

EMPLOYMENT TERMS AND CONDITIONS

1. Position and Job Description:

- **Job Titles:** IOS Developer, Android Developer, Backend Developer, DevOps Engineer, Database Administrator.
- **IOS Developer:** Develop the app for the iOS platform, ensuring it functions smoothly, meets Apple's guidelines, and provides an excellent user experience on Apple devices.
- **Android Developer:** Develop the app for the Android platform, ensuring compatibility with a wide range of Android devices and versions.
- **Backend Developer:** Build and maintain the server-side components of the app, manage databases, handle data synchronization, and ensure data security.
- **DevOps Engineer:** Set up and maintain the development and production environments, automate deployment processes, and ensure continuous integration and delivery (CI/CD).
- **Database Administrator:** Manage the app's database, optimize query performance, ensure data integrity, and handle data backup and recovery.

2. Employment Type:

- **Type of Employment:** Full-time (on Project Basis)

3. Work Hours:

- **Work Hours:** 9:00 AM - 5:00 PM, Monday to Friday
- **Breaks:** Two 15-minute breaks and one 30-minute lunch break daily

4. Location:

- **Workplace:** 12 Merlomey Street, Taifa - Accra

5. Salary or Compensation:

- **Salary:** At least 3,000 Cedis per month & above depending on your Role
- **Payment Schedule:** Bi-monthly, on Fridays, via direct deposit or Mobile Money.

6. Benefits:

- **Paid Time Off:** Accrue 15 days of paid vacation and 5 days of sick leave annually.
- **Professional Development:** Access to online training and certification courses relevant to the role.

7. Probationary Period:

- **Probationary Period:** The first 21 days of employment will serve as a probationary period. During this time, the company reserves the right to evaluate and confirm employment based on performance.

8. Termination and Notice Period:

- **Termination:** Employment is at-will, meaning either the employee or the company may terminate the employment relationship at any time, with or without cause.
- **Notice Period:** Two weeks' notice is required for voluntary resignation. The company may provide two weeks' notice or pay in lieu of notice.

9. Performance Expectations:

- **Performance Standards:** Performance will be assessed based on individual and team goals, regular performance evaluations, and feedback from supervisors.

10. Code of Conduct and Workplace Policies: - Employees are expected to adhere to the company's code of conduct including policies on professionalism, respect, anti-harassment, and workplace ethics.

11. Confidentiality and Non-Disclosure: - Employees are required to sign a non-disclosure agreement (NDA) to protect the confidentiality of company information and client data.

12. Intellectual Property: - Any intellectual property developed during employment related to company projects or using company resources shall be owned by the company.

13. Benefits of Employment: - Benefits include access to a collaborative and innovative work environment, opportunities for skill development, and involvement in exciting projects.

14. Workplace Safety: - The company is committed to maintaining a safe work environment and expects employees to follow safety guidelines and report any safety concerns promptly.

15. Conflict Resolution and Grievance Procedure: - A conflict resolution procedure is in place to address workplace disputes or concerns. Employees may report grievances to HR or a designated supervisor.

16. Compliance with Laws: - Employees must comply with all applicable local, state, and national laws and federal laws as well as company policies and procedures.

17. Notice of Changes: - The company will provide reasonable notice of any changes to the terms and conditions of employment.

18. Severability Clause: - If any provision of this agreement is found to be unenforceable, the remaining provisions shall remain in full force and effect.