

Employment Contract Agreement

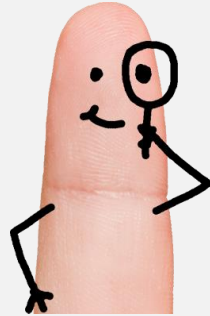
This Employment Contract Agreement (the “**Agreement**”) is in effect as of Employment start date by and between **CUSTOMIZER: Formal Legal Company Name**, of **CUSTOMIZER: Company address** (the “**Company**”) and **Employee Name**, of employee address,(the “**Employee**”);

WHEREAS the Company desires to obtain the services of the Employee and the Employee desires to render such services on the terms and conditions set forth; and

IN CONSIDERATION of the promises and other good and valuable considerations, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

1. Employment

- 1.1 The Employee’s hire date is **Start Date** (“**Start Date**”).
- 1.2 The Employee is employed as a **Title** (the “**Position**”).
- 1.3 The position initially reports to **Title** (“**Manager**”) and the reporting structure may be subject to change.
- 1.4 The Employee acknowledges that they are permitted to work in **CUSTOMIZER: Insert jurisdiction** in accordance with **CUSTOMIZER: Insert jurisdiction** law as of the Start Date and must provide evidence of such eligibility if requested by the Company.
- 1.5 In the event that the eligibility to work in **CUSTOMIZER: Insert jurisdiction** is temporary, the Employee shall keep the Company regularly apprised of any change in status relating to their ability to work in **CUSTOMIZER: Insert jurisdiction** in accordance with **CUSTOMIZER: Insert jurisdiction** law.
- 1.6 The Employee agrees to faithfully, industriously and, to the best of their skill, ability, experience, and talents, perform all of the duties required of the Position at all times.
- 1.7 The Employee undertakes to make their position with the Company their primary focus at the premises of the Company.
- 1.8 Excluding planned absences, the Employee will work a minimum of **EXAMPLE: 40** hours per week on Company premises and externally as required by business needs and demands.
- 1.9 The Employee acknowledges that, in order to fulfill their obligations under this Agreement, the Company will be required to collect, use, or disclose personal information and the Employee consents to the collection, use, and disclosure of their personal information for these purposes.



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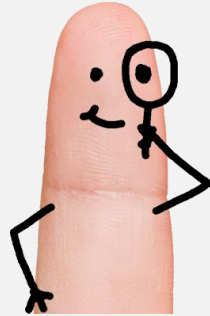
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- 7.2.1 The Company will determine if the Employee will work the entire Notice Period, a portion of the Notice Period, or not at all during the Notice Period.
- 7.2.2 If the Employee works any portion of the Notice Period, they will do so in good faith.
- 7.3 The Company may terminate this Agreement and the employment of the Employee at any time, without notice or payment in lieu of notice, for just cause.
- 7.4 The Employee may at any time terminate this Agreement and their employment by giving not less than two (2) weeks' written notice to the Company.
- 7.5 Upon termination of this Agreement and the employment of the Employee, the Employee shall immediately return to the Company all Company materials and property, including Confidential Information; printed, written, electronic, and digital information; memory devices; and all other Company property.

8. Staff Policies

- 8.1 The Employee has received from the Company a copy of the current version of the Staff Policies Manual dated INSERT: Date of current Staff Policies Manual (the “**Manual**”).
- 8.2 The Employee has read and understands the policies set out in the Manual (“**Staff Policies**”), and agrees that their employment will be governed by such policies.
- 8.3 The Company may, from time to time, amend, alter, or delete policies or topics included in the Staff Policies Manual in order to meet its business needs or to adhere to changing legislation, and the Employee agrees that upon receiving notice of such changes, their employment with the Company will be governed by such revised policies.
- 8.4 If the Employee does not understand any of the information included in the Manual, they can discuss any questions they may have with CUSTOMIZER: Insert Title, not name of the individual prior to signing and returning this Agreement.
- 8.5 The Employee understands that failure to adhere to Staff Policies may result in disciplinary measures, up to and including immediate termination of their employment with the Company for cause.
- 8.6 It is the Company’s intention to be compliant with the law throughout the Manual and in the event that something in the Manual conflicts with federal or provincial laws, those laws will govern.
- 8.7 In the event of an inconsistency between the terms in the Manual and this Agreement, the terms of this Agreement will prevail.



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- 10.4.2 If the Parties are unable to resolve their disagreement by discussion, by way of mediation; and
- 10.4.3 If the Parties are unable to resolve their disagreement by way of discussion or mediation, it will be determined by way of binding arbitration, conducted in accordance with the Arbitration Act of CUSTOMIZER: Insert jurisdiction.
- 10.5 The Employee acknowledges that the Company has provided them with a reasonable opportunity to obtain independent third party advice with respect to the contents, terms, and effects of this Agreement and that the Employee has either obtained such advice prior to executing this Agreement or has willingly chosen to execute this Agreement without having obtained such advice; that the Employee signs this Agreement as a free act.
- 10.6 Time will be of the essence in this Agreement.
- 10.7 This Agreement may be signed in as many counterparts as may be necessary, or by facsimile, scanner, email, or other electronic means that can produce a printed copy, or by the Parties' reply email, each of which when so executed will be deemed to be an original, and such counterparts, facsimiles, scanned document, email or other electronic copies and acceptance of this Agreement will together constitute one and the same Agreement. The Parties acknowledge and agree that in any legal proceedings between them relating in any way to this Agreement, each waives the right to raise any defense based on the execution hereof in counterparts or the delivery of such executed counterparts by electronic means.
- 10.8 This Agreement offer **expires end of day** on Insert expiry date: No less than 3 full business days to provide the Employee with sufficient opportunity to seek legal advice.

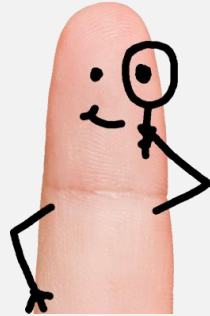
Company

CUSTOMIZER: Insert Company Legal Name per:

Signature

Date

Authorized Signatory



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1.3 The Employee shall be entitled to an annual bonus at the discretion of the Board of Directors.

1.4 The Employee shall be entitled to sales commissions as follows:

1.4.1 **Insert plan details**

2. Standard Benefits

2.1 The Employee is currently entitled to benefits generally available to other employees:

2.1.1 **Health Care Plan.**

Refer to **insert URL** for plan details.
Premiums are Company-paid.
Eligible after 90 days of employment.

2.1.2 **CUSTOMIZER: Insert Provincial Health Care Plan.**

Premiums are Company-paid.
Eligible after 90 days of employment.

2.1.3 **Group RRSP.**

The Company will match up to 3% of the Employee's RRSP contribution to the Company Group RRSP.
Eligible after 24 months of employment.

2.1.4 **Parking.**

Fees are Company-paid.
Eligible upon Start Date.

2.1.5 **Vacation.**

2.1.5.1 0-4 completed years of employment: 3 weeks per year

2.1.5.2 4+ completed years of employment: 4 weeks per year

2.1.6 **Incidental Paid Sick Days.**

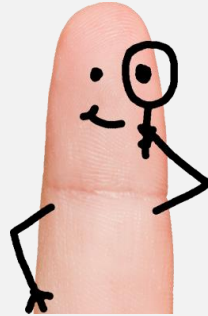
10 days per year

3. Additional Benefits

The following Benefits are provided to the Employee in addition to benefits generally available to other employees:

3.1 The Employee shall receive a cell phone to be used for Company business.

3.2 The Employee shall receive a monthly vehicle allowance of \$ **insert amount** which is a taxable benefit.



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