



Our ref BOM/-/71978073v1
Direct tel +353 87 721 8197
Email Melissa.Mezzacappa@maples.com

Derry Gleeson
3 Ullard Ashbourne Avenue
South Circular Road
Limerick
Co Limerick

5 February 2021

Dear Derry

Offer of Employment

I'm delighted to offer you the position of Intern at MaplesFS Luxembourg SA ("**MaplesFS**" hereinafter called the "**employer**") having its registered office at 12E, rue Guillaume Kroll, L-1882 LUXEMBOURG.

This offer of work experience is subject to receipt of the following:

- (a) The provision of a satisfactory education reference;
- (b) Confirmation of your academic qualifications (if applicable);
- (c) Proof of your identity (a copy of your passport or birth certificate will suffice); and
- (d) Receipt by MaplesFS that you have the requisite status to work in Luxembourg.

As a formality, I should also advise you that if any material problems are revealed by these normal checks, this may result in your offer of temporary employment being withdrawn or, if you have started work, your employment being terminated.

Duration of your Employment

Your employment commenced on 1 March 2021 (or such later date as agreed between you and the Employer) and will end on 31 August 2021. The Employer shall employ you and you agree to serve the Employer upon and subject to the terms of this letter agreement for a fixed term until 31 August 2021 2021. Your employment will terminate on 31 August 2021 (or such later date agreed between you and the Employer).

Remuneration

The Employer shall pay you by direct bank transfer a basic salary of €1,500 gross (index: 834.76) per month payable by equal monthly instalments on or about the 25th day of each calendar month (or such earlier date as the Employer in its absolute discretion may decide), after deduction of any social security contributions and income taxes in accordance with the applicable legal provisions, and which shall accrue

MaplesFS (Luxembourg) S.A.

12E rue Guillaume Kroll L-1882 Luxembourg
Tel +352 26 68 62 1 Fax +352 26 68 62 20 [maples.com](http://www.maples.com)

R.C.S. Luxembourg B 124.056 Regulated by the CSSF

rateably throughout your employment on a day to day basis. Your basic salary is subject to the variations of the official index on the cost of living as applicable in the Grand Duchy of Luxembourg (Current index: 834.76).

Place of Work

Your place of work will be the Employer's offices at 12E, rue Guillaume Kroll, L-1882, Luxembourg or such other locations as the Employer may reasonably require for the proper performance of your duties. In particular, you may be required to work at any other location in Luxembourg and it is a condition of your employment to comply with any such requirement.

Hours of Work

The Employer's normal office hours are from 9.00am to 6.00pm Monday to Friday. You shall work during these office hours and will be entitled to a one-hour lunch break on each working day.

Health Insurance

Please provide Human Resources a document from your health insurance company confirming that you have health insurance coverage.

Confidentiality

You are subject to a duty of confidentiality both during your employment and also after your employment has terminated. Please make sure you read and understand the confidentiality section in the Staff Policy Manual.

Data Protection

The Employer collects a broad range of personal information relating to you in order to administer the relationship between you and the Employer, and for a number of other related purposes. Detailed explanation regarding why and how the Employer collects, uses, discloses, and otherwise handles your personal information (including an explanation of workplace surveillance undertaken by the Employer) is set out in the Employer's Staff Privacy Notice, a copy of which will have been made available to you. If for whatever reason you have not received the Employer's Staff Privacy Notice, you can find a copy on the intranet, or request a copy from the Employer.

Rules, Policies and Procedures

You must comply at all times with the Employer's rules, policies and procedures as set out in the Staff Policy Manual or introduced by the Employer from time to time. Breach of any rules, policies or procedures may result in disciplinary action being taken against you, which may ultimately result in your dismissal before the end of the fixed period set out above.

Termination

Your employment terminates on 31 August 2021 (or such later date as agreed between you and the Employer). In addition, your employment may be terminated earlier by either party giving to the other not less than two (2) day's written notice or otherwise as required by law.

Company Property

On request and in any event on termination of your employment for any reason you are required to return to the Employer all property belonging to the Employer.

Governing Law

This letter agreement shall be governed and construed in accordance with the laws of Luxembourg and is subject to the exclusive jurisdiction of the Luxembourg courts and tribunals.

Confirmation of Agreement

By signing this present employment agreement you confirm that you have read and understood the above and accompanying documents.

I enclose a copy of the Maples Group Staff Policy Manual, which you should read prior to commencement of your summer placement.

The present employment agreement is established in three originals, wherein the first is for the employer, the second for the student and the third for the "Inspection de Travail et des Mines" within seven days of following the starting date of employment in accordance with Articles L. 151-3 and following of the Labour Code.

Yours sincerely



Sandrine Legay

HR Business Partner – Europe

Encl: Staff Policy Manual

Staff Privacy Notice

I, **Derry Gleeson**, confirm that I have read, understood and agree to the new terms and conditions set out within the letter agreement dated 5 February 2021 and that I have received, read and understood the provisions of the Staff Policy Manual as well as the Staff Privacy Notice.

Derry Gleeson

Name

08/02/2021

Date