



GAMMA

PIZZAKRAFT LANKA (PVT) LTD.



June 21, 2013

Mr. R.R Jeshon,
257/1, Sri Sumana Mawatha ,
Lenagala,
Dadigamuwa.

Dear Randika,

POST OF CREW MEMBER

We are pleased to offer you employment as an CREW MEMBER with this Company on the following terms and conditions with effect from **June 21, 2013**.

1. PAYMENT

- 1.1 You will draw a consolidated salary, inclusive of all allowances statutory and otherwise of Rs. **10160.00** per month.
 - a) Further to our letter of employment dated June 21, 2013, we would like to inform you that in addition to the salary / allowance mentioned in the letter of employment, you will be paid a sum of Rs. 1,000/- per month by way of "**Budgetary Relief Allowance**" payable in terms of Act No. 36 of 2005.
- 1.2. You will be required to join the Employees Provident Fund to which your contribution will be eight percent (8%) and that of the Company will be twelve percent (12%). The Company will contribute a further three percent (3%) to the Employees Trust Fund.
- 1.3. Your increments on the aforesaid salary will not be automatically increased and will be at the sole discretion of the management and without prejudice to our right to defer, stop or suspend your increments.

2. WORKING HOURS

- 2.1 You will be required to perform a minimum of 45 hours work a week. Your hours of work will depend on the needs and exigencies of the Company and will be intimated to you by your superior officers. You will be called upon to work shifts in order to provide the best possible service to customers.

3. LEAVE

- 3.1 During your 01st calendar year of service you will be only entitled to ½ day Casual/Medical leave per month.
- 3.2 Upon completion of 1st Calendar year of employment with the Company you will be entitled to 21 days leave in each calendar year. The 21 days leave will include 14 Annual leave and 7 Casual leave.

In respect of the second calendar year of employment, the annual leave entitlement is as follows:-

If the employment commences on or after 1st January but before 1st April, the leave entitlement is 14 days.

If the employment commences on or after 1st April but before 1st July, the entitlement will be 10 days.

If the employment commences on or after 1st July but before 1st October, entitlement will be 07 days.

If the employment commences on or after 1st October, entitlement will be 04 days.

After completion of your 2nd calendar year of service, your leave entitlement as follows:

Annual - Fourteen Days (14)

There will be no carry forward of Annual Leave which will be on an "earned" basis. 7 days of Annual leave must be taken consecutively in any given year.

Casual & Medical - Seven days (07)

Casual leave may be taken not more than two days at a time. Sick leave for more than two days should be supported by a Medical Certificate.

4. MEDICAL

4.1 Expenses incurred will be reimbursed once you are confirmed in your appointment in accordance with the current Surgical and Hospitalization Insurance Policy applicable to the company, provided you have joined such a scheme.

5. RESIGNATION

5.1 Either party may terminate this contract by giving to the other one months notice in writing or one month's salary in lieu of notice. This is applicable only after confirmation of appointment.

5.2 In the case of dismissal for whatever reason, no notice or payment in lieu will be made by the Company.

5.3 If at any time whilst you are in the service of the Company, your state of health be such as to discernable you from continuing to diligently serve the Company, or your absence on ground of ill health is of a frequency in excess of that which the Company may regard as reasonable, you may be required to submit yourself for examination by a Medical Practitioner nominated by the Company, upon whose report the Company may at its discretion determine your service without prior notice.

5.4 The age of retirement from the Company is fifty five (55) years.

6. OTHER TERMS AND CONDITIONS

6.1 You will be on probation for a period of six months and the Company reserves the right to extend this period should your work and/or conduct warrant it. During this probationary period either party may terminate this contract at any time without adducing any reason explanation.

6.2 You are liable to be transferred from one Section/Department/Company to another to meet the

exigencies of the Company or its associate companies.

6.3 You are required to exercise care and skill in the discharge of your duties. You will comply with all instructions given by the Management and confirm to all standards.

6.4 While in the employment of the Company/Subsidiary/Associate Company you are required:

- (a) Not to use either for yourself or for others any information concerning the Company's business affairs and customers which you may have acquired in the course of your employment.
- (b) Not to divulge to any person, firm or Company, any trade or other secret of the Company, and/or its Subsidiary/Associate Company or any information concerning the Company's business affairs and customers which you may have in the course of your employment.

6.5 You are required to give the whole of your time and attention to the business and affairs of the Company and diligently and faithfully to discharge the duties assigned to you and to obey the orders and carry out the policies of the Company.

6.6 Any invention, patent, design, drawing or computer software written or developed in the course of your employment is exclusively the property of the Company.

6.7 At all times during the continuance of your employment and for a period of one year thereafter, you may not canvass or solicit, personally or through others or by letter, advertisements or otherwise howsoever any of the Company's customers clients or principals whether local or foreign and/or any person, firm or Company, local or foreign, with whom you have had any dealings on behalf of the Company in the course of your employment.

If this offer is acceptable to you, please sign and return the annexed duplicate copy of this letter to the undersigned.

Yours faithfully,
Gamma Pizzakraft Lanka (Pvt) Ltd



M.M.A.L Ranasinghe
Director of Human Resources & Administration

I accept the above mentioned terms and conditions of employment.

Date: 28.07.2013

Signature: 

