

June 03 2023

Luc Trudel

Dear Luc

Re: Amendment to Original Agreement

Please indicate your acceptance of the Schedule “ B ” attached, regarding your assignment through NFR by returning a signed copy at your earliest convenience.

Salaries are in accordance with the Collective Agreement between Newfound Recruiting Corporation and the Public Service Alliance of Canada.

All other Terms and Conditions of the Original Agreement and previously issued Schedule(s) shall remain in effect.

In witness whereof, the parties have executed this agreement on the day and year written above.

Sincerely,

NEWFOUND RECRUITING CORPORATION

Stephen Stanley, President and CEO

ACKNOWLEDGEMENT:

I have read, understand, and accept the terms and conditions of employment set out above.

Luc Trudel

Schedule “ B ”

ASSIGNMENT CONFIRMATION FORM

Name of Assignment Employee: Luc Trudel

Client: ISM Canada / Shared Services Canada

Duration: June 13 2023 to June 12 2025

Position Title: Quality Analyst

Hours per Week: 37.5 hours
Up to 44 hours per week with manager approval.

Payment Terms: Net 15

Security Requirements: You agree that you **MUST** hold a valid personnel security screening at the level of Reliability or higher, granted by PWGSC.

You agree that you must not remove any sensitive information or assets from the client site(s) without prior management approval.

Additional Terms:

The SSC service desk is a 24/7/365 environment. The service desk will not schedule anyone for any shift without providing adequate notice. Most schedules are posted a minimum of one month in advance.

Temporary availability exceptions can be made, as required, for exceptional circumstances and must be approved by the service desk leadership team. Temporary exceptions are temporary in nature and will be reviewed each month.

All bilingual employees are required to process requests in both official languages.

Employees are guaranteed to work a minimum of 37.5 hours, up to a maximum of 44 hours per week, unless exceptional circumstances occur (see above for temporary scheduling exceptions).

Benefits

After 3 months of consecutive employment and for the duration of this assignment on the SSC service desk team, all full-time Employees shall be required to remain enrolled in the NewFound Recruiting benefits plan for life insurance, accidental death & dismemberment, short & long-term disability, extended health, and dental coverage.

The Employee is responsible for completing and returning benefit enrolment forms within 30 days of the start date. Late enrolment may result in the benefit carrier requiring additional medical information.



The Employee is further responsible for updating NewFound Recruiting of any changes to their enrollment within "30 days" of the effective date of the change. Please note changes to enrollment details received more than "30 days" after the effective date may result in processing delays and/or backdated charges.

The Employee hereby agrees that once enrolled in the Company's benefit plan their portion of premium will be deducted from each payment.

Company benefits are subject to change at the discretion of the Company.

I accept the assignment described in this Assignment Confirmation form.

Luc Trudel

NEWFOUND RECRUITING CORPORATION

Stephen Stanley, President and CEO