketeer **Monthly Salary [Gross]:** PKR 75000

**Working Days:** 5 days per week, 4 hours a day

**Contract length**: 3 months, starting from 1st of October 2024 (with 2 months probation period)

**Work Schedule:** Monday to Friday

**Attendance Policy:** Punctuality is of utmost importance. We expect everyone to come on time and leave on time, if you’re late or there is an emergency, contact Usman Akram. If you’re late multiple times then this can lead to termination of work.

Office manager: Usman Akram (+92 328 1187767) - Contact him if there is any issue.

**Task Providers:** Office tasks are provided digitally by Imran, Sameer or Subhan.

**Dress Code:** Formal clothing is expected, including a dress shirt, dress pants, and formal office shoes.

**Mobile Phones and Headphones:** No use of mobile phones or headphones during working hours.

**Internet Usage:** Internet is for work activities only and not for personal use.

**Respect and Professionalism:** Treat colleagues and visitors with respect; maintain a representative appearance.

**Discussion Policies:** Avoid discussions of personal beliefs, political and religious affiliations during work hours.

**EODR:** End of day rapport needs to be filled in at the end of every working day. Not doing this multiple times can lead to termination of contract.

**Visitors:** Only business-related visitors are allowed.

**Desk Policy:** Maintain a clean desk; no unnecessary items on desks.

**Official Free Days:**

* Pakistan Day
* Labour Day
* Independence Day
* Defence Day
* Eid ul Fitr
* Eid ul Adha
* Iqbal Day
* New Year's Day

**Paid Leaves:** Muhammad Shaban is entitled to 7 days paid leaves every 6 months.

Requests for paid leaves must be submitted 2 weeks in advance via email to subhan.sheikh@iz- global.com

**Breach or misuse:** In the event of a breach of the company's code of conduct, including but not limited to the misuse of confidential data or unauthorized contact with IZ Global's partner companies, the employee acknowledges that disciplinary action may be taken. Such actions may include verbal or written warnings, suspension, or termination of employment, depending on the severity of the violation and its impact on the company's operations and relationships.

You are not allowed to post any of your work or references on any online platforms (such as behance, fiverr etc.). Also you are not allowed to send any of the work you have done for IZ Global to other companies.

If proven that the employee has misused any of the above points, there will be a fine of 25 lakh rupees and a FIR will be registered against him or her. The employee understands the importance of maintaining the confidentiality of sensitive information and adhering to ethical standards in all communications and interactions with partner companies.

Please signify your acceptance of the terms and conditions outlined above by signing (on the last page) and returning a copy of this letter.

We look forward to your positive contributions to our Company. Welcome to the team! Sincerely,

Subhan Sheikh

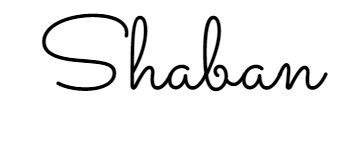
Managing Director [Subhan.sheikh@iz-global.com](mailto:Subhan.sheikh@iz-global.com)

**Name –** Subhan Sheikh **Name –** Muhammad Shaban

**CNC: 33302-8351792-5**

**IBAN**: PK24MEZN0098350105580875

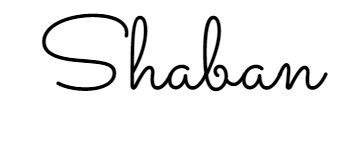
**ADDRESS: 46/E-1 Gulberg 3 Lahore**

**SIGNATURE: SIGNATURE:**

………………………………………….. …………………………………………..

DigiSigner Document ID: 8794273f-e703-40db-a887-3b68845bc04f

**Audit Trail**

**Signer Signature**

Email: [shabankml@gmail.com](mailto:shabankml@gmail.com)

|  |  |  |  |
| --- | --- | --- | --- |
| IP Address: 43.251.255.121 |  | | |
| **Event**  Upload document | **User**  [shabankml@gmail.com](mailto:shabankml@gmail.com) | **Time**  10/2/24 3:42:32 AM EDT | **IP Address** |
| Send for signing | [shabankml@gmail.com](mailto:shabankml@gmail.com) | 10/2/24 3:43:11 AM EDT | 43.251.255.121 |
| Open document | [shabankml@gmail.com](mailto:shabankml@gmail.com) | 10/2/24 3:43:42 AM EDT | 43.251.255.121 |
| Sign document | [shabankml@gmail.com](mailto:shabankml@gmail.com) | 10/2/24 3:45:03 AM EDT | 43.251.255.121 |
| Close document | [shabankml@gmail.com](mailto:shabankml@gmail.com) | 10/2/24 3:45:03 AM EDT | 43.251.255.121 |