

**Raymond Stevens**  
CEO at Structure Therapeutics  
611 Gateway Blvd #223  
South San Francisco, CA 94080

July 23rd, 2024

**Rachel Bennett**

OFFER OF EMPLOYMENT

It is my great pleasure to offer you to fill the position of Administrative Assistant at **Structure Therapeutics**, we are overly excited about the possibility of you joining our team, and we look forward to the prospect of working with you in our innovative company!

The position we are offering is at a wage of \$35 per hour and \$30 per hour (during training). You will be attached to an online supervisor who you will turn to if you have difficulties finishing a task. You are required to be in close contact with your hiring manager to proceed with what comes next in your hiring process.

As an employee of **Structure Therapeutics** after meeting the applicable eligibility requirements in accordance with our policies which may change from time to time, will be eligible to participate in our comprehensive benefits and compensation program which includes and is not limited to **medical care, Dental care & Vision Insurance, Discounted home and auto insurance, Tuition reimbursement, Vacation (2weeks per annum)**.

Subject to timely completion of your job responsibilities, paid time off (PTO) may be utilized at your discretion.

The company offers a 401(k) plan with an employer match that provides the opportunity for pre-or post-tax, long-term savings. You may contribute up to the federal maximum, which is currently \$19,500.

In addition, the company offers an Employee Stock Purchase Plan (ESPP) – ESPP is a voluntary benefit that allows eligible employees to purchase shares of Regeneron common stock at a discount through after-tax payroll deductions. Eligible employees must enroll during the designated enrollment period. Additional information including a Prospectus and online enrollment instructions will be provided during training.

The regulatory conditions of employment as set out here are deemed to establish a contract of employment. All employees will be required to fill and sign at the end of these conditions an agreement to adhere to the company's regulatory conditions of employment.

- I. Probationary Period: A probationary period of 90days will apply. A letter notifying the employee of his/her appointment to permanent staff will be issued at the end of a successfully completed Probationary Period.
- II. Hours of work: The hours of work will be between 8:00 to 21:00 Monday – Friday.
- III. Salary: Employee will be paid \$30 per hour during training and \$35 after training BI Weekly / Monthly. Payment would be via Check /Direct deposit depending on employee's choice of payment mode.

- IV. Annual Leave: In addition to the Public Holidays, twenty working days holiday is allowed during a full calendar year from 1<sup>st</sup> of January to 31<sup>st</sup> of December.
- V. Absence through Illness: The Manager must be notified as soon as possible before 9.00 am in all cases where a member of the staff is unable to report to place of work. A medical certificate is required if absence extends beyond 3 consecutive days and should cover the period until the staff member is declared fit for work. Dental appointments visit to the doctors etc. should be arranged outside working hours.
- VI. Compassionate Leave: Compassionate leave will be at the discretion of the management.
- VII. Leave of Absence: Approval and duration of unpaid personal leave shall be at the discretion of the company.
- VIII. Grievance Procedure: The Company is most anxious that legitimate grievances raised by an employee are expeditiously and fairly resolved. Any member of staff who has a grievance relating to his/her employment should discuss it with the Company.
- IX. Dismissal: The Company hopes that it will not become necessary to dismiss an employee, however it must be understood that there are certain breaches of company rules for which after the facts have been ascertained an employee may be summarily dismissed or suspended without pay pending further investigations. In such an event the employee will be afforded a full right of representation of his/her case to the Company before a final decision is made. Continued failure to adhere to normal Company requirements, including timekeeping, attendance, job performance, confidentiality in relation to all the Company's affairs and general conduct will result in an Employee being subject to the following procedure:
- The Employee will receive a written warning advising that continued failure to improve will lead to disciplinary action.
  - The Employee will receive a final formal written warning.
  - The Employee will be suspended for a fixed period, without pay
- X. Confidentiality: The Employee will not in any circumstance even at the termination of employment disclose to any personnel or persons (except to senior Employees of the Company) the company's confidential information that might have been received or obtain in relation to the affairs of the Company or its Clients.
- XI. Alteration to Terms of Employment: Any alterations in the regulatory aspect of the employment affecting staffs individually will be notified by a letter or memorandum, but any general alteration will be communicated in a circular form to be seen by all members of staff.
- XII. Benefits: Employee will be eligible for full benefits after 90 days probation.

By signing below, you are indicating your understanding that should you accept the position at **Structure Therapeutics** the employment relationship is based on the mutual consent of the employee and the company. Accordingly, either you or the company can terminate the employment relationship at will, at any time, with or without cause or advance notice.

We are enthusiastic about welcoming you to the company and confident you will make a significant contribution to our success; we look forward to working with you.

I \_\_\_\_\_ accept employment with the company on the foregoing terms.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Please sign and send a copy of this letter your hiring manager to indicate your acceptance of this offer