**Contract of Employment**

**DATE OF AGREEMENT** ………………………………………………………………….

BETWEEN:

1. [NAME OF EMPLOYER ] of [POSTAL or REG OFFICE ADDRESS] (‘we/us’); and
2. [NAME OF EMPLOYEE] of [POSTAL ADDRESS] (‘you’).

# JOB TITLE/DUTIES

## You are employed as [TITLE]. Your duties are those which normally go with this job title or such other duties as we may reasonably require of you.

## The first [NUMBER] month[s] of your employment shall be a probationary period and your employment may be terminated during this period at any time on [one week's] notice by either party. We may, at our discretion, extend this period for up to a further [NUMBER] months. During this probationary period your performance and suitability for continued employment will be monitored.

## You warrant that you are entitled to work in the UK without any additional approvals and will notify us immediately if you cease to be so entitled at any time during your employment with us.

# COMMENCEMENT & HOURS OF WORK

## Your start date is [DATE]. The beginning of your continuous employment is [DATE].]

## Your employment is subject to your ongoing entitlement to work in the UK.

## Your usual hours of work will be […..] hours per week from [ ] to [ ].

# PLACE OF WORK

## Your usual place of work will be […..]. You may be required to travel in the course of your duties in the UK and abroad.

# PAY

## You will be paid at the rate of £[…..] per week/hour/month (less tax and NI) payable monthly/weekly]in arrears. Overtime will/will not be paid.

# HOLIDAYS

## You will be entitled to 5.6 weeks' paid annual holiday in each holiday year.

## The holiday year is the calendar year. Holidays are to be taken at times to be agreed or as directed by us.

## The 5.6 weeks' paid annual holiday includes entitlement to bank holiday. You have no express right to take the time off on any particular bank holiday.

## On termination of your employment, you will be paid for any untaken accrued but untaken bank holidays and holiday.

## **Other paid leave**

## You may be eligible to take the following types of paid leave, subject to any statutory eligibility requirements or conditions and the Company's rules applicable to each type of leave in force from time to time: statutory maternity leave or statutory paternity leave; statutory adoption leave; shared parental leave and parental bereavement leave.

## Further details of such leave and your pay during such leave are available from [POSITION].

# SICKNESS

## If you are absent from work because of sickness or injury, you should inform us as soon as possible on the first day of absence.

## Payment for absence due to sickness or injury is at normal SSP rate. Any payments beyond this are at our absolute discretion.

## You agree to consent to a medical examination (at the Company's expense) by a doctor nominated by the Company should the Company so require.

# Confidential information

## You shall not use or disclose to any person either during or at any time after your employment with us any confidential information. For the purposes of this clause 7, confidential information means any information or matter about our business or affairs or about any other matters which may come to your knowledge in the course of your employment, and which is not in the public domain or which is in the public domain as a result of your breach of this agreement.

## The restriction in clause 7.1 does not apply to:

## prevent you from making a protected disclosure within the meaning of section 43A of the Employment Rights Act 1996; or

## use or disclosure that has been authorised by the Company, is required by law or by your employment.

# TERMINATION

## You can terminate your employment by giving us […..] weeks’ notice in writing. We can terminate your employment in the first year upon one week’s notice and thereafter one week’s notice for each completed year of continuous service up to a maximum of 12 weeks.

# TRAINING

## During your employment:

## you must complete [SPECIFY TRAINING] which will be paid for by us.

## you must complete [SPECIFY TRAINING] at your own expense [and outside your working hours.]

## you are entitled to take part in various training courses which we may provide from time to time in-house. You should speak to your manager in the first instance if you would like to take a course.

## OR

## No training will be provided to you during your employment.

# Benefits

## After successful completion of your probationary period, you may be provided with the following benefits during your employment, subject to any rules applicable to the relevant benefit:

## [BENEFIT];

## [BENEFIT];

## OR

## You are not entitled to any benefits during your employment.

## Further details of these benefits are available from [POSITION]. We may replace or withdraw such benefits, or amend the terms of such benefits, at any time on reasonable notice to you.

# PERSONAL INFORMATION – DATA PROTECTION

## We need to process your personal data and, in doing so, we are required to comply with the General Data Protection Regulations. We are not seeking your consent and refer you to the Employee Privacy Notice issued to you.

# PENSION

### You are eligible to be enrolled into the [NAME] pension scheme. Further details of the pension scheme are available from [POSITION].

# COLLECTIVE AGREEMENTS

## Your employment is not subject to any collective agreements.

# DISCIPLINE AND GRIEVANCE

## Our procedures for discipline and grievance are available from [the office]. If you have a grievance about your employment you should raise it in writing with [ ]. If you are dissatisfied with any disciplinary decision which affects you, you should apply in the first instance by writing to [ ]. Subsequent steps in our disciplinary and grievance procedures are set out in our Policy, which is available from the office. These procedures are not contractual.

## Any failure to obey health and safety rules will amount to a serious disciplinary offence.

# DEDUCTIONS

## We may deduct from your pay any money, which you owe to us, including any overpayment made to you.

# OUR PROPERTY

## When we ask you to do so and in any event when your employment ends, you must return to us immediately all property belonging to us or in our care including (without limitation) all keys, security tags & documents.

# OTHER WORK

## You must not work directly or indirectly for anyone else or for yourself during your employment unless you have our written agreement to do so.

###### I confirm that I have read and agreed the above terms and conditions.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Dated: |  |

On behalf of THE EMPLOYER

I agree to the above terms and conditions.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Dated: |  |

EMPLOYEE