



Date: 1<sup>st</sup> March, 2008.

Babayemi .S. Emmanuel  
No 2 Osun Oshogbo Street.  
Oke Ayo Bus Stop,  
Iju Ishaga, Ifako-Ijaiye,  
Lagos State,  
Nigeria.

Dear Babayemi,

**EMPLOYMENT OFFER**

We have pleasure in offering you employment on the terms and conditions set out below. We look forward to your acceptance of this offer and to a long mutually rewarding association.

1. **Capacity**  
You will be employed by the Company in the capacity of an Accountant in the Accounts Department of KKON Technologies Ltd.
2. **Starting Date**  
March 1<sup>st</sup>, 2008.
3. **Annual Remuneration**  
The Cost to the company (CTC) of your annual remuneration package shall not exceed the amount of ₦ 720,000 per annum.  
Below is the breakdown of your salary

3.1		
	BASIC SALARY	NGN 57,600.00
	TRANSPORT	NGN 57,600.00
	HOUSING	NGN 72,000.00
	UTILITY	NGN 216,000.00
	FEEDING	NGN 150,000.00
	MEDICAL	NGN 57,600.00
	DRESSING	NGN 79,200.00
	TOTAL	NGN720,000.00

In addition to your fixed salary, you will be eligible to take part in the performance Management process where you will have the opportunity to earn an additional income. This performance bonus is payable upon the achievement of certain goals and rules, as to be advised.

3. **Annual Leave**

You shall be entitled to 20 working days leave on full pay during every twelve months of completed service with the company. The company's leave cycle terminates on 31 December each year and should the commencement of your employment not coincide with 1 January, your leave entitlement for your first year of service will be pro-rated accordingly.

Such leave shall be taken at such time /times as is convenient to the company, and in Consultation with management

**Accumulated Leave**

No member of staff may accumulate more than 25% of annual leave due for a period of more than 12 months, following the year in which the leave accrued. Should you accrue leave in excess of 25%, the leave will be forfeited annually. The board of directors must approve any deviation from this policy.

4. **Public Holidays**

You are entitled to leave on full pay on all statutory holidays.

5. **Hours**

Minimum working hours are forty hours per week. Working hours are 08H00 to 18h30.

**Overtime Duties.**

Your Job Function will require a lot of time to be spent outside of your normal official hours and also on weekends. This overtime duties will attract an allowance which shall be calculated every month and paid.

6. **Sick Leave**

It is the policy of the company to grant employees paid leave for illness as per policy document (28 working days in a calendar year, provided such absence is certified by a registered Medical Practitioner).

7. **Pay Date**

Salaries are paid on the 26<sup>th</sup> day of each month. Should this fall over a weekend, the salary will be paid on the preceding Monday. December salaries are paid on or not later than 23<sup>rd</sup> of the month.

8. **Retirement Age.**

The retirement age in KKON Technologies Limited Nigeria is 60 (sixty) years old. Employees are not entitled to work after the age of 60 (sixty), unless in agreement with the directors of the company.

This agreement of employment shall lapse on the employee reaching the age of 60 (sixty) years old.

9. **Termination of Employment**

It is a requirement that one month's calendar notice is to be given by either employee or employer on termination of employment, subject to what is set out hereunder.

The first six month of your employment shall be regarded as a probationary period, during which your employment will be capable of termination by either party on the following periods of prior to written notice:

Month 1-3 (inclusive): 2 week's written notice.

Month 4-6 (inclusive) 4 week's written notice.

On termination of employment, through resignation, retirement or for whatsoever reason, all benefits paid by the company during your employment cease.

No addition to, variation of or cancellation of this agreement recorded herein or part thereof shall be of any force or effect unless in writing or signed by the company and employee.

Any notice to be given by any party in terms of his contract shall be in written and delivered by hand during ordinary business hour or posted by prepaid registered post to the address mentioned hereunder, which address the parties choose as their domicilium address for the delivery or services of all notices, communications or legal processes arising out of this agreement.

KKON Technologies Limited,  
Human Resources Manager,  
Refuge Insurance Building,  
Ground Floor,  
33, Ikorodu Road,  
Jibowu Yaba,  
Lagos.

Employee

-----  
-----  
-----  
-----  
-----  
-----

Every notice shall be deemed to have been properly given. If delivered by hand, on the date of delivery. If sent by pre-paid registered post, seven days after the date on which the notice is posted.

10. **Income Tax**

The employee is entirely responsible for any other taxes due and in the event that the employee tax status should change from the current envisaged scheme then you hereby agree to indemnify and hold the company harmless in respect of any implications that this may result in, including but not limited to any back taxes and or fines that may become due and payable to the relevant authorities.

11. **Confidentiality**

It is a condition of employment that you undertake, whether during the course of your employment or thereafter, not to use (other than for the purpose or benefit of the company) or to disclose to any other party any confidential information disclosed by the company to you during your period of employment or which comes to your knowledge arising out of your employment with the company. It being agreed that all information of a confidential nature relating to or being trade secrets of the company or its customers and/or suppliers (which includes, without limiting the generality of the afore going, all hardware, software, plans, documentation, diagrams, blueprints, drawings, models, moulds, prototypes, company strategies, budgets, financial information, customer lists or any parts or combinations of the same) disclosed to you by the company or which comes to your knowledge shall be deemed confidential information for the purpose hereof.

It is a condition of your employment that you are not entitled to capture or reproduce any information or processes including taking photographs with cameras of any sort, including digital cameras, video cameras and mobile phones with built-in or attachable cameras, scanning of documents, as well as photocopying documents.

It is a condition of employment by the company that you hereby cede, transfer and assign to the company all copyright in existing and future work made by you in the course of your employment with the company, which in terms of section 21 of the copyright Act (Act 98 of 1978), as amended from time to time, vests in the company.

All discoveries, inventions, devices, improvements, machines, processes, designs and secret whether patentable or not patented or not, which you may make, produce, invent or discover whilst in the employ of the company, together with all rights, title and interest, shall be the sole property of the company.

It is a condition of employment that at no stage during an employee's employment with KKON Technologies Ltd, shall any employee either directly or indirectly solicit, entice, offer or approach any employees of KKON Technologies Ltd who was an employee of KKON technologies during the time of the said employment, to leave the employ of KKON Technologies Ltd, or solicit, entice, offer or approach any customer of KKON technologies who was a client of KKON Technologies during the time of the said employment, to cease to be a customer of KKON Technologies.

12 **PROBATION**

You shall be on probation for six months after which you will be confirmed.