



29 September 2022

IA/SCD/BCS/2022

Akanimo Sampson
God Of Elijah Street
Karu
Abuja
08060201032
godtreasuresam@yahoo.com

Dear Akanimo,

Letter of Employment – Direct Sales Agent

Bizvisory Consulting Services is pleased to engage you as a Direct Sales Agent effective upon your 04 October 2022.

This engagement is performance-driven, and it will be reviewed weekly and renewable subject to the company's future workforce requirements and your performance on the job.

You are deployed to **Abuja/Karu** and will be reporting to the Relationship Manager (RM) and taking instructions from them every day.

However, you can be deployed to any business unit within the Kippa brand during the period of your engagement.

Please indicate your acceptance of this offer by signing the attached copy of this letter and returning the scanned copy of your signature page to support@bizvisoryconsult.com.ng indicating your commencement date of 04 October 2022.

We wish you a successful career with us.

Yours Faithfully,

For: **Bizvisory Consulting Services Ltd**

Ifeoluwa Asaolu
Strategy and Culture Development/Implementation

Terms & Conditions Of Engagement

Employer:	Bizvisory Consulting Services Ltd (Kippa)
Employee Name:	Akanimo Sampson
Position:	Direct Sales Agent
Department:	Financial Inclusion Department
Hours Of Work	Your work hours are between 9 am to 5:30 pm from Mondays to Fridays and two Saturdays in a month (and can be extended if necessary). It is mandatory to clock in/out every day. Failure to clock in 10 mins after login time in the morning and clock out before closing time (6:00 pm) with attracting a penalty in any form.
Contract Period:	Your contract will be renewed every month subject to your performance.
Reference:	Bizvisory Consulting Services Ltd requires the names and addresses of two guarantors. Your guarantors must be (i) your direct relation (ii) an individual who is not related to you.
Grooming:	As part of our dress policy, every team member must always appear well-groomed at the workplace and when interfacing with clients. We maintain a policy of no slippers and no shorts in the workplace; we maintain business and business-casual grooming.
Substance Abuse:	<p>Kippa is committed to providing a safe work environment and promoting the well-being and health of all its team members. Team members jeopardized their commitment when they illegally use drugs on the job, use alcohol during work hours, come to work under the influence, or possess, distribute, or sell drugs in the workplace.</p> <p>These activities may adversely affect team members' work performance, efficiency, safety, and health, seriously impair their value as employees. In addition, these activities constitute a potential danger to the welfare and safety of other employees</p>

and the public and expose Kippa to risks of property loss or damage. Suppose you engage in any of the listed activities during work hours in or around the workplace. In that case, you consent that the company has the right to book you for gross misconduct and subsequently terminate your engagement immediately.

Leave:

Team member must submit their leave request for approval in writing, at least four (4) days in advance. Management is responsible for approving leave before actual absences and shall accommodate team members' requests to the extent that the workload requirements permit.

Kippa reserves the right to refuse to schedule leave during peak operations cycles and leave conflicts with other members' holidays.

Should you take your leave of absence without approval from the management, the company has the right to book you for work abandonment or leave without pay.

Workplace Violence:

Kippa has adopted a zero-tolerance policy for workplace violence because the safety and security of our team members are of vital importance.

Workplace violence is considered physical violence and attempts to act or cause harmful or offensive contact, harassment, intimidation, or other threatening, disruptive behaviour at the job site. Workplace violence can affect or involve employees, clients, and other individuals, including but not limited to the public.

Whatever the cause or the perpetrator, workplace violence is not accepted or tolerated at Kippa, and it is gross misconduct behaviour that attracts immediate termination.

Confidentiality:

You shall protect and not disclose the company's confidential information or its subscribers. It is strictly advised not to lure any of Kippa employees to join other companies. This applies even after the termination of the engagement relationship.

Salary:

Base Salary	=N=60,000.00
KPI	Deploy thirty (30) POS terminals monthly
Terms:	
- If you deploy thirty (30) POS terminals in a month...	- You earn a full salary =N=60,000.
- If you deploy below thirty (30) POS terminals in a month...	- You earn the number of POS terminals deployed multiplied by =N=2,000. For example; if you deployed 15 POS terminals in a month, you will earn =N=2,000 multiplied by 15. You will get =N=30,000.

Termination Clause:

Your employment may be terminated, summarily terminated by the company without compensation or payment in place of notice;

- a) If you commit a material breach of your contract of employment.
- b) In any such circumstance justifying such termination in law; insubordination, physical violence et al.
- c) Non-performance of duties.

Our client can terminate your contract without any prior notice.

Kippa has the right to disengage any worker at any point in time due to poor performance

Resignation:

A notice period of two (2) weeks must be given to your employer and approved. Failure to do that will result in forfeiting that month's salary.

Absconding:

If you stay on three (3) days of continuous leave without prior approval from your reporting person or the HR Department, It will be considered "absconded" and could lead to a complete pay loss of that payroll month.

Review: The terms as stated in this letter will be reviewed and enacted at any time as deemed fit by the employer.

Company Policies: You are required to comply with all rules and regulations along with all the Policies as stated by KIPPA, where you are deployed to.

CONSENT

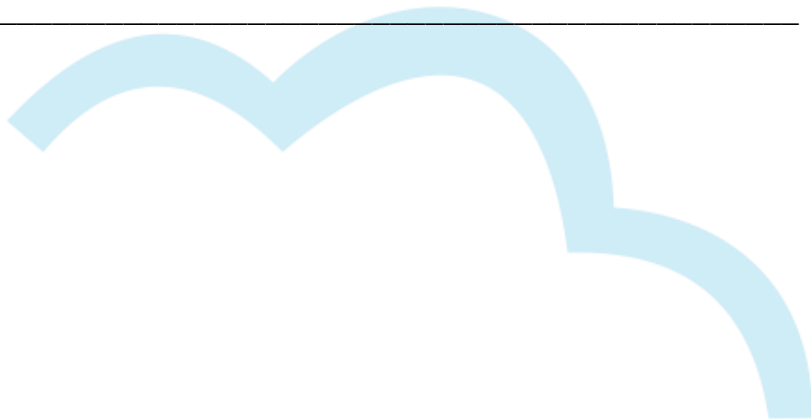
I, _____, of

_____ do consent that my salaries be forfeited if found guilty when I fail to produce the company's properties in my care. The deductions shall be for the accurate market value of such properties.

However, the company has the right to involve your guarantors in the process of recovering the properties.

Job Position _____

Signature & Date _____



Acknowledgement

I, the undersigned, acknowledge that I have read, understand and do accept the particulars of my engagement package outlined above:

Full Name

Signature / Date

My signature above indicates acceptance of this offer.

