



2023-05-02

Tony Qiu
1211-3275 Sheppard Ave E
Toronto Ontario
M1T 3P1

Dear Tony,

I am pleased to offer you employment with ALLWAY MEDIA DESIGN.

We are delighted that you're joining our team! ALLWAY MEDIA DESIGN (company) has been serving customers and supporting communities for 6 years and counting.

Role Summary

Title: Web Designer and Developer

Status: Intern (Fixed Term)

Job Schedule: Full time

Expected Start Date: 2023-05-08

End Date (if applicable): 2023-09-01

Work Location: Ontario, Canada

You must regularly record all your work hours to the business owner [Full Name]

Term and Termination

This agreement expires automatically on 2022-09-01. It may be terminated earlier at any time by the Company for cause without notice or terminated earlier at any time by either the Company or the Employee upon two weeks' written notice.

You will report to:

[Full Name], Owner

**Base Pay**

CAD\$15.50 hourly subject to taxes and withholdings and paid on our normal payroll cycle.

Keeping Information Confidential

You must protect the confidential and proprietary information of the Company, our clients, suppliers, and employees. You must comply with all laws and Company policies restricting the use, disclosure, collection, and access of confidential and proprietary information. However, neither your agreement to keep the information confidential nor anything in the Company's policies prohibit you from disclosing matters that are protected under whistleblower laws, including reporting possible violations of laws or regulations, or responding to inquiries from, or testifying before, any governmental agency or self-regulating authority, all without notice to or consent from the Company.

Return Company Property, and Company and Client Information

When your employment with the Company ends, you must promptly return all Company property, and all Company and client information, in all formats, and you must not keep any copies.

Intellectual Property

The Company owns (i) the work you are hired to do, including everything you create using the data, confidential and proprietary information, or resources of the Company, and (ii) all intellectual property rights (patents, copyright, trademarks, trade secrets) in this work. You assign all intellectual property rights to the Company.

Use of Personal Information

You consent to the Company collecting, retaining, using, and disclosing your personal information for the purposes of establishing and managing our employment relationship, or as otherwise required or permitted by applicable law.



Conditions of Employment

This offer is conditional upon:

- (i) the Company completing a satisfactory check of your background, which may include criminal record, credit, reference, and other checks as needed to meet regulatory requirements;
- (ii) the Company verifying that the education, background, experience, and skills described by you are accurate and complete;
- (iii) you being legally authorized to work in Canada

Accepting the Position

You have carefully read and understood your obligations under this agreement. You accept this offer voluntarily.

Please provide your e-signature response within 3 business days of this offer. If you need additional time to consider this offer or have any questions, please contact the owner, [Full Name] at [example@gmail.com].

ALLWAY MEDIA DESIGN welcomes an inclusive, equitable, and accessible workplace. By learning from each other's differences, we gain strength through our people and our perspectives. To request an accommodation, please talk to the owner.

I look forward to you joining our team.

Sincerely,

[Full Name]

Owner

[example@gmail.com]

[phone number]

ALLWAY MEDIA DESIGN

Employee e-signature:

