

REPUBLIC OF GUYANA

SHORT-TERM CONTRACT

THIS AGREEMENT, entered into and made effective this the _____ in the year of **2026** between **ARPEOH INCORPORATED**, a Company duly incorporated in Guyana under the provisions of the Companies Act, No. 29 of 1991, Laws of Guyana and having its registered office at 1371 Bare Root, Bachelor's Adventure, East Coast Demerara (hereinafter referred to as "The Company") of One Part and _____, in the Republic of Guyana (hereinafter referred to as "The Contractor") of the Other Part.

The Company and the Contractor agree to the following Terms and Conditions:

1. Reporting

The Contractor will report to the Managing Partner or other duly authorized officer.

2. Duration of Contract

The duration of this contract shall begin on the effective date and shall continue through the end of this agreement on or before _____, with the option to be renewed on an annual basis thereafter, based on the evaluation of the Contractor's overall performance by the Company.

3. Place of Work

The Contractor shall perform services either from the ARPEOH COMPANY office or from an approved remote work location authorized by ARPEOH COMPANY.

If authorized to work remotely, the Contractor is responsible for maintaining a professional work environment conducive to performing business activities and fulfilling the requirements of the engagement. Such an environment must include:

- A quiet and uninterrupted workspace reasonably free from distractions and background noise;
- Reliable electrical service sufficient to power all required equipment and technology; and
- A stable, secure, and consistent internet connection capable of supporting all job-related duties and communications.

If the Contractor is unable to maintain an appropriate work environment, the Contractor shall, at their own expense, secure an alternative work location that meets these requirements in order to continue performing services under this Agreement.

4. Description of Work - Below is a description of the general duties and responsibilities.

Other similar duties may be assigned by one's manager.

- Pre-screen incoming candidates' applications.
- Persuade qualified candidates to consider the Company as their next employer by effectively communicating the opportunity with respect to the compensation, benefits, and culture of the organization.
- Design Job Descriptions based on clients' requirements and needs.
- Make/receive outbound/inbound calls.
- Conduct phone interviews with applicants to pre-qualify applicants.
- Minimize/eliminate disqualified applicants.
- Conduct background investigations to properly verify the qualifications of the applicant.
- Run various reports required to qualify candidates.
- Enter qualified leads into the applicant database and ensure all verification information needed is accurately and thoroughly entered and/or provided.
- Follow up with applicants to advise them of the progress of their application.
- Schedule approved applicants to attend an Orientation. Follow through with the candidate until onboarding is completed.
- Independently manage time and resources to meet specified performance standards for the assigned geography and/or business unit.
- Document all recruiting activity and the status of applications in all mandated ATS.
- Utilize ATS to correspond, follow up with applicants, and reschedule no-shows.
- Provide feedback weekly on lead numbers and quality.
- Complete daily, weekly, and monthly reports as required.
- Attend & participate in company-related motivational/educational classes.
- Touch all new applicants/reapplies within 24-36 hours.
- Understand each job description and benefits/requirements for open jobs
- Consistent inbound/outbound pipeline development effort on a weekly basis.
- Employee may perform other related duties as required to meet the ongoing needs of the company.
- Accomplish minimum weekly, monthly, annual productivity, and recruitment goals.

5. Cooperation

The Contractor shall use his/her best efforts in the performance of his/her obligations under this Agreement. The Company shall provide such access to its information and property as may be reasonably required to permit the Contractor to perform his/her obligations under this Agreement.

In addition, the Contractor agrees not to work for any other employer during the scheduled work hours for Arpeoh.

6. Proprietary Information:

6.1 For purposes of this Agreement, "Proprietary Information" means any and all information, and needs of the customers of the Company or its subsidiaries, and the other persons or entities with whom the Company or its subsidiaries have business relationships, including, but not limited to, employees and independent contractors of the Company or its subsidiaries, and the nature and substance of those relationships. Notwithstanding the foregoing, Proprietary Information shall not include any information that was already known to the Contractor at the time of disclosure or was obtained by the Contractor from a third party not bound by a duty of confidentiality.

6.2 The Contractor acknowledges that his/her relationship with the Company is one of high trust and confidence and that in the course of providing service to the Company he/she may have had and will have access to and contact with Proprietary Information. The Contractor agrees that he/she will not, during the Term or at any time, thereafter, disclose to others, or use for his/her benefit or the benefit of others, any Proprietary Information.

7. Compensation

The Contractor will be paid GY \$_____ **per hour**. A performance bonus of up to thirty thousand dollars (\$30,000) is also applicable and when qualified.

The performance bonus is determined by the metrics determined by the EMPLOYER.

8. Times of Payment

The Company will deposit the Contractor's remuneration in the Contractor's bank account as provided by the Contractor, on a bi-monthly basis on the 15th and the last day of the month.

9. Statutory Deductions

The contractor is solely responsible for all taxation, contributory payments or other assessments on any income derived from ARPEOH INC. under this contract. ARPEOH INC. will not deduct any withholding or other taxes from the fee for services for the purposes of

Income tax or NIS Contribution. ARPEOH INC. is exempt from any liabilities regarding taxation or NIS Contribution of the contractor and will not reimburse to the contractor any amount.

10. Independent Contractor Status

During this Agreement, the Contractor understands and accepts that she shall perform all services under this Agreement as an independent contractor and not as an employee or partner of the Company. During the term of this Contract, the manner of and means by which the Contractor executes and performs her obligations hereunder are to be determined by the Contractor in his/her reasonable discretion as outlined in this agreement.

11. Termination of Contract

The Contractor relinquishes all rights to previously attained benefits after the termination of this contract. This Contract may be earlier terminated by either party upon written notice to the other party;

11.1 If the Contractor is guilty of any gross default or misconduct in connection with or affecting the business of the Company or any Subsidiary or Associated Company to which he is required under this Agreement to render services.

11.2 In the event of any breach or non-observance by the Contractor of any of the conditions and stipulations contained in this Agreement.

12. Counterparts

This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original, but all of which together will constitute one and the same instrument. Facsimile or electronic counterparts will be effective.

13. Entire Agreement

This Agreement represents the entire and sole agreement between the parties with respect to the subject matter hereof and supersedes any and all prior negotiations, understandings, representations or agreements whether written or oral.

14. Waiver

No delay or omission by the Company in exercising any right under this Agreement shall operate as a waiver of that or any other right. A waiver or consent given by the Company on any one occasion shall be effective only in that instance and shall not be construed as a bar or waiver of any right on any other occasion.

15. Severability

In the event, any provision of this Agreement shall be invalid, illegal, or otherwise unenforceable, the validity, legality, and enforceability of the remaining provisions shall in no way be affected or impaired thereby.

16. Confidentiality and Unpublished Information

16.1 All information, company credentials, contacts, leads, databases, etc. are strictly the property of the Company and will be governed strongly under confidentiality.

16.2 The Contractor shall not communicate to any person, or entity external to ARPEOH INC., any published or confidential information made known to the Contractor by reason of performing his duties under the terms of this contract, except as required by the assignment or upon authorization by ARPEOH INC. This provision will survive the expiration or termination of the contract.

17. Acceptance

Upon acceptance, this contract will contain the entire agreement and understanding between the Contractor and the Company and supersedes any prior or contemporaneous agreement, understandings, communications, offers, representations, warranties, or commitments by or on behalf of the Company (oral or written). The terms of this contract may in the future be amended, but only in writing and which is signed by both you and, on behalf of the Company, by a duly authorized officer.

Please sign copy of contract, retain one copy for your records:

.....
Michael Phillips
Managing Partner
ARPEOH INC.

I,, do hereby declare that I have read and studied the contents of this agreement and that I understand same, and I have had the opportunity to seek legal advice on this agreement.

I am pleased to accept the employment offer for the position under the terms set out above.

.....
Signed

.....
Date

Witnesses

This agreement was signed in the presence of:

Name: _____

Date: _____

Signature: _____

Name: _____

Date: _____

Signature: _____