



BLACKHOUND

ARCHITECTURE & RENDERING

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BLACKHOUND
ARCHITECTURE & RENDERING

BLACKHOUND ENTERPRISES PTY LTD
T/A BLACKHOUND ARCHITECTURE &
RENDERING

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Unit 10 – The Network
19 Cactus Road
Fairview
Port Elizabeth (Gqeberha)
Eastern Cape
2075

EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is entered into by and between:

Employer:

Company Name: **Blackhound Architecture & Rendering (Pty) Ltd**
Company Registration No: **2020/784683/07**
Address: **Unit 10 – The Network, 19 Cactus Road, Fairview, Port Elizabeth, 6075**

(Hereinafter referred to as "the Employer")

AND

Employee:

Full Name: **Brett Kolesky** _____
ID/Passport Number: _____
Address: _____

(Hereinafter referred to as "the Employee")

1. COMMENCEMENT:

- 1.1 The Employee's employment shall commence on _____ **July 2025**.
- 1.2 This is a permanent position to be reviewed annually.
- 1.3 **A probationary period of 3 months** shall apply, during which either party may terminate this agreement with one week's written notice.

2. POSITION AND DUTIES:

- 2.1 The Employee is appointed as an Architectural Technologist until the completion of his studies in 2026. Upon graduation, and subject to the renewal of his contract, Blackhound Architecture & Rendering will cover the cost of his registration with SACAP to upgrade his status to that of a Candidate Architectural Technologist. At that time, the following terms will apply:



2.1.1 He will be responsible for completing his MTR (Monthly Training Records). According to SACAP standards.

2.1.2 He will be responsible for paying the annual SACAP fees to remain registered.

2.2 His duties shall include but are not limited to:

- Architectural design and/or 3D modelling and rendering services;
- Measuring and redrawing of As-built properties;
- Collaborative teamwork and creative development;
- Project file management and deadline compliance.
- Municipal and Technical drawings and submission.

2.3 The Employee agrees to perform all duties faithfully, to the best of their ability, and in accordance with the standards of the Employer.

2.4 The employer will only be responsible for registering the employee with SACAP as a Candidate. Once the employee has completed his MTR requirements the responsibility falls on him to register for the professional exam, the registration and the annual fees to become a SACAP Professional.

3. PLACE OF WORK:

3.1 The Employee will primarily work at **Unit 10 – The Network**, unless otherwise agreed.

3.2 Remote work arrangements may be made subject to prior approval and performance requirements.

4. WORKING HOURS:

4.1 Standard working hours are from **08:30 AM to 16:30 pm**, Monday to Friday.

4.2 Reasonable overtime may be required to meet project deadlines.

4.3 Any overtime must be authorized in advance and may be compensated as per company policy or by time off in lieu.

5. REMUNERATION:

5.1 The Employee shall receive a monthly salary of **R6 000.00**, payable on the 28th day of the month or before the last working day of each month.

5.2 All statutory deductions (e.g., PAYE, UIF) shall be made in accordance with South African law.

5.3 Annual salary reviews may be conducted based on performance and company discretion.

6. LEAVE:

6.1 The Employee is entitled to:

- Annual leave including forced shutdown: **15 working days** per year;
- Sick leave: As per Basic Conditions of Employment Act;
- Family responsibility leave and public holidays in accordance with the Basic conditions of employment act [No 75 of 1997].



- 6.2 Leave requests must be submitted in writing and approved by management in advance.

7. CONFIDENTIALITY:

- 7.1 The Employee agrees to maintain strict confidentiality regarding any company information, client data, project files, intellectual property, or trade secrets during and after the period of employment.
- 7.2 The Employee is strictly prohibited from copying any of the Employer's intellectual property for personal purposes. Any breach of this clause may result in disciplinary action, including a formal warning or immediate dismissal.

8. OWNERSHIP OF WORK:

- 8.1 All work, including designs, visuals, renders, and intellectual property created during employment, shall remain the sole property of the Employer.

9. TRAVEL:

- 9.1 The Employee may be required to travel as part of their duties, including but not limited to project sites, client meetings, municipal or council offices.
- 9.2 The Employee is expected to use their own private vehicle for such work-related travel, including daily travel to and from the Employer's office, unless otherwise arranged.
- 9.3 The Employer shall reimburse the Employee for any **project-related or client-related travel** undertaken in their personal vehicle at the **standard South African AA rate per kilometer**, as applicable at the time of travel.
- 9.4 The Employee must submit a valid travel log and any necessary supporting documentation for reimbursement to be processed with monthly payment.

10. PERFORMANCE AND CONDUCT:

- 10.1 The Employee is expected to maintain professional conduct, respect co-workers and clients, and contribute positively to the company culture.
- 10.2 Gross misconduct or breach of policy may result in disciplinary action, including dismissal all in accordance with the Basic conditions of employment act [No.75 of 1997].

11. TERMINATION:

- 11.1 After the probation period, either party may terminate this agreement by giving:
- One month's written notice or to the Employer's discretion.
- 11.2 The Employer may terminate employment summarily for just cause.

12. COMPANY POLICIES:

- 12.1 The Employee agrees to abide by all company policies, procedures, and health and safety protocols, whether oral or written. These may be updated from time to time.



13. ENTIRE AGREEMENT:

- 13.1** This Agreement constitutes the full understanding between both parties and supersedes all prior agreements, verbal or written. Any amendments must be in writing and signed by both parties.

14. GOVERNING LAW:

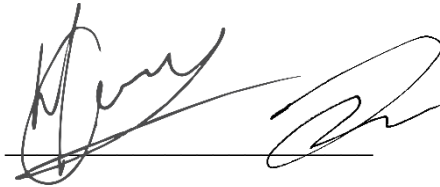
- 14.1** This Agreement shall be governed by and construed in accordance with the laws of the Republic of South Africa.

SIGNED at **UNIT 10 – THE NETWORK** on this _____ day of _____, 20____.

For the Employer:

Company: **BLACKHOUND ARCHITECTURE AND RENDERING**
Name: **Hannes Gouws & Dewald Potgieter**
Position: **DIRECTORS**

Signature: _____



For the Employee:

Name: **BRETT KOLESKY**

Signature: _____

