EMPLOYMENT AGREEMENT LETTER

(Comprehensive & Professional)

Date: 2023-08-15

Employee Name: Masachchige Tharushi Nimeshika Kodikara
Address: No 246/2/A, New Road, Dompe

Subject: Formal Employment Agreement

Dear **Ms. M.T.N Kodikara**

We are pleased to extend this formal Employment Agreement ("Agreement") confirming your appointment to the position of **Document Clark** with **Celphy mobile international (Pvt) Ltd**. This document outlines all duties, expectations, benefits, and conditions of your employment.

---

1. POSITION DETAILS

1.1 **Job Title: Document Clark**
1.2 **Department:** Operation
1.3 **Reporting to:** Director (Mr. N.A.R.Kumara)
1.4 **Employment Type:**

- Full-Time

1.5 **Primary Duties & Responsibilities:**
You will be responsible for:

- Record All Repair (Manually and System)
- Arrange and Manage Order
- Customer Complain Management and Monitoring Emergency Repair.
- Collect the Repair Cash
- Repair Cash Recording (Manually and System)

- Courier Bill Check to month by months
- Maintains Cheque Records
- Recode Courier Bag and Parcel Information
- Maintain Petty Cash
- Update Monthly Attendance Summary
- Maintain Invoice Files
- Providing details about newly sold phones (number of phones coming in for repair within three months from the date of sale and faults)

1.6 You agree to perform your duties faithfully, competently, and in compliance with company policies, ethical standards, and applicable laws.

---

2. COMMENCEMENT & WORK SCHEDULE

2.1 **Start Date:** 2023-08-08
2.2 **Working Hours:**
You are expected to work **9 hours per week**, typically from **8.30AM – 5.30PM**, **Week Days and Saturday 8.30AM – 12.30PM .**

2.3 You agree to record your attendance and maintain punctuality as per company policy.

---

3. COMPENSATION

3.1 **Salary:**
You will receive a salary of **20,000 per month**, payable on a **monthly** basis.

3.2 **Overtime Compensation:**

- If non-exempt: Paid according to local labor law.
- If exempt: No additional overtime pay unless otherwise stated.

3.3 **Performance Incentives:**
You may be eligible for performance-based bonuses at the company's discretion.

3.4 **Deductions:**
Statutory deductions (tax, social security, insurance, etc.) will be applied.

---

4. BENEFITS & ENTITLEMENTS

4.1 You may be entitled to the following benefits:

- Annual leave
- Sick leave
- Maternity/paternity leave
- Mercantile holidays
- Employee wellness programs
- Training and development opportunities

4.2 Benefits are provided according to company policy and eligibility rules.

---

5. PROBATIONARY PERIOD

5.1 Your employment is subject to a **6 month probationary period** starting on your first day.
5.2 During probation, performance and suitability will be assessed.
5.3 Either party may terminate employment during probation with **1 months**

---

6. CONFIDENTIALITY & NON-DISCLOSURE

6.1 You must maintain strict confidentiality regarding company information, including:

- Business operations
- Client data
- Financial information
- Trade secrets
- Internal documents or communications

6.2 Confidentiality obligations remain effective **during and after** employment.

---

7. INTELLECTUAL PROPERTY

7.1 Any work, idea, design, software, or content created during your employment related to company business is the sole property of **Celphy mobile International (pvt) ltd.**
7.2 You agree not to claim ownership of such intellectual property.

---

8. NON-COMPETE & NON-SOLICITATION

8.1 **Non-Compete:** You may not engage in any business competing with the company within **Sri Lanka** for **6 months** after your employment ends.

8.2 **Non-Solicitation:** You may not solicit the company's employees, clients, or partners for **6 months** post-termination.

---

9. COMPANY PROPERTY

9.1 All company property issued to you (laptops, phones, keys, documents, ID cards, etc.) must be returned immediately upon request or termination.
9.2 Failure to return property may result in deductions or legal action.

---

10. CODE OF CONDUCT

10.1 You must comply with all company policies, including:

- Code of Conduct
- Attendance Policy
- Anti-harassment/Anti-discrimination Policy
- Data Protection Policy
- Health & Safety Rules
- IT and Device Usage Policy

10.2 Violation of company policies may result in disciplinary action or termination.

---

11. LEAVE & TIME OFF

11.1 You are entitled to leave benefits according to company policy and local labor laws, including:

- Annual leave
- Sick leave
- Emergency leave
- Maternity/Paternity leave
- Bereavement leave

11.2 Leave must be approved by management unless legally required.

---

12. TERMINATION OF EMPLOYMENT

12.1 Either party may terminate this agreement with **1 month** written notice.
12.2 Immediate termination may occur in cases of:

- Gross misconduct
- Fraud or theft
- Violation of company policy
- Dishonesty
- Harassment
- Confidentiality breach

12.3 Final salary and benefits will be provided as per law and company policy.

---

13. GOVERNING LAW

This Agreement shall be governed by and interpreted in accordance with the laws of **Sri Lanka.**

---

14. ENTIRE AGREEMENT

This document represents the complete and final agreement between the parties, superseding all prior discussions or agreements.

15. AMENDMENTS

Any changes to this Agreement must be made in writing and signed by both the Employer and Employee.

16. ACKNOWLEDGMENT

By signing below, you confirm that you:

- Have read and understood this Agreement
- Accept the terms and conditions of employment
- Are entering this agreement willingly and without coercion

SIGNATURES

……
Mr. N.A.R. Kumara,
Director,
Celphy Mobile International (PVT) Ltd

Employee

……
Ms. M.T.N Kodikara
NIC No : 200173100408