

A graphic illustration for employee onboarding. It features a central circular chart with segments in red, blue, orange, and grey. The chart is surrounded by various technical and organizational icons, including a camera, a gear, and a document, all connected by a network of lines and arrows. A dark blue horizontal banner is overlaid on the left side of the chart.

**EMPLOYEE ONBOARDING**



EMAIL

employee1@redpandasoftware.com

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PASSWORD

employee1

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**LOGIN**

**REGISTER**



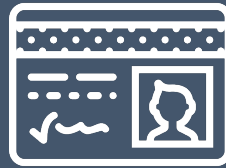
PERSONAL DETAILS



CONTRACT



TAKE PHOTO



SCAN ID



SCAN BANK CARD



FINALISE



PERSONAL DETAILS



## PERSONAL DETAILS



First Name and Last Name

---

ID Number

---

Mobile Number

---

Address

---

**SAVE**



## PERSONAL DETAILS



First Name and Last Name

Leon Coetzer

---

ID Number

999999 9999 99 9

---

Mobile Number

+4479 9999 9999

---

Address

1 Park Street, London, W1 WC2

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UPDATE



CONTRACT



## DOCUMENTS



Employee Contract

SIGNED



Company Policies

NOT SIGNED





## VIEW

RedPanda Software CC  
Red Panda Place,  
Golf Park, Raapenberg Road, Mowbray, 7405  
Tel +27 21 680 0900  
www.redpandasoftware.co.za

CK2009/185259/23

Peter Poole  
redPanda Software  
Mowbray

5 June 2019

Dear Peter,

### LETTER OF CONTRACT

redPanda Software has pleasure in confirming a 3 month contract appointment, for the tasks as detailed in Annexure A, on the following terms and conditions:

#### 1. Commencement Date and Position

With effect from **19 June 2019** the Company contracts you in the position of a **Software Development Manager** reporting to **John Knowles** or any other person nominated by the Company from time to time. You will be employed at the Company's premises situated at **Red Panda Place, Golf Park, Raapenberg Road, Mowbray** or at such other location as the Company may determine from time to time. You accept such contract on the terms and conditions set out below.

#### 2. Notice of Termination

- 2.1. Your employment will commence on the Commencement Date and will continue for the duration of the contract period.
- 2.2. Notwithstanding anything to the contrary herein, the Company shall be entitled to terminate your employment summarily (without notice or payment in lieu of notice) or on any other basis it considers appropriate if, inter alia, you :
  - 2.2.1. are guilty of conduct justifying summary dismissal in accordance with the common law or the Labour Relations Act; and/or
  - 2.2.2. are guilty of conduct which is likely to bring yourself or the Company into disrepute or are convicted of an offence involving dishonesty; and/or
  - 2.2.3. perform your duties and functions unsatisfactorily; and/or
  - 2.2.4. are incapacitated as a consequence of your ill-health; and/or
  - 2.2.5. are made redundant or retrenched for reasons based on the Company's operational requirements; and/or
  - 2.2.6. are terminated for any other reason justified in the law.

#### 3. Duties of Employee

You shall:

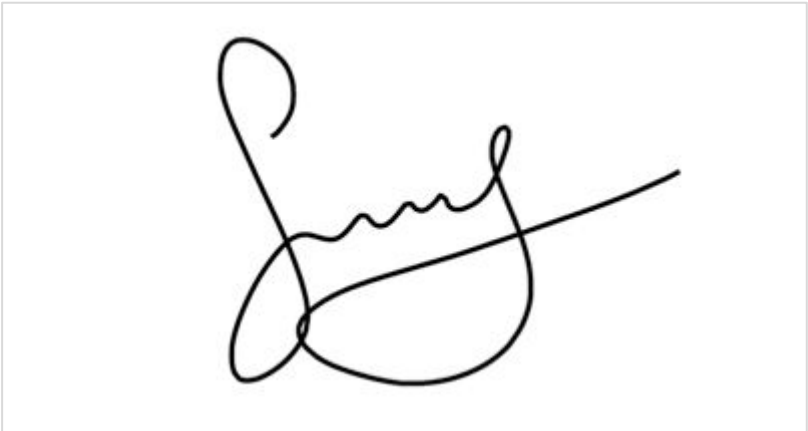
- 3.1. satisfactorily perform all duties and responsibilities reasonably assigned to you by or on behalf of the Company in connection with its business, including, but not limited to, those responsibilities and key performance indicators set out in Annexure A hereto. These duties



## DOCUMENTS

I, {{employee name}} have read and accept the terms of my employment as stipulated in the employee contract.

Sign in the box below:



**CLEAR**

**SUBMIT**



## DOCUMENTS



Employee Contract

SIGNED



Company Policies

NOT SIGNED



SEND

CANCEL



## DOCUMENTS



Employee Contract

SIGNED



Company Policies

NOT SIGNED



<opens device print dialogue>





TAKE PHOTO



RETAKE PHOTO



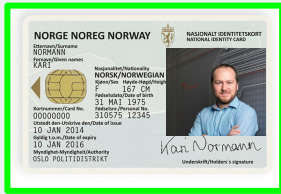


# ID CARD

Photo



Front



First Name and Last Name

Leon Coetzer

---

ID Number

999999 9999 99 9

---

Nationality

German

---

**SUBMIT**





Cancel

Card

Done



02 / 20

CVV

1

2

ABC

3

DEF

4

GHI

5

JKL

6

MNO

7

PQRS

8

TUV

9

WXYZ

0





## SCAN BANK CARD

Card Holder

Leon Coetzer

Card Number

9999 9999 9999 9999

Expiry Date

02/24

CVV

654

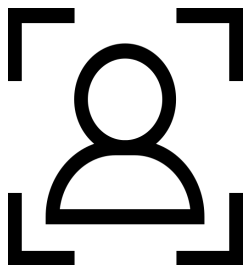
**SCAN CARD**

**SUBMIT**





## FINALISE



Leon  
Coetzer

COMPLETED



3 / 5



DETAILS

IN PROGRESS



CONTRACT

COMPLETED



PHOTO

TO DO



ID CARD

COMPLETED



BANK CARD

COMPLETED

SUBMIT

## DETAILS



Jane Doe

99999 9999 99 9

+4479 9999 9999

1 Park Street, London, W1 WC2

## CONTRACT

Employee Contract

Signed 17 May 2019

Company Policies

Signed 17 May 2019

## ID CARD



## BANK CARD



Printed: 12 June  
2019