

REPUBLIC OF GUYANA

PROBATIONARY EMPLOYMENT AGREEMENT

THIS AGREEMENT, entered into and made effective this the ____ day of _____ in the year of _____, is made 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"), and

(Employee Name) of

(Employee Address)

in the Republic of Guyana (hereinafter referred to as the "Employee").

The Company and the Employee agree to the following terms and conditions of probationary employment:

1. Reporting

The Employee shall report to the Managing Partner or to such other supervisor or authorized representative as designated by the Company from time to time.

2. Probationary Period and Duration of Employment

The Employee's probationary employment shall commence on the effective date of this Agreement and continue through _____ (the "Probationary Period"), unless earlier terminated in accordance with this Agreement or applicable law.

During the Probationary Period, the Employee's performance, conduct, attendance, reliability, and overall suitability for continued employment shall be evaluated by the Company.

Completion of the Probationary Period does not guarantee continued employment or conversion to permanent employment. Any continuation of employment following the Probationary Period shall be subject to the Company's sole discretion and may require execution of a separate employment agreement or written confirmation of continued employment.

3. **Place of Work**

The Employee shall perform services either from the Company's office or from an approved remote work location authorized by the Company.

If authorized to work remotely, the Employee 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 Employee is unable to maintain an appropriate work environment, the Employee shall make reasonable efforts to secure an alternative work location that meets these requirements in order to continue performing duties under this Agreement.

4. **Description of Work - Below is a description of the general duties and responsibilities. Other related duties may be assigned by the Company or the Employee's supervisor from time to time.**

- 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 status of application 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.
- Reach out to 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 Employee shall perform duties in a professional, diligent, and good-faith manner and shall cooperate with the Company in connection with the performance of the Employee's responsibilities under this Agreement. The Company shall provide reasonable access to information, systems, and property necessary for the Employee to perform assigned duties. The Employee also agrees not to work for any other employer during the work hours scheduled to work for Arpeoh.

6. Confidential and Proprietary Information:

- a. For purposes of this Agreement, "Confidential and Proprietary Information" means any non-public information relating to the Company, its clients, customers, employees, contractors, business operations, recruiting activities, systems, databases, candidates, financial information, processes, business relationships, trade secrets, or other confidential business information obtained by the Employee during employment.
- b. Confidential and Proprietary Information shall not include information that becomes publicly available through no fault of the Employee or information lawfully obtained by the Employee from a third party without restriction or breach of confidentiality obligations.
- c. The Employee acknowledges that the employment relationship with the Company is one of trust and confidence and that, during the course of employment, the Employee may have access to Confidential and Proprietary Information. The Employee agrees that, during employment and at all times thereafter, the Employee shall not disclose, use, copy, distribute, or permit the unauthorized use of any Confidential and Proprietary Information except as

necessary to perform duties for the Company or as authorized in writing by the Company. These obligations shall survive termination of employment.

7. Compensation

The Employee shall be compensated at the rate of

_____ (GY per Hour)

for services performed under this Agreement, subject to all applicable statutory deductions and withholdings required by law.

The Employee may also be eligible for a discretionary performance bonus of up to Thirty Thousand Guyana Dollars (GY \$30,000), subject to the Employee meeting performance standards, productivity metrics, attendance expectations, quality standards, and other criteria established by the Company from time to time.

The Company reserves the right to modify, suspend, or discontinue any bonus program or performance criteria at its discretion, subject to applicable law.

8. Times of Payment

The Company shall pay the Employee's wages on a bi-monthly basis on the 15th and the last day of each month, or on the nearest business day where applicable. Payment shall be made by direct deposit or other lawful payment method designated by the Company into the Employee's designated bank account.

9. Statutory Deductions and Contributions

The Employee acknowledges and agrees that the Company shall make all deductions and withholdings from wages as required by the laws of the Republic of Guyana, including but not limited to PAYE tax, National Insurance Scheme (NIS) contributions, and any other statutory deductions required by applicable law.

The Company shall remit all employer-required statutory contributions and deductions in accordance with applicable laws and regulations of Guyana.

The Employee shall be responsible for providing accurate personal, tax, banking, and identification information reasonably required for payroll processing, statutory reporting, and compliance purposes.

10. Employment Status and Probationary Employment

The Employee acknowledges and agrees that employment under this Agreement is probationary in nature and does not constitute permanent or guaranteed employment.

During the Probationary Period, the Employee shall perform duties under the direction and supervision of the Company and shall comply with the Company's lawful policies, procedures, workplace rules, operational requirements, and reasonable instructions.

The Employee understands and agrees that continued employment following the Probationary Period shall be subject to the Company's evaluation of the Employee's performance, conduct, attendance, reliability, productivity, and overall suitability for continued employment.

Nothing in this Agreement shall be construed as creating a partnership, joint venture, ownership interest, or agency relationship between the Employee and the Company.

11. Termination of Contract

During the Probationary Period, either the Company or the Employee may terminate employment at any time, with or without cause, subject to applicable laws of the Republic of Guyana.

The Company may terminate employment immediately for serious misconduct, dishonesty, breach of confidentiality, insubordination, violation of Company policies, unlawful conduct, repeated performance deficiencies, excessive absenteeism, or any other conduct that the Company reasonably determines to be materially inconsistent with the Employee's duties or the interests of the Company.

Upon termination of employment, the Employee shall promptly return all Company property, records, equipment, credentials, documents, and Confidential Information in the Employee's possession or control.

Termination of employment shall not affect any continuing obligations relating to confidentiality, proprietary information, intellectual property, restrictive covenants, or other obligations intended to survive termination under this Agreement.

12. Entire Agreement

This Agreement constitutes the complete and entire agreement between the Company and the Employee with respect to the subject matter herein and supersedes all prior negotiations, discussions, understandings, representations, or agreements, whether written or oral, relating to such subject matter.

13. Waiver

No delay or failure by the Company to exercise any right under this Agreement shall constitute a waiver of that right or any other right under this Agreement. Any waiver or consent by the Company shall be effective only if made in writing and only for the specific instance for which it is given.

14. Severability

If any provision of this Agreement is determined to be invalid, illegal, or unenforceable under applicable law, the remaining provisions of this Agreement shall remain valid and enforceable to the fullest extent permitted by law.

15. Employee Monitoring and Company Systems

The Employee acknowledges that the Company may monitor, review, access, log, record, or audit the use of Company systems, devices, accounts, communications, applications, networks, and work-related activities for operational, security, compliance, quality assurance, training, productivity, and business purposes, subject to applicable law.

The Employee further acknowledges receipt of and agreement to comply with the Company's separate policies and acknowledgments relating to technology usage, monitoring, confidentiality, data protection, and acceptable use.

16. Confidentiality and Company Information

- a.** All Company information, credentials, systems, contacts, leads, databases, candidate information, business records, reports, communications, and other non-public information obtained by the Employee during employment shall remain the sole and exclusive property of the Company and shall be treated as confidential.
- b.** The Employee shall not, during employment or at any time thereafter, disclose, communicate, copy, use, or permit the unauthorized use of any confidential or proprietary information belonging to the Company except as necessary to perform assigned duties or as authorized in writing by the Company.

- c. Upon termination of employment or upon the Company's request, the Employee shall promptly return all Company property, records, credentials, documents, devices, and confidential information in the Employee's possession or control.
- d. The obligations contained in this Section shall survive termination of employment.

17. Acceptance

By signing this Agreement, the Employee acknowledges that the Employee has read and understands the terms of this Agreement and has had the opportunity to seek independent advice prior to signing.

No amendment, modification, or waiver of any provision of this Agreement shall be valid unless made in writing and signed by both the Employee and an authorized representative of the Company.

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 the 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: _____

