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## **Employment Terms and Conditions**

### **1. Employment Status:**

All employees of CESEL are considered "at-will" employees, which means either the employee or the company can terminate the employment relationship at any time, with or without cause, and with or without notice.

### **2. Position and Duties:**

Upon hiring, employees will be provided with a detailed job description outlining their position, responsibilities, and reporting structure. Employees are expected to perform their duties to the best of their abilities and adhere to company policies and procedures.

### **3. Work Hours:**

Standard work hours are 09:00 am to 04:00pm, Mondays to Fridays. Specific work schedules may vary depending on departmental needs and employee roles. Overtime may be required on occasion and will be compensated according to applicable laws.

### **4. Compensation:**

Employees will receive compensation in accordance with their employment agreement, which includes base salary, bonuses, and any additional benefits as outlined in the company's compensation policy. Pay frequency will be monthly.

### **5. Benefits:**

Eligible employees may receive benefits such as health insurance, retirement plans, paid time off, and other perks as outlined in the company's benefits package. The eligibility criteria and terms for each benefit will be specified in the employee handbook.

### **6. Confidentiality:**

Employees may have access to confidential information, including but not limited to business plans, financial data, customer information, and proprietary technology. Employees are required to maintain the confidentiality of such information both during and after their employment with the company.

### **7. Intellectual Property:**

Any intellectual property developed or created by employees during the course of their employment, including inventions, designs, software code, and written materials, shall be the exclusive property of the company.

#### **8. Code of Conduct:**

Employees are expected to conduct themselves in a professional manner and adhere to the company's code of conduct at all times. This includes treating colleagues, clients, and stakeholders with respect and refraining from any behavior that may harm the company's reputation.

#### **9. Conflict of Interest:**

Employees are required to disclose any actual or potential conflicts of interest that may arise between their personal interests and those of the company. Engaging in activities that present a conflict of interest without prior disclosure may result in disciplinary action, up to and including termination.

#### **10. Termination of Employment:**

Either the employee or the company may terminate the employment relationship at any time, with or without cause, and with or without notice. Upon termination, employees are required to return all company property and cease using any confidential information or intellectual property belonging to the company.

#### **11. Amendments to Terms and Conditions:**

These terms and conditions are subject to change at the discretion of the company. Employees will be notified of any changes in writing, and continued employment will constitute acceptance of the amended terms.

#### **12. Governing Law:**

These terms and conditions shall be governed by and construed in accordance with the laws. Any disputes arising out of or related to employment with the company shall be resolved through arbitration in accordance with the company's arbitration policy.

By signing below, the employee acknowledges that they have read, understood, and agree to abide by the terms and conditions outlined above.

Dated: 12<sup>th</sup> of January 2024.

A handwritten signature in black ink, appearing to read 'Dr. Patrick Tolani'. The signature is stylized with a long horizontal stroke at the beginning and a cursive 'am' at the end.

**Dr Patrick Tolani**

**Director/Chief Executive Officer.**