



WORKING TERMS AND CONDITIONS OF EMPLOYMENT

This employment contract is made and entered between E-Works (Herein after called the “Company”) on the First Part and **Mr Manoj Panta** (Herein after referred to as the “Associate”) on the Second Part under the following contractual terms and conditions. This agreement, together with the Staff Handbook, forms part of the Contract of Employment (except where the contrary is expressly stated).

1. Job Responsibility

The Duties and responsibilities are described in the job description provided in the attachment to the employment agreement. The job description is an integral part of this agreement.

2. Nature and Duration of Employment

- a) The Company has appointed the Associate as **Assistant Junior Frontend Developer** for the **Eworks effective from 6th November 2025**. The continuation of this appointment shall be on the Associate's Performance during the probation period and further mutual consent between both parties.
- b) The relationship between the Company and the Associate will be governed by the Terms and Conditions as mentioned in this agreement and Associate shall not claim any other rights and benefits under Employment Guidelines of the Company.
- c) In case the Associate does not intend to renew the contract, he/she is required to inform the Company by following the “Policy on Resignation”, Clause9 before the Associate’s contract expires.
- d) You will be on probation period for the initial **3 months** and your performance will be reviewed after the completion of your probation period.
- e) The next salary increment date will be as per the guiding policies of the Company including the decisions made by the management team.

3. Salary and Allowances

In lieu of the services, the Associate will receive a salary per month. The Breakdown of the compensation and the Benefits are as below:

Basic Salary (60%): NRs. 18,000.00 **Dearness Allowances (25%):** NRs. 7,500.00 **Other Allowances (9%):** NRs. 2,700.00

PF Income: NRs. 1,800.00

PF Deduction: NRs. 3,600.00

Total Gross Salary: NRs. 30,000.00 (NRs Thirty Thousand Only)

Note: Applicable government tax would be deducted from the total salary. This salary is inclusive of Gratuity. Gratuity deduction would be 8.33% of basic.

Gratuity (8.33%): NRs 1,499.40

4. Working Hour Policy

- a) Normal working days in a week are 5 days, Monday to Friday.
- b) A working day shall comprise eight hours, including 30 minutes of lunch break.

E-works

E: info@e-works.co.uk

W: www.e-works.co.uk

UK Office

Floor 2, 115-123 Powis Street,
London, England, SE18 6JL

T: +44 20 8004 3967

Nepal Office

Trade Tower, Thapathali,
Kathmandu, Nepal

T: +977 1 5970003



- c) Depending on the requirement, the length of the working hours and time might be changed from time to time.

5. Calendar year, Paid leave, Holiday & Absenteeism Policy

- a) The calendar year will be from the 1st of January till the 31st of December. Salary will be paid between 7th to 10th of every month for the previous month.
- b) In case the salary cannot be distributed on the said date, notice will be sent in advance with a new date of salary distribution.
- c) The associate will receive paid leave entitlement of 3 working days during the probation period which will be earned on a pro-rata basis. The earned leave can be utilized only the following month. The associate should refer to the Staff Handbook for the conditions relating to taking the leave.
- d) The associate will receive paid annual leave entitlement of 18 working days in a year after the completion of the probation period. The eligible associate earns paid leave per month on a pro-rata basis. The earned leave can be utilized only the following month. The associate should refer to the Staff Handbook for the conditions relating to the taking of annual leave.
- e) However, in the event of having to take an annual leave in the current holiday year, which has not been accrued pro-rata, then the appropriate payments will be deducted from the final salary.
- f) The Associate understands that the nature of business will need their presence beyond office hours and during strikes/bandhs.
- g) If the associate fails to take the allowed leaves within the prescribed probation period or after its completion, the Company shall not encash all those unused leaves at the end of the contract period.
- h) In case of an emergency, the Line Manager or the authorized person needs to be informed before the shift starts.
- i) If the Associate fails to come to the office without prior approval, the Associate will be considered absent and cannot avail of the benefit of leave.
- j) All employees in regular positions are eligible to accrue and request sick leave. In any twelve-month period, you can take no more than 12 days with full pay. You may request sick leave only for the necessary absence from duty because of personal illness. You need to immediately notify your Line Manager/ HR Manager if you plan on taking sick leave. Sometimes, the HR department may require you to submit medical documentation from a health care provider to substantiate the need for sick leave. All employees in regular positions are eligible for this leave. Employees who are on probation period are not eligible for this leave.
- k) Bandha day will be treated as a normal working day. However, management will make a decision as per the situation and the Associate is expected to call and contact the office to get an update.
- l) Associates shall be provided 13 days of government holidays which are only for facilities not for compulsion and such leaves are as per the leave calendar set by E-Works.

6. Termination/Suspension

- a) The company reserves the right to terminate this contract/suspend the Associate upon the occurrence of serious misconduct, unreasonable behavior, willful disobedience of Company's lawful

E-works

E: info@e-works.co.uk

W: www.e-works.co.uk

UK Office

Floor 2, 115-123 Powis Street,
London, England, SE18 6JL

T: +44 20 8004 3967

Nepal Office

Trade Tower, Thapathali,
Kathmandu, Nepal

T: +977 1 5970003



orders, habitual negligence of duties, absenteeism, in subordination and revealing business of our establishment.

- b) The Company is committed to providing a workplace that is free from all form of discrimination like sexual harassment, racism, biasness or groupism at the workplace. Any cases found shall be treated as serious misconduct which may result in disciplinary action leading to termination.
- c) The company reserves the right to terminate this contract upon the occurrence of downsizing of the staff. For the notice period Clause 11 in the Staff Handbook will be applicable.

7. Capability and Disciplinary Procedures

The disciplinary rules that form part of the contract of employment and the procedures that will apply when dealing with capability or disciplinary issues are shown under the heading “Capability Procedures” and “Disciplinary Procedures” in the Staff Handbook to which the Associate should refer.

8. Grievance Procedure

If the Associate feels aggrieved at any matter relating to employment, the Associate should raise the grievance with the Head of Department, either verbally or in writing. Further information can be found in the Staff Handbook.

9. Policy on Resignation

- a) The Associate may resign from his/ her position by giving prior written notice.
- b) Written resignation notice is to be handed over to HR in person. Resignation submitted through somebody else will not be valid.
- c) The notice period will be counted from the day the Associate personally hands over the resignation letter.
- d) In case the Associate fails to give prior notice or serve the notice period even if s/he wished to resign at the time of contract expiry, failure to which, Company shall have the right to deduct as liquidated damages an amount equivalent to the notice period.
- e) HR in charge & and the Associate’s direct Line Manager (jointly) on their discretion can release the Associate prior to the end of the notice period for exceptional cases.
- f) The work certificate is a professional responsibility and such a letter will contain factual information such as name, the position, the work performed, the length of service and reason for termination.

10. Retrenchment

- a) The Company has the right to retrench an employee due to its financial problems or mergers with any other entity or partial or full shutdown of the entity including the closure of a particular course or department at Company due to whatsoever reason. In the event of such retrenchment, prior notice of 30 days will be provided to such employees.
- b) In the event of retrenchment, the employee shall be entitled to receive a lump sum amount calculated at the rate of one-month basic remuneration for each year of service rendered. Provided that, if the service period of the employee is less than one year, the severance payment shall be paid in proportionate basis.

E-works

E: info@e-works.co.uk

W: www.e-works.co.uk

UK Office

Floor 2, 115-123 Powis Street,
London, England, SE18 6JL

T: +44 20 8004 3967

Nepal Office

Trade Tower, Thapathali,
Kathmandu, Nepal

T: +977 1 5970003



11. Notice of Termination a) To be given by the Company

Under 1 month's service: 2 Weeks

Under probation period after the completion of 1 month: 1 Month After the successful completion of probationary period: 1 Month.

b) To be given by the Associate

Under 1 month's service: 2 Weeks

Under probation period after the completion of 1 month: 1 Month After the successful completion of probationary period: 1 Month.

12. Confidentiality agreement:

The Associate needs to realize that the Company has a compelling need to maintain confidentiality, and further recognizes that their employment or contract with the Company will place the Associate in a position of special trust and confidence with access to confidential information concerning the Company and its operation. For the reasons explained above Associate agrees and covenants with the Company as follows:

- a) Neither Associate nor anyone working on his/her behalf will disclose or use, in any manner, any confidential or proprietary information.
- b) The term "Confidentiality or proprietary information or material" means all information or material that is not in the public domain and that is disclosed or otherwise made available by the Company to the Associate; or that comes to the attention of the Associate in the course of their employment with the Company, but it is not limited to information or material concerning.
- c) The associate is expected to maintain confidentiality related to the Company's operations, interests, and plans, business practices, competitive position, trade secrets, product concepts, marketing schemes.
- d) In case of failing to maintain confidentiality in respect of information relating to the Company by Associate, as a result, should the Company face any losses, Associate will be liable to compensate the Company equivalent to losses faced by the Company.

13. Non-Solicitation with Competitive Business or Competitor:

You covenant and agree that during the term of your employment with the Company and for Six(6) months after the termination thereof in the cases you have served the company after completion of your probation period to a year and for Twelve(12) months after the termination thereof in the cases you have served the company for more than a year, regardless of the reason for the employment termination, you will not, directly or indirectly, solicit or attempt to solicit any business of your employment with the Competitive Business or Competitor.

14. Non-Solicitation of Employees:

You covenant and agree that during the term of your employment with the Company and for twelve (12) months after the termination thereof, regardless of the reason for the employment termination, you will not, directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee of the Company to terminate their employment relationship with the Company. You shall not make any communication or solicit with them for the purpose detrimental to the Company.

E-works

E: info@e-works.co.uk

W: www.e-works.co.uk

UK Office

Floor 2, 115-123 Powis Street,
London, England, SE18 6JL

T: +44 20 8004 3967

Nepal Office

Trade Tower, Thapathali,
Kathmandu, Nepal

T: +977 1 5970003



15. Declaration:

The Associate hereby declares and confirms that s/he has no criminal record so far and also hereby declares and confirms that s/he has not been under warrant or summons from any governmental authorities or the court or also declares that no case is subjudice against him/her before any court/office. If this declaration or confirmation is found wrong or otherwise, s/he fully indemnifies the Company to the full extent of the harm or damage occurred/ incurred and ready to face consequences arises.

The Associate hereby declares and confirms that s/he is not blacklisted by the Credit Information Bureau and his or her academic degrees are genuine and duly awarded by the recognized university/board.

16. Notices:

Any notices, requests, demands and other communications provided for by this agreement will be sufficient if in writing and delivered in person or sent by registered or certified email to the Associates which have been filed in writing with the Company.

We look forward to your long-term association with the company.

Thanking you,



Ms Tulsa Bhandari
Deputy HR Manager

Acceptance

I hereby accept my Appointment on a contract basis with the Company, as an Associate to work under the Terms & Conditions set forth in it at present in effect and as they may be amended from time to time. I also pledge to perform with the highest standards of professional and ethical competence and integrity, having due regard for the nature and purposes of E-Works and I ensure to perform any services under this Appointment in a manner consistent here with and shall not claim any other benefits not expressly provided in this agreement.

Name: **Mr Manoj Panta**

Manoj Panta

Signature: _____

Date: 2025/11/27

E-works

E: info@e-works.co.uk

W: www.e-works.co.uk

UK Office

Floor 2, 115-123 Powis Street,
London, England, SE18 6JL

T: +44 20 8004 3967

Nepal Office

Trade Tower, Thapathali,
Kathmandu, Nepal

T: +977 1 5970003