

October 31, 2017

Employee Name:

Employee Address:

Dear \_\_\_\_\_\_\_\_\_\_\_:

We at Guardforce value your service and continued employment with us. As you know, we are currently negotiating an extension of our Security Services Contract with Airports Fiji Limited (“AFL”) which requires that we maintain maximum employment of our security forces at Nadi & Nausori Airports. We need your assistance to make sure we maximize our current security force employment.

In recognition of your service and loyalty to us, you are eligible to receive a Loyalty Bonus, a New Year’s Retention Bonus, and an increased hourly rate to be paid in the following manner:

1. Christmas Loyalty Bonus payable on the 21st of December, 2017;
2. New Year’s Retention Bonus payable on the 4th of January, 2018;
3. A rate increase effective from 1 January, 2018;

You will receive the Loyalty Bonus, the New Year’s Retention Bonus and the increased hourly rate if the following conditions are satisfied:

1. You must not submit your resume or seek employment with any other employer from 28th October, 2017 through 31st March, 2018;
2. You must continue your employment with Guardforce, including not being terminated for misconduct or poor performance, or by means of resignation until (but not limited to) 31 December 2018;
3. You must continue to satisfactorily perform the tasks and responsibilities that are assigned to you as your job specification; and
4. You must sign the acknowledgment in the space provided below and return it to the Human Resources Manager no later than 4pm Friday 3rd November, 2017.

We look forward to a long and mutually beneficial working relationship with you.

Yours faithfully

**Rigamoto Taito**

**Chief Executive Officer**

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**Employee Acknowledgment and Signature**

By signing below, I represent that I understand that Guardforce is negotiating an extension of its current Security Services contract with AFL, which requires that Guardforce maintain maximum security force availability at both Nadi & Nausori Airports. I do not currently intend to submit my resume or seek alternate employment with any other employer from 28th October, 2017 through 31st March, 2018. I currently intend to continue employment with Guardforce in my current position through at least 31 December 2018. I understand that Guardforce is offering the benefits above in reliance upon my representations.

Employee Signature:…………………………………. Date:……………………………