



CONTRACT OF EMPLOYMENT

This Agreement ("the Agreement") sets out details of your employment, which the Company is required to give you under Part 1 of the Employment Rights Act 1996. This document forms the terms and conditions of your employment which expressly state that they are contractually binding upon you.

The Agreement for Services is made on the 31st of May 2022

Between

Shamim Ahamad
Dewan Bari, Laxmipur, Vober Chor, Gojaria, Munshiganj-1510.

And

Arbree Limited
Avenue 2, Road 13, House 1320 (lift-2), Mirpur DOHS, Dhaka 1216

Job Title and Duties

You are employed as a Backend PHP Developer and your duties will be those usually associated with your position, as a Software Engineer you will be responsible to co-operate with the CEO, COO and PM.

A brief description of the work for which you are:

- o To follow the instructions of the CEO and other senior members of the company.
- o Showing personal skills through productivity.
- o Maintain the Privacy of the company.
- o Communicate with the management.
- o Creating and maintaining an excellent workforce.
- o Work within a team comprising designers, business analysts, and external developers providing guidance and feedback to other team members through all phases of the project.
- o Document source code of developed solutions
- o Help in the specification and estimation stage with the confidence to meet supplied estimates.
- o Work with Team Lead and project delivery deal to scope, plan and manage all aspects of a project, such as the development, quality control, design, implementation, training and delivery.
- o Troubleshoot issues in existing or developed solutions and work with appropriate resources to resolve issues

Commencement Date

Your permanent employment in your role of Backend PHP Developer commences on the 1st of June 2022, which is also the date on which your continuous employment begins.

Probationary Period/Fixed Term

The employment contract is for a fixed term. The first 3 months of your employment will be on a probationary basis, during which period your performance and suitability for continued employment will be monitored and assessed.

If your performance during the Probationary Period is unsatisfactory, or if the Company does not consider you suitable for continued employment, your employment may be terminated during or at the conclusion of the Probationary Period or, at the company's discretion the Probationary Period may be extended.

During the Probationary Period, you may not take a paid holiday in excess of that which you have accrued and if you leave or are dismissed during or at the conclusion of your Probationary Period, you will not be taken to have accrued any holiday pay in excess of any accrued statutory entitlement. However, if you successfully conclude the Probationary Period you will be taken to have accrued holidays during the Probationary Period on a normal basis.

If you wish to terminate during your Probationary Period, you are required to give four weeks' notice in writing of your intention to the Company.

If the Company wishes to terminate your employment during your Probationary Period, you are entitled to receive one week's notice in writing. The Company reserves the right to make a payment of one week's salary in lieu of such notice.

You will be required to bring your own devices for the first 16 weeks of your employment.

Remuneration

You will be paid a salary of 40,000 BDT per month.

The company will provide lunch and tea/coffee during your office working hours.

Your work performance will be reviewed annually, based on performance your salary will be increased according to company incremental policy (see below for details).

Hours of Work

You are contracted to work 40 hours a week. Your normal hours of work are 10 am to 6 pm. Hour of work could change, depends on circumstances. You will be required to work on Saturday. Your weekdays off will be on Thursday and Friday. Please keep in mind that some of these off days could change in the future.

You might be required to work during the public holiday except the EID Days.

You will be required to attend Skype/Online meeting with the members and management team based in UK during the evening after working hours.

You are entitled to take maximum of 60 minutes of break daily, 40 minutes for lunch, two 10 minutes of tea/coffee break.

You must attend the work on time; please contact in advance if for any reason you cannot make it on time. Failure to come on time more than 3 days in a row will result in a disciplinary action.

If you are working from home, you will have to set a time with the management team, and you must keep a time log of your hours and work.

Salary Incremental Policy:

Salary amount "between" 10,000 TK to 24,999 TK will get minimum 15% & maximum 25% increment after a certain period of time, as per contract.

Salary amount "between" 25,000 TK to 34,999 TK will get 20% increment after an incremental year completion.

Salary amount "between" 35,000 TK to 54,999 TK will get 15% increment after an incremental year completion.

Salary amount "between" 55,000 TK to 69,999 TK will get 12% increment after an incremental year completion.

Salary amount "between" 70,000 TK to 94,999 TK will get 9% increment after an incremental year completion.

Salary amount "between" 95, 000 TK to 110,000 TK will get 8% increment after an incremental year completion.

Salary amount more than 110,000 TK will get 7% increment after an incremental year completion.

Bonus Policy:

Employee, who work for at least 6 months to 11 month 29 days will get 25% of monthly Salary as EID Bonus.

Employee, who work for at least 12 months will get 50% of monthly Salary as EID Bonus.

Holidays and Sick (1st Jan – 30th Dec)

An employee will get (10 vacation and 10 sick) in total 20 paid leaves from the company except Govt. Holidays, which is not carried able.

An employee can get maximum 7 days paid leave at a time by informing 2 weeks before.

An employee can get maximum 18 days non-paid leave at a time by informing 4 weeks before. An employee will get maximum 30 days non-paid leave over a year after successfully complete a service year.

A female employee will get 6-month non-paid maternity leave. A

male employee will get 2 weeks non-paid paternity leave.

Holidays cannot be carried over into the following holiday year unless agreed in advance with the Company, nor will payment be made in lieu of any holiday entitlement not taken in any holiday year, except on termination of Employment.

All holidays must be agreed in advance with the Company, you are not allowed take more than 2 weeks holiday at any one time.

You are required to give notice of at least twice the length of your proposed holiday and it is in your interests to give as much notice as possible to avoid disappointment.

The taking of unauthorised holiday is a disciplinary offence.

Depending upon the circumstances of the case the Company reserves the right to and you agree that the Company may:

- o Impose disciplinary penalties up to and including dismissal;
- o Make deductions from your pay to recoup any monies owed to the Company in connection with any unauthorised holiday; or
- o Reduce your holiday entitlement to the statutory minimum.

Illness

If you are unable to attend work due to illness, injury or any other incapacity you must ensure that the Company through your Line Manager is informed of this fact by your normal start time.

You must inform the Company of the reason for your absence and your expected length of absence.

You are required to contact the Company on each subsequent day in order to provide an update as to your expected return to work date. Your failure to so notify the Company may result in disciplinary action being taken against you.

If you are sick for more 3 days you must provide doctor notice stating the reason for your illness.

Unauthorised absence constitutes gross misconduct and may result in disciplinary action being taken against you, including dismissal from the Company. Any unauthorised absence from work must be properly explained to the satisfaction of the Company.

Termination of Employment

Following the completion of your Probationary Period if you wish to terminate your employment you must give the Company eight weeks' written notice.

Your employment by the Company may be terminated on giving you written notice as follows:

- o Following the completion of Probationary Period but less than four years' continuous employment - not less than four weeks notice; and
- o After four years' continuous employment - 1 week for each complete year of continuous employment up to a maximum of 12 weeks notice.

At any time after notice has been given (whether by you or the Company) the Company may, without giving any reason for doing so:

- o Exclude you from all Company premises;
- o Provide you with limited or no duties or assign you to other duties;
- o Require you not to contact any specific or all employees, customers, clients, suppliers and manufacturers of the Company; and/or
- o Require you immediately to return to the Company, in good condition and without modification, all property relating to the Company or its business (including, without limitation, all Confidential Information and Documents).

Your salary and other benefits will remain payable in the normal course during any such notice period and you will remain subject to all express and implied obligations under this Agreement save as varied by such requirement.

On termination of your employment for any reason (or earlier on request) you shall deliver all documents relating to the affairs and business of the Company and any other property belonging to the Company.

Confidentiality and Company Documents

You will be required to sign an NDA (Non Disclosure Agreement) before you start working with the Company.

You shall neither during your employment (except in the proper performance of your duties and for the benefit of the Company), nor at any time (without limit) after the termination of your employment with the Company:

- o Disclose, divulge or communicate to any person, company, business entity or other organisation;
- o Use for your own purposes or for any purposes other than those of the Company;
- o Through any failure to exercise due care and diligence, permit or cause any unauthorised disclosure of; or
- o Copy or reproduce in any form or by or on any media or device or allow others access to or to copy or reproduce recorded information whether or not in documentary form containing or referring to,
- o Any trade secrets or Confidential Information belonging and/or relating to the Company (and/or its clients, customers, suppliers and manufacturers).

Failure to follow the signed NDA will result in legal action and immediate termination of your contract. For the purposes of this Agreement "Confidential Information" shall mean any information which may be imparted in confidence or be of a confidential nature relating to the Company or the business or prospective business or internal affairs of the Company and in particular all information relating to the marketing or sales or any products or services or any technical or commercial processes, computer software, intellectual property rights or finances of the Company (including, without limitation, lists and details of the Company's suppliers and manufacturers and their terms of business, lists and details of the Company's clients and customers and their requirements, the prices charged to and terms of business with the Company's clients and customers, the Company's marketing plans and sales forecasts, market share and pricing statistics, marketing surveys, reports, financial information, targets, results and forecasts (save to the extent that these are included in published audited accounts), any proposals relating to the acquisition or disposal of the Company or a company or business or any part thereof or to any proposed expansion or contraction of the Company's activities, details of the Company's employees and officers and of the remuneration and other benefits, incentives and promotions paid and/or offered to them, and any information relating to the Company's research activities, inventions, secret processes, designs, formulae, service and products information and product lines and any other commercial, financial or technical information relating to the business of the Company or to any supplier or manufacturer, client or customer, officer or employee of the Company which comes into your possession by virtue of your employment, and which the company regards, or could reasonably be expected to regard, as confidential, whether or not such information is reduced to a tangible form or marked in writing as "confidential" , and any and all information which has been or may be derived from any such information. You acknowledge that all notes, memoranda, records, lists of clients and suppliers and employees, correspondence, documents, computer and other discs and tapes, data listings, codes, designs and drawings and other documents and material whatsoever (whether made or created by you or

otherwise) relating to the Company or the business of the Company or any of the Company's suppliers, manufacturers, clients or customers (and any copies of the same) (together "Documents");

- o Shall be and remain the property of the Company;
- o Shall not be copied or reproduced in any form or by or on any media or device and you shall not allow others access to or to copy or reproduce any Documents; and
- o And Confidential Information shall be handed over by you to the Company on demand and in any event on the termination of your employment and you shall, if requested by the Company, certify that all Confidential Information and Documents have been so handed over and that no copies or extracts have been retained and that all Documents and Confidential Information have been deleted from any re'-usable medium.

Good Behaviour

You must respect and maintain good behaviour inside and outside the work premises.

You must respect everyone in the work premises and behave with kind manner.

You must not disturb the neighbors.

If you behaviour put Company's reputation at risk disciplinary action will be taken and in serious circumstances contract will be terminated in immediate action.

If you are dissatisfied with anyone's behaviour or notice any activity that doesn't go with the Company policy you must contact the Managerial team.

Internet Usage

The company develops its business via the Internet and members of staff will be expected to use the Internet as part of their duties. However, the Internet is for business use only and viewing or downloading movies, torrents, any pornographic or offensive material or excessive personal usage will be treated as a disciplinary offence.

Variations to the Terms of Employment

The company reserves the right to make changes to any of these terms and conditions of employment.

You will be notified of minor changes of detail by way of a general notice to all employees and any such changes may have immediate effect.

You will be given not less than one month's notice of any significant changes, which may be given by way of an individual notice or a general notice to all employees. You may object to such changes within the notice period. Any such objection must be in writing and present it to the CEO of the company.

General

Person will be in charge of any office related queries is MD Shamiul Haque Khan, COO & Co-Founder If employee needs to contact the Mahbubul Salehin, CEO of the company, he or she must contact either of the two persons above beforehand. Employee can contact directly if there are any issues regarding any of the person mentioned above.

Location:

Avenue 2, Road 13, House 1320 (lift-2), Mirpur DOHS, Dhaka 1216

The Agreement is executed as a deed by the parties and is delivered and takes effect on the date at the beginning of this Agreement.

Having read and understood the terms of this Agreement we agree to be bound by the terms and conditions of the Agreement. We confirm that we have each retained a copy of the Agreement.

Employee Name: Shamim Ahamad

For and on behalf of the Company:

Signature:



Print Name:

Date: 25/05/2022

Signed:

Date: