

January 17, 2024

Nathaniel Nana Darko
University of Education - Winneba
Winneba-Ghana

Dear Nathaniel,

INTERNSHIP

I am pleased to inform you that **GB Foods Ghana Ltd** will engage you as an **Intern** per the details specified below. During the period of the internship, you will abide by the terms and conditions stated herein.

Duration: January 20, 2025, to March 31, 2025.

Reporting: Route to Market Director

Work Duration: 8:00 am to 5:00 pm with an hour of break

Grievance

All grievances should be first reported to your manager and then to the Human Resource Director if the outcome is unsatisfactory or the grievance is against your manager.

Compliance

You shall, at all times during the tenure of this engagement, comply with all company policies, procedures, rules, and regulations applicable to employees generally or specific to your role including but not limited to all applicable codes of conduct.

Termination

Either Party to this contract may terminate this agreement at any time **without notice**. The employer can terminate this contract before the end date should you fail to abide by the instructions of your manager, bring the name of the organization into disrepute, engage in unethical or unruly behaviour and other actions legitimately considered inappropriate by giving the required notice.

Confidentiality

During the course of this Employment Contract, you may have access to Confidential Information of any company within GBfoods Group. For the purposes of this clause, "Confidential Information" means, without limitation, in relation to the Company and any associated company:

- i. trade secrets, formulae, recipes, IT programs and equipment, devices, machines, specifications, databases, engineering, material composition, production costs and other costs, client lists, prices applied to clients, supply sources, the market, promotion and research;
- ii. any inventions or improvements which the Employee may from time to time make or discover in the course of his/her duties;
- iii. details of suppliers and their services, or customers and the services provided, and any of their terms of business with the Company or any associated company, information on litigation or administrative or legal procedures in preparation, in progress or completed that affect the Company or any associated company;
- iv. prices charged to and terms of business with clients;

- v. marketing plans and sales or sales forecasts;
- vi. any proposals relating to the future of the Company or any associated company or any of their businesses or any part thereof;
- vii. details of employees and officers in the Company or any associated company, and of the salary and other benefits paid to them, and on offers of work, employment negotiations, social and working conditions or on the termination of contracts, information on partners or professionals that provide services to the Company or any associated company;
- viii. information relating to business matters, plans, copies, management and other systems, financial data and statistics, marketing or sales of any past, present or future products or service, uses and applications of products, manufacturing methods and other industrial or other
- ix. processes, projects, studies, inventions, designs, transactions, know how, operations, installations, accounts, procedures, business pitch, discoveries, technical specifications and other technical information relating to the creation, production or supply of any past, present or future products or service of the Company or any associated company, or any other aspect related to the activity of the Company or any associated company, or any information given to the Company or any associated company in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain, and;
- x. any other information which the Employee has been notified is confidential.
- xi. The Employee shall not, either during his/her employment with the Company or at any time thereafter, use, divulge or disclose to any person, firm, company or organisation, any trade secret or any other Confidential Information concerning the business or affairs of the Company or any associated company, or any of their clients or customers, which may have come to his/her knowledge at any time during his/her employment by the Company or any associated company.
- xii. This restriction will cease to apply to information which enters the public domain other than (directly or indirectly) through the fault of the Employee and to information which must be disclosed by law or pursuant to an order of any court or tribunal of competent jurisdiction.
- xiii. The Employee shall not permit or allow any person to inspect or have access to any electronic data, books, documents or other papers belonging to or in the possession of the Company. Likewise, the Employee should act with the greatest diligence in order to prevent the publication or disclosure of any Confidential Information.
- xiv. Likewise, the Employee commits to not using any documentation and/or Confidential Information belonging to third parties, and to make any facts known to the Management with the greatest possible diligence, if this comes to his/her notice/attention.
- xv. When the Employment Contract is terminated for whatever reason, you commit to return to the relevant entity in the GBfoods Group any document or material of any type in your possession that belongs to GBfoods Group and contains Confidential Information.
- xvi. The employee expressly renounces any rights that he/she may have regarding such documents or materials.
- xvii. In the event that the Employee breaches this confidentiality clause, the Employee shall be obliged to compensate the Company for the damages caused, as it will be determined by a final Court decision. The payment of the aforementioned amount shall not release the Employee from his/her obligation under this clause. Regardless of this demand for accountability and the consequent compensation for damages, the non-fulfillment of the stipulations contained in this clause will enable us to apply the corresponding disciplinary sanction for the offence committed.

Exclusivity

The Employee must devote his/her entire working hours to the benefit of the Company and to refrain from any activities which could have an adverse effect on or compete or conflict with the Company's interests or the Employee's performance.

Consequently, the Employee may perform other activities only outside his/her working hours and provided that they do not compete with or harm the interests of the Company or the "GBfoods" Group (e.g. teaching classes, participating or being involved in whatsoever manner in family businesses, etc.), being necessary in any case to inform the Company in advance and obtain written authorization from the Company (meaning, Gbfoods' Corporate Human Resources Department).

DATED AND SIGNED AT **ACCRA** ON THIS 17TH DAY OF JANUARY 2025.

A handwritten signature in blue ink, appearing to read 'Linda Aryee'.

LINDA ARYEE
HR DIRECTOR GHANA

I.....of....., confirm that I have read the terms of my contract set out in this letter, that I fully understand them and their implications, and that I now accept the offer presented to me and will abide by the terms.