

Individual Employment Agreement

1. Remuneration

- You will be paid the following commission per school you are able to market
 - a. **First Term:** 40% of the scratch card amount, times the total number of students using the scratch card.
 - b. **Second Term:** 30% of the scratch card amount, times the total number of students using the scratch card.
 - c. **Third Term:** 20% of the scratch card amount, times the total number of students using the scratch card.
 - d. **Every other year:** 10% (per term as variable pay which is linked to your performance and that of the company provided you are still with the company).
- Your remuneration will be subject to deductions as application under provisions of Income Tax Act. 2007 and other application laws in Nigeria.
- The Incentive Scheme is subject to revisions at the discretion of the Management.

2. Probation Period:

- You will be on a probationary period of 3 months from date of joining, the period of which may be extended at Company's discretion. Based on your performance and confirmation review, action on confirmation of your employment will be taken as directed by Company policy and will be communicated to you in writing.

3. Work Conduct:

- During your employment with the Company, you shall devote your best efforts for promoting the Company's (and of any other relevant affiliate and / or business associate of the Company) business.
- You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Company.

- You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.
- You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, were part of this contract of appointment.

4. Training

- You will be imparted training on-the-job and periodically when the training programs will be organized. The Company lays high importance when the training its employees and spends considerable resources on it. A full commitment from employee side is expected during the training period.

5. Confidentiality:

- All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the Company) - concepts, working methods, client portfolios, strategies - that come to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.
- You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or divulge any information or data, without prior consent of an authorized officer of the Company.
- You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegated to you to the extent required.
- You shall at all times. Whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit of the benefit of any third party, either during the term of your employment or thereafter.
- This clause applies during the employment and continues for 24 months after expiry or termination of employment. Failure to adherence to this clause will invite legal action by the Company.



6. Notice Period:

- During the probation (including any extension), services may be terminated by either party, giving written notice to one week or payment salary in Lieu of thereof.
- The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.
- The Company reserves the right to terminate your employment on the grounds mentioned in clause 7 below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to give you pay for the notice period. The Company further reserves the right to initiate legal action as it deems fit.

7. Termination of Services:

- If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period.
- If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your services will be terminated and you shall not be entitled to any notice period or payment in lieu thereof.

8. Expenses:

- The company shall reimburse all your reasonable expenses incurred in the performance of your duties as specified above upon submission of receipts. The laid down claims procedure must be followed you will be entitled for reimbursement of mobile phone expenses on actual per company policy.



9. Return of Company Property

- You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to the Company, ID Card and other assigned assets, all such confidential information including without limitation, data , information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
- You shall not keep any copies of these items in any form whatsoever.
- Violation of this clause may invite legal action.

10. Non - Competition:

In the event of your separation from Company for whatever reason:

- You agree that for a period of 1 year after your separation from the Company you will not endeavour to solicit or entice away any person who is an employee of the Company or who was in its employment up to 6 months preceding your severance.

Acceptance and Agreement

I hereby accept and agree to the terms and conditions of this employment contract and any amendments, additions hereto. I also promise to adhere and abide by the policies and regulations of the Company as mentioned and amended from time to time.

Name.....

Name.....

Signature.....

Signature.....

Date

Date

(Applicant)

(OH. Management)

