

LETTER OF APPOINTMENT

Date: 11-04-2022

Employee ID: PRO-0428

Employee Name: Muhammad Numan

Address: House#554, Street#58 G-6 1/2, Islamabad

Respected Muhammad Numan,

With reference to your application and the subsequent interviews you had with us, we are pleased to appoint you on contractual basis as a “**Operations Support Executive**” in the “**Support Operations (Non Calling)**” Department at our **Islamabad** office with effect from **08-04-2022**. Your date of birth recorded as **04-04-1997**, CNIC **16102-0191766-5** as per your submission.

Please carefully read the terms and conditions:

Basic Salary	PKR 20,400
House Rent	PKR 5,100
Utility Allowance	PKR 3,000
Medical Allowance	PKR 1,500
Gross Salary	PKR 30,000

Your employment will be contract based i.e. for 3 month(s) and governed under the by-laws of Pro Global Pvt. Ltd. which is subject to amendments as and when necessary.

- **Working Hours:** Your working hours will be as per the requirement of the organization. In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Company.
- **Service Conditions:**
 - I. You shall perform the duties and carry out the assignments entrusted to you from time to time efficiently, sincerely and to the best of your ability and capacity.
 - II. The Transport provided by Pro Global Pvt. Ltd. is a complimentary service to help and provide comfort for employees to commute to and from work. In any case if the van is unable to pick any employee except on account of company's fault or reasons like; Blocked roads or any hostile situation in area, company will not be responsible and this will be employee's own responsibility to report at work on his own or else to work from home and get the job done only if allowed by the company. Failure to this will be accounted as Absent/Unpaid leave and deductions will be applied accordingly.
 - III. Your services are liable to be transferred from one establishment, department or division of the company to the other Branch, at the discretion of the Management.
 - IV. While you are employed with the company, you may be given or handed over company's property and / or equipment for official use and you shall take care of them including their upkeep. On ending of employment with the Company, you shall return all documents, books,

papers relating to the affairs of the Company, purchased with the Company's money, which may have come to you, and also any property of the Company in your possession.

- v. You will keep and render a faithful account of all company properties and business Strategies of the company entrusted to you in the course of your employment, and shall not disclose at any time during and after your services with the company.
- vi. We do not have any policy of advance salary, paying salaries through cheques/draft or no loans. Also in order to get you salary, you must have an account in any of the Allied Bank Ltd branch under your name only.
- vii. The company is obliged to deduct Income Tax as per provision of Income Tax Act. Therefore, you are required to submit all required proof of permitted investments and other details from time to time to the company to comply with the provisions of law. In the event of noncompliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these Requirements without objection or if you are getting funds from company as loans as per Company's policy.
- viii. During the course of your contract with us, you shall not accept any other employment, either full-time or part-time, either for remuneration or otherwise. Also, you shall not engage yourself in any trade, business or occupation and you shall devote your full time and energy in discharging your duties as our employees. Also, you shall communicate to the Management any change in your residential address, local and permanent.
- ix. The company shall be entitled to terminate / dismiss your contract without notice on any of the following grounds:
 - *You are convicted of a criminal offence by a competent Court of Law / Authority.*
 - *You are found guilty of committing breach of any of the conditions of the employment or rules and regulations of the organization.*
 - *If found involved in any un-ethical activity i.e. taking drugs, having Alcohol, theft/stealing of data or anything that belongs to the company, or any activity which impacts negatively on company's reputation, involve in hostile work environment, sexual harassment or use of obscene language.*
 - *Misbehavior with a co-worker, disobey or refuse to carry out the work orders of your Superior/Management or are irregular in attendance.*
 - *You are declared medically unfit by the medical practitioner appointed by the Company.*
 - *If Management found your qualifications/Degrees not verified/attested by govt. Regulation or counterfeit experience letters.*
- x. As salaries are paid fortnightly into a nominated bank account you will be asked to complete the appropriate form providing details of your bank account in order to be paid.
- xi. In case of any change in the nomination and information due to changes in circumstances or any other reasons, you should inform the same to the company immediately.

Note: Company holds the rights to change / upgrade policies without any prior notification.

- Notice Period to Serve:

1. Pro Global Pvt. Ltd. hold the right to terminate your services before or after confirmation of your employment without any notification or notice period.

Employee Signature: _____

Date: _____

CODE OF ETHICS IN ACCORDANCE WITH CONFIDENTIALITY

Introduction and Ethics Statement

Pro Global Pvt. Ltd. conducts its business honestly and ethically. We are constantly improving the quality of our services, products and operations that will create a reputation for honesty, fairness, respect, responsibility, integrity of our clientele with trust and sound business judgment. Pro Global Pvt. Ltd. employees should not compromise its principles for short-term advantage in any or all circumstances. The ethical performance of this company is the sum of the ethics of the workforce. Thus, we are all expected to adhere to high standards of business integrity, strict confidentiality in term of its clientele.

Importance of Confidentiality

Pro Global Pvt. Ltd. maintains reverence for client's confidentiality and has high priority to comply with legislation that governs disclosure of information. In this regard we have policies and procedures that provide guidelines for employees to ensure confidentiality of client's business; employee should only access certain information for work that is covered by their job description with adherence to policies and procedures of the organization.

Non-Solicitation: During the term of your employment, and for a period of 12 months following the termination / resignation of your employment and your relationship with the company and its clients, you should not solicit any employee of the company on behalf of any other business or enterprise, you should not solicit, induce, influence or attempt to solicit any company employee to offer services or engage or seek employment with any other company nor shall you induce any employee of the company to terminate or breach employment contract.

Non-Solicitation of Clientele: During the term of your employment, and for a period of three (3) years following the termination / resignation of your employment and your relationship with the company and its clients. You will not directly or indirectly, for your benefit or on behalf of any person, corporation, partnership, or entity whatsoever, call on, solicit, perform services for, interfere with, or endeavor to entice away from the company's current clients to whom the company has provided services or any prospective client to whom the company has the desire to work in future.

Non-Solicitation on Social Media: During the term of your employment, and for a period of three (3) years following the termination / resignation of your employment and your relationship with the company and its clients. , you should not solicit any clients, partners, or affiliates on Social Media in a personal or professional capacity, you should not directly or indirectly, approach any clientele or business partner of the company or its Affiliates for the purpose of providing services substantially similar to the services provided by the company.

Employee Conduct

Potential and former employees of the company must never permit their personal interests to conflict, or appear to conflict, with the interests of the company, **its clients or affiliates**. All employees must be

particularly not allowed to contact company **clientele, its affiliate or third party vendor's**. All employees whether **permanent, contractual or on ad-hoc** basis should strictly refrain to conduct any or all kind of **transaction** with **company clients** in the capacity of professionally or in the personal capacity through phone / cell, e-mail, social media, or via other electronic applications/devices. Employee are not allowed to record voice or video conversations in the office premises of any staff member of the company without written consent from all the parties involved in the conversation.

Violation of Conduct

All employees of the Pro Global Pvt. Ltd. Company are officially cautioned to refrain from such kind of nefarious activities and not to make any efforts adverse to the interest of the organization. Here by It is regretted to state here that the by laws and rules of the company totally negate these kind of activities and any employee who is in violation of this conduct or any involvement in this act. The company is unrestricted and have a legal right to pursue against the delinquents for any civil and criminal action / heavy cost in case of his involvement in such like activities and is also at the liberty to terminate the services / job of the employee.

It is therefore, being informed to all employees not to make any efforts to contact with the clients of the company in personal capacity and to remain constraint within their job parameters. In accordance with confidentiality and code of ethics all employees should adhere and strictly comply with this policy even after leaving the job.

We welcome you on Board and wish you all the very best for your career with Pro Global Pvt. Ltd.

Regards,

**HR Department
Pro Global Pvt. Ltd.**

Employee Signature: _____

Date: _____