



ONE GOOD TEAM PTE. LTD.
73 AYER RAJAH CRESCENT #03-27/28
SINGAPORE 139952

Letter of Appointment (Nolin) (Part-Time)

Private and Confidential

1 Jan 2024

Nolin Ho Rui Ling
BLK 232 COMMONWEALTH AVENUE
#20-19 S149740

Dear Nolin,

APPOINTMENT LETTER

We are pleased to offer you the position of **Software Developer (Part-time)** with effect from **1 Jan 2024** on the following terms and conditions:

1. Location

You will be based in Singapore. However, it is a condition of employment that an employee may at the discretion of the Company be transferred, assigned or seconded to any department, location, section, division within the Company or to

any of its subsidiaries or associate companies existing now or in future or where the services of the employee are required or may be required to take additional duties apart from the normal duties of the post to which he is appointed.

2. Working Hours and Arrangements

- Service period: **1 Jan 2024 to 29 Mar 2024**

Your working hours are as follows:

Wednesday to Thursday : 10:00 am to 6:30 pm. Lunch break – (1 hour)

Staffing needs and operational demands may necessitate variations in work shifts and schedules, as well as variations in total hours that may be scheduled each day and each week.

Your working arrangements will be within the office by default. You are allowed to request for alternative working arrangements such as Work-from-Home, subjected to approval by your supervisor.

3. Compensation and Benefits

- Monthly basic salary: 

This salary package covers the overtime work which in the nature of your job will occasionally need you to perform after office hours or on Saturday/Sunday/Public Holiday as the need arises.

4. Position

You will report to the **Head of Product**, and your job description are enclosed for your perusal

- Plan, contribute and execute Product requirements. On top of that, you will also play a part in the process of product development from conceptualisation to production.
- Spearhead the development and implementation of new updates and features as well as improvements to the current platform.

- Building of team/enterprise level solutions for established clients
- Work on a cross-platform product, gaining exposure in responsive and adaptive style of design and development

5. Claims

You are entitled to reimbursements for business-related expenditures. Business-related expenditures refer to meal, transport and motor vehicular expenses incurred in the course of performing your assigned responsibilities.

You are required to submit your expense claims prior to the 25th of every month or the next latest working day prior to the 25th of the month, should the 25th of the month fall on a non-working day. Failure to do so may result in the rejection of your expense claim.

6. Leaves

6.1. Public Holidays

A Public Holiday is gazetted by the Singapore Government. Public Holidays are paid days, and an employee's monthly salary already incorporates the salary for any Public Holiday falling within the month.

If a public holiday falls on a Saturday, one (1) additional day will be credited to the employee's Annual Leave balance.

Should the employee be required to work or go on an overseas business trip on a public holiday, an additional day shall be credited to the employee's annual leave balance. The leave shall only be granted if prior communication and approval from the HOD for work on a public holiday is given.

The additional leave credits granted in above must be consumed within the calendar year and are not allowed to be carried forward to the following year.

6.2. Sick Leave

Employees are entitled to a pro-rated minimum of 14 days of paid sick leave per year in accordance with the Singapore Employment Act, provided the Employee has worked for the Company for at least 3 full months. In the event that the employee has only been employed for 3 months or less, the employee shall be entitled to 5 days of paid sick leave. Sick leave may be taken for any illness or injury that prevents the employee from working, including chronic illnesses or hospitalisation. Employees are required to produce a valid medical certificate from a doctor or medical practitioner for any sick leave taken beyond 2 consecutive working days.

In the event that the employee has exhausted all paid sick leave entitlement, the company may grant additional unpaid sick leave at its discretion.

6.3 Urgent Leave

While the Management does not encourage the application of urgent leave, it is understandable that there are urgent or emergency cases. The employee will need to inform the immediate superior or Department Head at least one (1) day in advance and provide satisfactory justification or reason to apply for urgent leave.

6.4 Compassionate Leave

Three (3) full consecutive working days in the event of death of the employee's immediate family member.

An immediate family member refers to the following family members of the employee: spouse, children, parents, siblings, grandparents and grandparents-in-law.

The immediate family members above include natural and legally adopted relations.

Immediately upon return to work, the employee must submit his/her application for Compassionate Leave, together with a copy of the death certificate as documentary proof.

6.5 National Service Leave

In accordance with the In-Camp Training (ICT) requirements issued by MINDEF, National Service Leave is accorded to all male employees who are required to serve ICT. Application of such leave should be made whenever the notice of ICT is made available to the employee.

6.6 Birthday Leave

In addition to your paid annual leave entitlement and to the public holidays, you are also entitled to take either your birthday or the day after your birthday as paid leave. If your birthday falls at the weekend or on a public holiday, you will be able to take the next working day off. You can not take this day's leave at any other time.

7. Termination of Service

Whilst during the period of service, either party may terminate the appointment by giving two weeks' notice or two weeks' salary in lieu of notice, unless agreeable by both parties.

8. Confidentiality

An employee shall not divulge, disclose, or use any confidential information, trade secrets, salaries, or knowledge acquired from the Company or related companies. The Employee shall uphold the interests of the Company to the best of his ability and shall do nothing to prejudice them at any time whether during or after the termination of the Agreement. If any employee is unaware of Company information and has doubts, they shall consult the immediate manager.

All intellectual property rights that have arisen in connection with employment or that are connected with One Good Team's activities are One Good Team's property.

9. Non-Competition

As an employee of the Company, you will develop a close working relationship with the Company customers, and be privy to information pertaining to the

company's products, pricing, and methods of doing business, which would injure the Company if made available to a competitor or used for competitive purposes. Accordingly, you agree that for a period of 12 (twelve) months from the termination of your employment with the Company for any reason or cause, not be employed by another employer engaged in a business that is in competition with the employer, in a position the duties of which are the same or similar to those duties performed for the Company pursuant to this agreement, nor will you set up business in competition with the Company in similar circumstances.

10. Data Protection

You give consent for the Company to hold and process personal information relating to yourself and to disclose such information as necessary for statutory purposes.

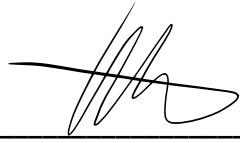
11. General

It is an expressed condition of your employment with the Company that you engage yourself exclusively in the Company's business, and do not undertake any other form of employment which in any way conflicts with the Company's business or with the efficient discharge of your duties.

If you agree to accept the above terms and conditions of employment, kindly endorse your acceptance by signing in the section provided and return the duplicate copy of this letter to the Company.

Yours faithfully,

One Good Team Pte Ltd



Ibrahim Chishty

Head of Product

I, Nolin Ho, I/C No. T0137892E accept the above terms and condition as stated in this letter. I certify that the information provided in my application for the position offered under this contract is true and correct to the best of my knowledge. Where it is found that the particulars are false or misleading, or where relevant information has not been disclosed or information consists of half-truth, I will be liable for dismissal without notice by the Company.



(Signature)

22/02/2024

(Date)