

TRANS GLOBAL LOGISTICS LTD.

SHIPPING CLEARING & FORWARDING HAULAGE GENERAL MERCHANTS

134 COMMERCIAL WAREHOUSE AREA, TEMA MAIN HARBOUR. P. O. BOX 3108 TEMA, GHANA
TEL: 233-(0303 20) 2222 / 6935 FAX: 233-(0303 20) 6568. E-MAIL: trans@transglobalgh.com
WEBSITE: www.transglobalgh.com

Private and Confidential

26TH JANUARY 2026

Dear James,

OFFER – TEMPORARY EMPLOYMENT

The Management of Trans Global Logistics Ltd. is pleased to offer you temporary employment (Industrial Attachment), **Human Resource Department** with effect from **Monday, 2nd February 2026 to Thursday, 30th April 2026.**

For the purpose of disciplinary control, you will be responsible to the Manager in charge of assigned department.

Stipend: You will be paid a monthly stipend of **GH¢700.00** (Seven Hundred Ghana cedis) during the period of your employment. This allowance is not taxable.

Place of Work/Transfer/Working Hours: You have been assigned to **Import Department** – Tema, however, your employment is subject to internal transfers as and when deemed necessary by the company. Your hours of work will be explained to you by the **Department Head** to whom you will be reporting.

Duties and Responsibilities: Your job functions will be explained to you by your supervisor on assumption of duty.

Code of Conduct: You will be expected at all times to observe the highest standards of ethical, personal and professional conduct. You must not act dishonourably nor abuse the trust placed in you by the Company. All improper business practises must be rejected.

Confidentiality Statement

As an employee of **TRANS GLOBAL LOGISTICS LTD.**, you shall both during the Term of your Employment and after its termination keep confidential and shall not (except as authorised or required for the purposes of your Employment) use or disclose or attempt to use or disclose to any person any Confidential Information.

You shall not at any time after your Employment or the termination of your Employment disclose or make unauthorised disclosure or use any published or unpublished technical and other confidential information deriving from Trans Global Logistics Ltd. or its business or method of carrying on business except for the exclusive use of Trans Global Logistics Ltd.

These restrictions shall apply and shall continue to apply after the termination of your Employment Contract without any time limit but shall cease to apply to information or knowledge which has in its entirety become public knowledge otherwise than through any unauthorised disclosure or other breach on your part of that restriction.

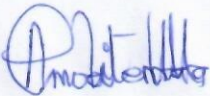
All records in any medium (whether paper or electronic) including accounts, documents, drawings and private notes including Confidential Information about Trans Global Logistics Ltd., customers, distributors, suppliers or associates and all copies and extracts of them made or acquired by you in the course of your employment shall be:

- a) The Property of Trans Global Logistics Ltd.
- b) Used for the purpose of Trans Global Logistics Ltd. only;
- c) Returned to Trans Global Logistics Ltd. on demand at any time; and
- d) Returned to Trans Global Logistics Ltd. without demand on the termination of your employment either by Trans Global Logistics Ltd. or by you.

Any breach of the above shall result in disciplinary action including but not limited to summary dismissal. The company also has the right to pursue civil and criminal charges where necessary.

Please sign a copy of this letter to signify your agreement thereto.

Yours sincerely,



Afua Amoatema Aduse-Poku

Human Resource Manager

**cc: Managing Director, Mr. Rasheed Ali
Finance/Operations Director, Mr. James Boateng
General Manager, Mr. Robert Lakenya
Accounts Department**

Acceptance:

NAME:

SIGNATURE:

DATE: