



APPOINTMENT LETTER

NAME:

(First name) (Last name) (Middle name/Initials)

INTERVIEW CODE:

Please ensure you provide the following documents for your registration.

- I. Passport or Driver's License (A full shot of your passport and if Driver's license is selected, include front and back images of it). Ensure images are in color.
- II. Proof of Address (e.g., rent, receipt, or utility bill).

These items will be required for the purpose of identification.

We are pleased to confirm your appointment for the Virtual Health and Wellness Position. Position with Olive AI based on your level of experience and how well you answered the interview questions. Your employment commences on the 8th of March and you will be working as a full-time employee reporting to your team leader. Any changes in the term position will be implemented with written notice to you in accordance with the company's management. You will be imparted training on the job and periodically when the training programs will be organized; the company lays high importance when training its employees and spends considerable resources on it. Full commitment from you is expected during the training period.

Training is necessary to enable you to get specific tasks done using the software programs pre-installed on your MacBook by our IT/vendors. Your onboarding will be done remotely with instructions from your interview manager.

The company may terminate suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed

- (i) any heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc.
- (ii) sexual harassment or
- (iii) other act that threatens or likely to damage the company's reputation.

You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy in a calendar year and 120 hours PTO annually. The same may be changed from time to time in accordance with changes in law and/or company policy. The company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

ADDRESS: 99 E Main St Columbus, OH 43215



JOB DETAILS AND RESPONSIBILITIES

This is a Full-time remote job position 35hrs/week, the pay is \$60/hour and \$55 /hour during training. You will be paid weekly via your registered bank account; your pay would be calculated via the Time Lynx (Time Billing software) installed in your work devices by our vendors. Your assigned supervisor will endorse your training clearance which will be given to you at the end of your training. This indicates you are done with your training, and you will receive full employee compensation of \$60/hour.

Responsibilities:

You will be fully supported by our online platform, which includes a detailed curriculum and technology to help track participants progress. You will leverage this cutting-edge platform to strategically coach participants through our programs, using data science to outreach methods during moments that matters. Your primary responsibilities will include communicating one-on-one with participants through our platforms and facilitating conversation through our online forums.

Benefits: Medical, Retirement savings, Wellness Program, Education assistance, Fertility and infertility services, Dental, Vision, Life & Disability Insurance, Flexible Spending Accounts, Group Accident/Hospitalization, Commuter benefits.

Signatures:

Company representative (SIGN)

Sapna Shah (HR Coordinator)

Company Representative

Applicant (SIGN)

Applicant (Name/Title)

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