



*Araigumi Construction
Company*

Address: 100 Park Avenue | New York, NY 10017 United States of America Tel: +1 [929] 226 0955 Fax: 929 226- 0980

Website: www.araigumi.us . E-mail: info@araigumi.us

Ref: ACC/92376/2017-8261

Date: 16th January, 2017

CONTRACT OF EMPLOYMENT

Attention: Rene Gutierrez Garcia,

EXECUTIVE SUMMARY (TWO YEARS CONTRACT)

After the evaluation of your documents and filled Company Employee Written Interview submitted, management of Araigumi Construction Ltd is pleased to offer you the position of ASSISTANT HSE ENGINEER where we hope you will enjoy your role and make a significant contribution to the success of the company

Your resumption date: 20Th FABUARY, 2017

Your employment: FULL TIME

Reporting to: CHIEF HSE ENGINEER

2. PROBATION

A probation period will apply for the first Three "3" months {90 days} of your employment. During this time you will receive advice, training and guidance to help you become familiar with and competent in performing the work you have been appointed to do.

3. LOCATION

You will be based at (100 Park Avenue | New York, NY 10017 United States) but may be required to work at such other locations within United States as reasonably determined by the needs of your service.

COUNTRY: United State of America

4. JOB DUTIES AND RESPONSIBILITIES:

- * Review Contractors HSE Plan, monitor and ensure implementation of the approved HSE plan.
- * Evaluate Contractor's key HSE personnel and make recommendations to CLIENT for their approval
- * Conduct regular HSE Inspection/Audits and SOCs (Safety Observations and Conversations).

* Monitor project Safety programme to ensure it supports progress through proactive planning with the Araigumi Construction Ltd

* Encourage Contractors to adopt Company Safety Standards and other industry best practices in HSE.

5. SALARY

You will be paid \$9,500 (Nine Thousand Five Hundred US Dollars Only} Monthly as your salary without tax.

6. ALLOWANCE/ENTITLEMENTS

Hazard/Inconvenience \$750.00 (Monthly)

Car maintenance \$650.00 (Monthly)

House Furnishing: \$2500.00 (Yearly)

Travel & Event: \$720.00 (Monthly)

7.1 Your Salary and other allowances will be transfer to your Company Salary Checking Account you will open in any of the bank in United States.

7.2 Your salary and remuneration will be reviewed annually and will be increased according to company standing policies.

7. PAID LEAVE PERIOD /TRAVEL

You are entitled to 20 days' (4 weeks') annual leave per year of service. Leave is accrued in accordance with the Fair Work Act 2009 and should be taken within one year of falling due, on occasions negotiated with your manager. You are entitled to \$2500.00 take home leave allowance. All employees are also entitled to free Accommodation and Flight ticket.

8. HEALTH INSUANCE PERMIT AND MEDICAL EXPENSES.

Employer will provide the employee with comprehensive health care permit for the term of contract and follow on care for injuries suffered during the term of contract for employee and family. You will be refer to any of the Bank in United States with company recommendation letter to open **Company Salary Checking Account** to enable company apply for Health Insurance Permit.

9. ACCOMMODATION.

All company newly employed are entitled to free One "1" year accommodation at company staff quarters

10. ADDITIONAL SERVICES.

If your English speaking is not fluent, company will send you to 3Months Vocational training to improve your English speaking to enable you interact with your colleague in the company. During this period, you will still continue to receive your monthly salary and it will be wire to Company Salary Checking Account.

11. YOUR OBLIGATION TO THE EMPLOYER.

11.1 You will be required to:

- (a) Perform all duties to the best of your ability at all times;
- (b) Use your best endeavors to promote and protect the interests of the employer; and
- (c) Follow all reasonable and lawful directions given to you by the employer, including complying with policies and procedures as amended from time to time. These policies and procedures are not incorporated into your contract of employment.

12. PROCUREMENT OF TRAVELING DOCUMENTS {Visa and Work Permit}

All employees are to shoulder the cost of procurement of their Visa and Work Permit which will be refunded back to the employee as soon as he/she arrives United State of America to resume work with the company.

12.1 REIMBURSEMENT OF VISA PROCUREMENT EXPENSES.

The employee will be reimbursed all the expenses incurred while processing his/her Visa and Work Permit. Upon the confirmation of your Visa and Work Permit, all your Visa Processing expenses will be transferred to your Salary Checking Account Company referred you to open in any of the bank in United States of America.

13. TERMINATION OF EMPLOYMENT.

13.1 Under the Fair Work Act 2009 the employer your employment may be terminated at any time by providing you with notice in writing in accordance with company policies

13.2 If you wish to terminate your employment you are required to provide the company with One month prior notice.

PLEASE NOTE: If this offer is acceptable to you, please signify your acceptance by signing at the foot of the attached duplicate copy of this letter and return it to us, otherwise the offer will be regarded as having lapse.

Employee's acknowledgement

I have read and understand this contract and agree to enter into this contract for services with [direct employer's name] on the terms and conditions set out in this letter.

.....

Signature

.....

Name (please print)

.....

Date

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS AND SEND SIGNED COPY TO US FOR PROPER DOCUMENTATION.

Araigumi Construction Ltd