

September 5th, 2024.

Dear Mr. Yusuf Olaide,

### **Re: Offer of Contract Renewal at INITIS Limited**

We are pleased to inform you of your contract renewal here at INITIS Limited for a period of 3 months effective October 7th, 2024 - January 6th, 2025.

We are convinced that your knowledge, skills, dedication, and experience will be among our most valuable assets.

#### **Remuneration:**

You shall be paid a **Fixed Gross** amount of **N900,000.00 ( Nine Hundred Thousand Naira Only)** a month.

#### **Deductions:**

Management shall deduct from payments due to you:

1. **Withholding Tax. (5%)**
2. Any revenue owed to the company at the end of the contract period

#### **Job Role, Description, Duties, and Responsibilities:**

1. All functions and duties of a **Quality Assurance Engineer** needed to be carried out by INITIS Limited.
2. Working effectively in a development team as well as individually on assigned projects.
3. Work is normally performed in a typical interior/office work environment; however, some offsite may be required at customer sites, or remote, as the case may be.
4. Deadlines must be met once agreed on as failure to meet deadlines carry 0% tolerance from our clients and therefore from INITIS Limited.
5. Adhering to the software development standards and processes of the company.
6. Ensuring that code is reusable, maintainable, and well documented.

7. Performing initial quality assurance.
8. Estimating the effort and time required to carry out software design/development tasks.
9. Working effectively in a team as well as individually on assigned projects.
10. Participating in Research and Development (R & D) to enable the team to keep in touch with emerging and latest technologies.
11. Work hours are between the time of 9 am - 5 pm Mondays through Fridays except otherwise specified.

### **Privacy Policy/ Legal Matters:**

All materials used for portfolios (exclusive of materials free on the internet) belong strictly to INITS LIMITED and such materials must NOT be given or used elsewhere without written approval signed and sealed by INITS Limited. All projects executed by INITS Limited during your tenure here are strictly the intellectual property of INITS Limited and must NOT be used by you elsewhere without written consent signed and sealed by INITS Limited. However, briefs may be created for your personal portfolio on the condition that it is clearly stated with our company logo and identified as jobs you worked on while working with INITS Limited.

In the event of your desire to resign from your duties at INITS Limited, a minimum of four (4) weeks' notice is expected in writing or Four (4) weeks' pay in lieu of notice. Likewise, should the company have any need to ask you to resign from your duties, four (4) weeks' notice will be given to you or Four (4) weeks' pay in lieu of notice.

Deadlines must be met once agreed on as failure to meet deadlines carry 0% tolerance from our clients and therefore from INITS.

You must NOT display in part or in full any projects worked on by you on behalf of INITS Limited. At the top of each page of source code (file) must carry the INITS copyright template, denoting the Company name, Date Created, Your Name, Project Name, and a quick description.

It is NOT encouraged by us for you to handle any jobs, portfolios, or contracts outside that of INITS Limited; therefore, it is strictly prohibited to use the facilities of INITS Limited to carry out such operations at any time.

I have read, understand, and agree to the terms stated above. I hereby accept employment from INITS and by doing so; have undertaken to be legally bound to INITS in all the Policies and Legal documentation as stated above. I also understand that laws NOT stated above but are the laws of the environment INITS operates in apply to me.

Yours sincerely,

For INITIS Ltd:



Ibironke Taiwo

Managing Partner

Signed: Yusuf Yusuf



In Presence of :

Signature: