



EMPLOYMENT AGREEMENT

Welcome to META Legal & Finance (Accounting).

We hope you enjoy your employment with us.

The following agreement outlines your rights and responsibilities. It is designed to provide you with clarification. You should ask for further explanation if anything is unclear to you.

Please complete your details below, then sign and date it and return it to:

c/- Human Resources,

META Legal & Finance

154-164 The Embarcadero, San Francisco CA 94105

by the following date: *Thursday, March 12 2020.*

This employment agreement is between META Legal & Finance (Company) and John Ramsay (Employee).

For good consideration, the (Company) employs the (Employee) on the following terms and conditions.

1. Employer

Your employer is META Legal & Finance.

2. Position Title

Your new Position Title is Senior Project Manager.

3. Location of Position

You will be working in the Accounting division of the San Francisco office.

4. Salary and Benefits

Your current remuneration is \$68,400 per annum. Payment will be made directly into your

nominated bank account.

5. Salary payments

Payment is made monthly. The first payment will be on April, 11, 2020

6. Annual Leave

Your Annual Leave provision is 20 working days per annum.

Except by prior arrangement with the Managing Director, annual leave must be taken within six months of the end of the year in which it accrued.

7. Hours of Work

You are required to work a minimum of 38 hours per week.

Your manager is responsible for determining the normal span of working hours within your area to meet the needs of the Company, and you are required to work within the span advised to you.

8. Notice Period

The Period of Notice required from you to terminate employment with the Company during your probation period is one week, and thereafter four weeks, and, with the exception below, the Company will provide the same period to terminate your employment. Notice must be given in writing. The Company may, at its discretion, pay you a sum equivalent to your salary for that period of notice and not require you to work out the notice period.

Your employment may be terminated by the Company with no notice period if at any time you commit a serious or persistent breach of this agreement or you are guilty of any serious misconduct or wilful neglect in performing your duties.

9. Business Interests/Activities after leaving the Company

It is a condition of your employment with the Company that for the period of three months following the termination of your employment you will not personally or through an agent or on behalf of or for any other person, firm or company, canvass or solicit any business from or with any person, firm or company who has during your employment been a client or prospective client of the Company, where such business would be in competition with the business of the Company and/or to the detriment or intended or probable detriment of the Company.

10. Policies and Procedures

This agreement provides a summary of the main terms and conditions of your employment with META Legal & Finance. Your attention is also drawn to the Company Policies and

Procedures manual which describes in more detail various other employment practices and policies, with which the Company expects employees to comply. A copy of the Policies and Procedures is available from your manager.

I accept the above terms and conditions of employment.

NAME: John Ramsay

SIGNED: _____

DATE: _____