PCL CONSTRUCTION

305, Austalia Way, Melbrone City, LC V5E 4NI, Australia

Job Reference No:-748219369 **Issue date:- 26, Nov, 2024**

JOB LETTER

Name: Saiful Molla

Nationality:- Bangladesh

Passport Number:- A15391481

Dear Mr. /Miss/Mrs. /Ms. (Name): Saiful

Congratulations! We are pleased to confirm you have been selected to work for **PCL GROUPS** We are delighted to make you the following job.

Salary: In the event your assigned course is discontinued or cancelled, you will receive at least one month's notice or the sum of 2900 .Your salary will be increased, as are the salaries for all Seasonal work, in accordance with the Collective Agreement with the Company Faculty Association.

Term appointment Start Date: 29 Jan 2025

Probation: Your probation period will 2 month from your date of joining, after which your performance will be appraised. You will be confirmed in your appointment in writing on successful completion of the said probationary period.

This position reports to HR PAUL BARRON, Your working hours will be from 09:00 to 17:00. This is contract position. **Food Packaging** in this position you will work in Melbourne.

Benefits Information if relevant to the position:

- Employee Benefits Include: - MSP
- Group Insurance
- Short/Long Term Disability
- Dental Care
- Health care

You are requested to bring copy of following documents for verification.

- One passport size photographs
- Qualification Certificates

- Experience Certificate from previous employments
- Proof of residence
- Photocopies of your Resignation Letter as well as the Relieving Letter from your current employer
- Photocopy of Passport
- Form No 16 / Certificate of Tax deducted as well as a copy of your PAN for Income Tax documentation

Work Permit: As a foreign worker, it is your responsibility to obtain a temporary work permit prior to your start date of appointment at Tim Hortons. If your temporary work permit is not valid prior to your start date, then your start date will be changed to reflect the issued date of your temporary work permit.

General Service Conditions:-As part of your employment you are expected to comply with standards of business behaviour confirming to the code of conduct guidelines contained in various polices / procedures / rules and regulations. You are expected and required to familiarize yourself with these various Guidelines / Policies / Procedures / Rules or Regulations available with the Human Resource Department, and specifically note the following:

You will wholly and exclusively in the time employment of the Company and are not permitted to carry on any other business, profession or employment. You will have to obtain prior written permission from the HR Head before undertaking any teaching, training or writing assignment and ensure that views expressed by you in the media / publications, if any are strictly your personal views.

Any violation of code of conduct / acts that are a criminal offense or involve moral turpitude would invite appropriate disciplinary action including termination of employment.

In addition to your usual duties you may be required to perform any work assigned to you by the Company / any officer of the Company where you may be posted for the time being.

In the event you voluntarily terminate the contract of service or this appointment as the case may be within a period of One year from the joining date the company shall recover all that expresses incurred by the company towards your joining which shall include but not be limited to the relocation expenses (charges for the transportation / packing / unpacking / loading / unloading charges) for self-spouse and children or any other amount paid to you in order in facilitate you joining us.

Transfer:-In view of organization and business needs, your services can be transferred by the Company in such capacity as the Company may from time to time determine anywhere in Canada or abroad to any one of the Company's department subsidiaries, Joint Ventures Associates etc. Consequent to such transfers, you will be governed by the terms and conditions of service as application to your category of employee in the new organization and place.

Statement Of Facts:-Not withstanding any other terms and conditions stipulated herein if at any stage during the tenure of your service it is found that any particulars or details furnished by you are incorrect and / or this agreement of service has been obtained by misrepresentation of facts, the Company shall in addition to taking such further and other action in civil and criminal law as it may be advised have the right to

terminate your service forthwith without giving any notice. The company reserves the rights to conduct verification checks to ascertain facts if needed.

Full Agreement: This letter constitutes the full terms of our employment offer and supersedes all other commitments either written or verbal that may have been made to you by Company. Should you accept this offer, you will be a member of the Company bargaining unit and your employment will be governed by the Collective Agreement with the Company Association, Company procedures and Company policies, noting in particular Policy #42 on Faculty Term Appointments without Review and Policy #97 on Conflict of Interest and Conflict of Commitment. The Agreement, procedures and policies may be amended from time to time and such amendments are binding upon you.

appraisals and compliance with Company agreements and policies.

If you are in agreement with the terms of appointment as set out in this letter, please sign the enclosed copy of the letter and return it no later than 02 Days Please keep a copy of this signed letter for your own records. This signed letter is required to facilitate your appointment and salary.

My colleagues and I are delighted at the prospect of you joining the Department. We believe that you are an

exceptional academic who will bring much to our Department. We, in turn, are confident we have a great deal to offer you in terms of collegiality and intellectual community

Sincerely,



at the discretion of the Company and factors including availability of funds, satisfactory performance

Paul Barron

Human Resource

I have read and understand the terms of appointment set out in this letter and I accept the above offer of employment with the Pcl groups

_____ _____

Name Date of Acceptance.