

To: ...

Telephone: ...

Email: ...

Mustadim is pleased to extend an offer of employment as:

Position: ...

At Mustadim LLC, Jeddah Saudi Arabia

You will be reporting to the: ... but may be assigned to another manager as per the business requirement in the future.

We are offering you a compensation of:

Basic Salary: ...

Housing Allowance: ...

Transportation Allowance: ...

to be paid on a monthly basis.

Your hours in this position may fluctuate but shall not be less than 48 hours per week, and each monthly salary shall compensate you for all hours you work during that month.

You shall participate in the:

Sales incentive scheme / Company bonus scheme.

You shall be provided a separate document containing scheme details in the weeks following your hire. This scheme may also be a measure of your achievements during your employment.

You are eligible for benefits under the Mustadim Group Health Insurance Program. These programs offer a variety of benefits for you and, if applicable, your spouse and dependent children. The benefits offered include medical, prescription drug.

You shall have any and all legal deductions applied on a monthly basis as per the Saudi Social Security systems, Income Taxes, and Residence Visa Issue Costs, ticket to and from country of origin, and other costs applicable as per Saudi Arabian laws.

You will be eligible for 24 working days Paid Time Off (PTO) per calendar year in accordance to Mustadim's PTO policy. For your first calendar year, your PTO will be prorated based on your start date. PTO can be used for any reason, including vacation, an occasional sick day, doctor appointments for you or your family, or for personal reasons. Please refer to the Mustadim's PTO policy for further details.

This offer is contingent upon confirmation of a satisfactory driving record as documented through receipt and review of a Motor Vehicle Report from the applicable government agency that is acceptable to the Mustadim. Your offer of employment is contingent upon successful completion of a pre-employment drug and medical test. You shall be receiving an email with specific instructions related to a specified testing facility. The tests must be completed within 48 hours not including holidays or weekends. If you are unable to complete the tests within the time limit, please contact the H.R. Manager immediately. If the tests are not performed within 48 hours and scheduling conflicts are not communicated to Mustadim, your employment eligibility may be discontinued.

This letter sets forth the entire offer of employment. Any promises, agreements or understandings not stated herein are not binding. Certain benefits referred to herein are subject to defined plans or policies, which may change at Mustadim's discretion. This offer of

employment does not constitute a contract of employment between Mustadim and the employee for any fixed term. All Mustadim employees are employed on an at-will basis, whereby the employment may be terminated with or without cause or advance notice by either the employee or the employer. Further, the terms of employment may be altered at any time at Mustadim's sole discretion. No one other than an officer of Mustadim has the authority to enter into an agreement for employment for a specified period of time, and any such agreement must be in writing and must be signed by you and an officer of Mustadim. No other policies or practices of Mustadim should be construed as varying the at-will status of any employee. This offer of employment is contingent upon your meeting the Company's employment standards, including, but not limited to, acceptable results of verification of all information provided on your application and resume, and successful results of a pre-employment medical test and a clean police report within all GCC countries. This letter is considered void if you have any pending claim or case against you in any of the GCC countries that you have not announced prior to signing this agreement and received a written waiver from Mustadim for. Prior to the start of your employment, you will be required to read and sign several policies covering the Mustadim's business practices including confidentiality agreements. In addition, you will be required to provide verification of Employment Eligibility. You must provide proof of your eligibility to work in Saudi Arabia within your first three business days of employment.

If you believe that you will be unable to accept this offer due to your inability to furnish satisfactory proof of employment eligibility or any of the required conditions mentioned above, please contact the Human resource manager immediately.

On behalf of Mustadim we look forward to welcoming you and we anticipate that our relationship will be mutually beneficial. This offer expires at the end of the fifth business day following the date of this

offer. You are required to sign a copy of this offer and return a hardcopy to the H.R. manager. You shall thereafter receive an email advising you of your official start date. This is the only date you should rely upon when making plans regarding your start of employment with Mustadim.

You also understand that by signing, you are confirming that you have read, understand, accept and agree to be legally bound to the terms and conditions contained in this offer as well as the Employment Contract documents, agreements, and policies of Mustadim. By signing this offer letter, you assure to us that you are free of any contractual obligations or secrecy agreements from your current or any former employer that will impede your contributions to Mustadim. You further assure to us that at the start of your employment with Mustadim, you will have returned (and will not use) any and all property of your current and/or former employer/s, including any confidential information.

Sincerely,

Usama M. Alamoudi
CEO
Dated:

Ehab M. Saeed
CFO

Approval: Sam Alamoudi

Approval Signature January 1st 2021
& Release Date:

