

OHANA JAMAICA LIMITED

operating as

EduJA**Offer of Employment / Engagement****PRIVATE & CONFIDENTIAL**

Date: _____

To: _____

Address: _____

Dear [**First Name**],**RE: OFFER OF [EMPLOYMENT / ENGAGEMENT] AS [POSITION TITLE]**

On behalf of Ohana Jamaica Limited, operating as EduJA ("the Company"), I am pleased to offer you the above position, on the terms set out below. Please read this letter together with the EduJA Staff Handbook and the Statutory & Payroll Details Form, both of which form part of the terms of your engagement.

1. Classification
☐ Employee ☐ Independent Contractor

This affects your statutory entitlements, how you are paid, and your tax/NIS/NHT responsibilities — see Staff Handbook §10.1 and the Statutory & Payroll Details Form. An Independent Contractor is not an employee of the Company, is not entitled to the statutory leave, notice, or benefit provisions in Handbook §10, and is responsible for registering and remitting their own income tax, NIS, and NHT contributions directly to the relevant Jamaican authorities.

2. Role & Reporting

Position	[Position Title]
Department / Team	[Sales / Administration / Teaching]
Reports To	[Supervisor Name & Title]
Work Location	[Office / Remote / Hybrid — details]

3. Start Date & Probation

Start Date	[Start Date]
Probationary Period	[e.g. 3 months / 6 months / None]
Notice During Probation	[e.g. 1 week, either party]

There is no statutory probationary period under Jamaican law; where one applies to your engagement, its length and notice terms are as stated above by agreement between you and the Company.

4. Compensation

Base Pay / Fee	JMD [amount] per [hour / month]
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Pay Frequency	[Weekly / Bi-weekly / Monthly]
Payment Method	Direct deposit, per your completed Statutory & Payroll Details Form
Overtime Eligible	☐ Yes, at 1.5× per Handbook §10.3 ☐ No (exempt / contractor)
Commission (Sales roles only)	Per the current Sales Compensation Schedule provided separately by your supervisor — see Handbook §13.3

5. Hours of Work

Your standard hours are [e.g. 40 hours/week, Monday–Friday, 9:00am–5:00pm], consistent with Handbook §10.2. Your supervisor will confirm your specific schedule.

6. Statutory Leave & Benefits

If you are engaged as an Employee, you are entitled to the statutory minimums set out in Handbook §10.4 (annual leave, sick leave, maternity/paternity leave, and public holidays), unless a more generous entitlement is stated below. Independent Contractors are not entitled to paid leave from the Company.

Additional Leave Entitlement (if any, beyond statutory minimum):

7. Confidentiality, Data Protection & the Staff Handbook

As a condition of this offer, you must have completed and signed the Employee/Contractor Acknowledgment & Compliance Statement (Handbook Part IV, §17) — including the Confidentiality & Non-Disclosure obligations in §5 and the Data Privacy & Protection Policy in §6 — and, if applicable, the separate NDA counter-signature in §18, before your start date.

8. Termination

If you are an Employee, termination notice follows the statutory minimums in Handbook §10.9 based on your length of continuous service, unless your specific terms are more generous (stated below). If you are an Independent Contractor, notice terms are as stated below.

Termination Notice (if different from Handbook §10.9 table): _____

9. Governing Law

This offer, and any engagement resulting from it, is governed by the laws of Jamaica.

Acceptance

Please sign and return one copy of this letter to confirm your acceptance of these terms, along with your completed Statutory & Payroll Details Form and your signed Staff Handbook acknowledgment.

For Ohana Jamaica Limited

Signature

Printed Name

Date

George E. Morgan, President & Chief Executive Officer

Acceptance — Employee / Contractor

Signature

Printed Name

Date

I confirm I have read, understood, and accept the terms of this offer.