

TRIBE

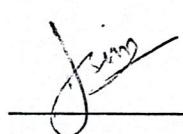
CONFIDENTIAL & PRIVATE

### Appointment Letter

Dear Syed Asim Ali:

Tribe Consulting Private Ltd ("The Company"), based on your representations, assurances, expertise and qualifications, has appointed you for the position of **Sales Executive in Outbound Department**. Your appointment will be subject to your antecedents being verified and found to be satisfactory by The Company and you continuing to be qualified, competent and medically fit to the satisfaction of the Company under the terms and conditions for your employment mentioned as below:

- i. You will render the necessary services at the offices of Tribe Consulting, presently situated at Bahria Town Tower, 10th and 11th Floor, Main Tariq Road, Karachi, Pakistan, provided The Company reserves the absolute right of changing your position, duties, and work location from time to time as it deems necessary.
- ii. Your employment shall commence on joining your duty on **29<sup>th</sup> Oct 2020**.
- iii. You will be on probation for **Three to Six months** in the first instance or until such time as The Company, at its sole discretion, confirms in writing that you have successfully completed your probationary period.
- iv. You will attend your shift comprised of **9 hours/day** and **5 days/week** as necessitated by business/client requirement. You will also be required to attend pre/post shift meetings as and when required based on business requirements.
- v. This job requires collaboration with a team in US, so you may have to participate in conference calls as and when required.
- vi. As an employee of the Company, you will be governed by its rules and regulations prevailing from time to time.



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Employee Signature



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Human Resource Department



## SALARY PACKAGE:

vii. Your monthly gross salary will be **PKR. 25,000/-** Company holds the right to make necessary changes/adjustments as it deems necessary.

|                                  |                       |
|----------------------------------|-----------------------|
| <b>Basic Salary:</b>             | <b>Rs. 20000</b>      |
| <b>*Dependability Incentive:</b> | <b>Up to Rs. 5000</b> |
| <b>*QA Incentive:</b>            | <b>0</b>              |

\* The QA incentive and dependability incentive will be calculated and paid to you in accordance with departmental and individual KPIs, Targets and Performance. Company reserves the absolute right of modifying the terms and conditions for incentive calculation criteria as per the business requirement.

viii. Payroll Cut-off date is 15<sup>th</sup> of each month and the payroll cycle is from 16<sup>th</sup> of current month until 15<sup>th</sup> of following month. The company shall run the payroll on 1<sup>st</sup> working day of every month.

ix. In case of any income or government tax payable by you on your salary, the same will be deducted from it and deposited in the Government Treasury.

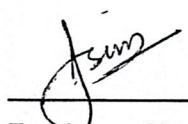
## OTHER BENEFITS:

x. Upon confirmation of your employment, you will be entitled to such employee benefits that are applicable and approved by the management from time to time, provided The Company reserves the absolute right of modifying the terms and conditions for provision of all and any benefits, from time to time as it deems necessary.

xi. As per rules & regulations, the employee will get benefit from contributions to Employee Old Age Benefits Institution, (EOBI) which is Rs. 780/ month (PKR Seven Hundred & Eighty only). The employee is liable to contribute Rs. 130/ month (PKR One hundred and thirty only) towards the fund from his/her salary and remaining Rs. 650/ month (PKR Six hundred and fifty only) will be contributed from Tribe Consulting.

xii. After completion of your successful probationary period you will be entitled for 14 Days Annual leaves (On completion of 12 months), 10 days sick/casual leaves in a year after prior approval from reporting and competent authority.

xiii. If you choose to avail company's transport, charges will be deducted from your salary.

  
Employee Signature

  
Human Resource Department

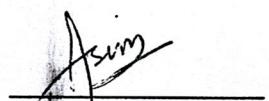


## OTHER TERMS AND CONDITIONS:

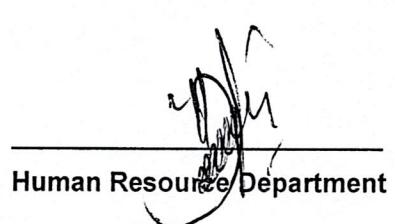
- xiv. Before the successful completion of your probationary period, 15 days prior notice is mandatory to be served by you in case of termination of Contract from your end. Further if you fail to serve required notice period The Company reserves the right to hold 15 days salary.
- xv. No leave will be entertained during the probation period including training program.
- xvi. You will not at any time represent or pose as an employee of our client.
- xvii. You will be responsible for the safe custody and return in good condition anything/accessory issued by The Company to perform your duties. In case of failure, The Company reserves the right to deduct any such amount and to take such actions as deem necessary.

## TERMINATION OF CONTRACT:

- xviii. After completion of your probationary period, you can resign by serving **one month** prior written notice stating the reasons for termination of contract. Failure to serve notice period you will have to pay in lieu of the notice (**One month salary**). If not, The Company shall have sole discretion to impose penalties on you which may extend to your final settlement.
- xix. The employment can be terminated at any time with immediate effect and without any notice if,
  - a. Your work performance falls below a satisfactory level at any time of your employment.
  - b. You Commit any act or make any omission, which is contrary to our interests and/or to the client.
  - c. Conduct yourself in a manner prejudicial to our interest and/or of the client; or misconduct, lack of punctuality in the opinion of the client and at any point unsuited for the duties being or to be carried by you.
  - d. You are found guilty of dishonesty, misconduct, disorderly behavior, negligence, indiscipline, insubordinates of any conduct which violates one or more terms of this letter, your service shall be liable to be terminated forthwith without any notice and or any pay in lieu of the notice.
- xx. In case any information is leaked out in reference to company, employees or in reference to Tribe Consulting Private Limited clients/projects, Tribe Consulting Private Limited holds the right to take strict legal action against that individual/group in the court of law.



Employee Signature



Human Resource Department



## ADDITIONAL CONDITIONS OF EMPLOYMENT

I, the undersigned Syed Asim Ali, an employee of Tribe Consulting, agree to respect the following conditions of employment:

### **CONFIDENTIALITY:**

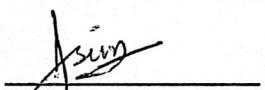
I hereby acknowledge that the information and documentation related to TRIBE CONSULTING and its clients and to which I will have access in the execution of my duties at TRIBE CONSULTING are of a confidential and important nature and belong to TRIBE CONSULTING or its clients, as the case may be.

Consequently, I, the undersigned, hereby agree to:

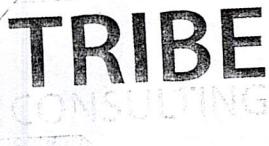
- i. Respect the confidentiality of any or all confidential information or documentation related to TRIBE CONSULTING and its clients;
- i. Never use to my profit, or for any other purposes without prior written consent from TRIBE CONSULTING, any or all confidential information or documentation related to TRIBE CONSULTING and its clients;
- ii. Never reveal, publish or otherwise disclose the existence, source, content or substance of any or all confidential information or documentation, except to authorities having signed a confidentiality commitment subject to the terms hereby mentioned, and solely in the execution of my duties at TRIBE CONSULTING;
- iii. To hand to my superior or to any TRIBE CONSULTING Executives, any and all confidential information or documentation related to TRIBE CONSULTING and its clients which would be in my possession;
- iv. To never use, reproduce or distribute, in whole or in part, other than in the exercise of my duties at TRIBE CONSULTING, the software used in the execution of my duties at TRIBE CONSULTING and at a client site;
- v. To be bound by this confidentiality commitment agreement, even after the termination of my employment at TRIBE CONSULTING PVT LTD.

### **INTELLECTUAL PROPERTY RIGHTS:**

In consideration of my being hired by TRIBE CONSULTING, I assign to TRIBE CONSULTING all my rights, titles and interests, in all the work that I shall perform during the term of my employment. I confirm that TRIBE CONSULTING is free to use this work as it wishes and I agree to not use it any way, nor to divulge, publish or otherwise disseminate it without having obtained the prior written approval of TRIBE CONSULTING PVT LTD.

  
Employee Signature

  
Human Resource Department



### LOYALTY AND AVOIDANCE OF CONFLICT OF INTEREST:

I shall act at all times with diligence and loyalty to my employer and in such a way as to safeguard my employer's interests.

In particular, I agree to not place myself in a conflict of interest position, that is, in a situation that would allow me to advance my personal interests, or those of a third party, at the expense of those of TRIBE CONSULTING PVT LTD.

I agree to not act in a way, or publicly hold a position, that might harm the image or reputation of TRIBE CONSULTING PVT LTD.

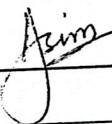
### EXCLUSIVITY:

I shall grant the exclusivity of my services to TRIBE CONSULTING during the term of my employment. I shall devote all my time; my energies, my vitality and all my abilities to executing my duties so that the only professional services I shall perform for pay will be those on behalf of TRIBE CONSULTING PVT LTD. I shall take on no secondary employment without obtaining written consent in advance from TRIBE CONSULTING PVT LTD. I understand that TRIBE CONSULTING will not object to moonlighting if it does not affect my performance on the job nor harm TRIBE CONSULTING interests.

### NO COMPETITION (All):

During the term of my employment, I shall not expend any energy, even outside my working hours, on creating a company to compete with TRIBE CONSULTING PVT LTD. At the end of my employment with TRIBE CONSULTING PVT LTD, I agree to not divulge or use, for my own benefit or that of a third party, TRIBE CONSULTING trade secrets, nor IS to use or distribute TRIBE CONSULTING client list.

IN WITNESS WHEREOF I UNDERSTAND AGREE AND ACCEPT ALL THE TERMS AND CONDITIONS MENTIONED  
ABOVE HENCE, I have signed this on 5<sup>th</sup> day of January 2020

Employee Signature: 

Signature: A. Muquite Siddiqui

Abdul Muquite Siddiqui  
Chief Information Officer  
Tribe Consulting Private Limited  
Date:

TRIBE CONSULTING  
(PRIVATE) LIMITED  
www.tribe-consulting.com

  
Human Resource Department