

TERMS AN

BETWEEN

- (1) <<Name of Company>> a registration number << > referred to as "we", "us" or
- (2) <<Name of Employee>> of

IT IS AGREED as follows:

1. General

These Terms and Conditio provide its employees with their employment as requi compliant with the Emp Regulations 2007 as amen

2. Duties and Job Title

- 2.1 You are employed l brief summary of du
- 2.2 The Company rese time and from time

3. Date of Commencement

3.1 Your employment v continuous employr

> [began on that date period]

OR

[began on <<releva

3.2 EITHER - If the em

[Your employment i continue only until termination by eithe notice in writing of t may be summarily t misconduct.]

OR - If the employ

[Your employment i be terminated at an



<<England and Wales>> under ce is at <<Address>> (hereinafter

er referred to as "you")

npany pursuant to its obligation to the main terms and conditions of Employment Rights Act 1996 and d Working Time (Amendment) relevant time.

apacity of <<job description and/or

r duties and responsibilities at any needs of the Company's business.

nployment

on <<date>> and your period of

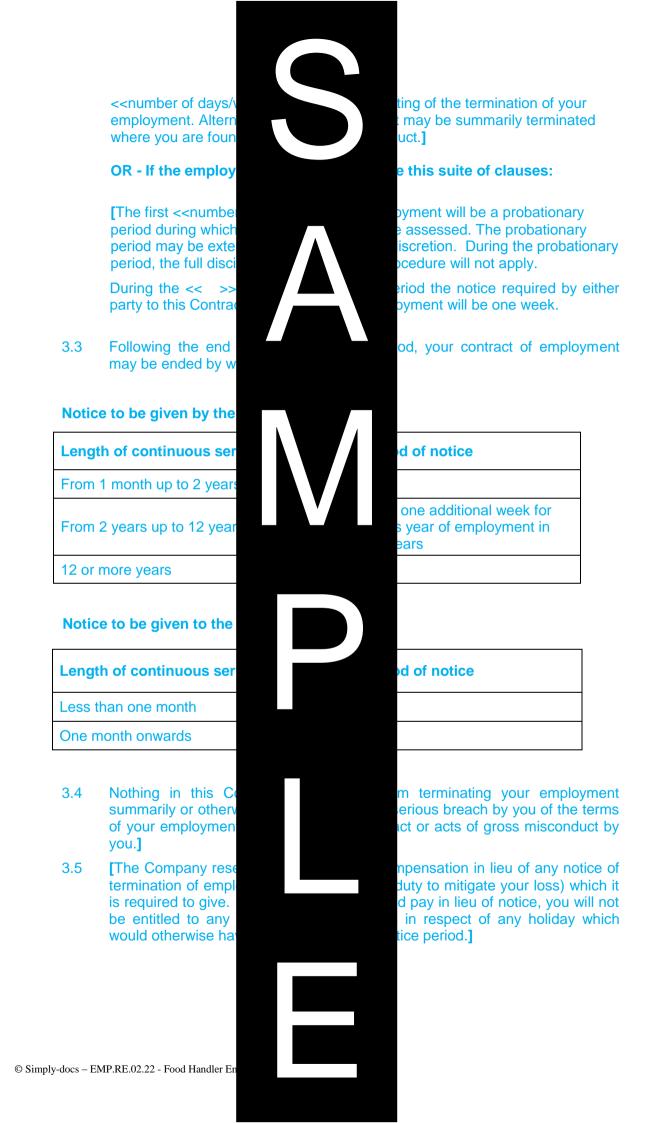
employment counts towards that

use this clause:-

nd is currently expected to y employment is subject to r <<number of days/weeks etc>> nt. Alternatively, your employment found guilty of gross

, use this clause:-

I terminate on <<date>>. It may y either party giving to the other



4. Place of Work

Your normal place of work is time to time be required to tra United Kingdom or to perforr United Kingdom as the Comp

5. [Work outside the UK

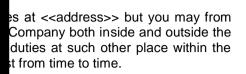
- 5.1 You are required to
- 5.2 You will be paid <<g
- 5.3 You will also receive benefits>>.]

6. Hours of Work

- 6.1 You will normally v working hours and will be supplied employment.
- 6.2 Your normal daily hours per day (ave in accordance with
- 6.3 In certain circumsta in order to ensuremployment are pro

7. Remuneration and Benef

- 7.1 You will be paid << Friday of each mor Payment will be m society account nor
- 7.2 [You will not be enti normal weekly hou overtime worked ir following basis: <<s
- 7.3 [At the Company's <<month>>. You s result in a salary in has been given by e
- 7.4 The Company is au
- 7.5 [You will be entitled insurance/details of
- 7.6 Your entitlement to **OR** after the satisfa
- 7.7 The organisation re these benefits at ar



g. state country and duration>>.

dditional payments and

hours each week. Your normal by <<e.g. the staff rota>> which encement of, and during, your

I not exceed an average of eight th one or two thirty minute breaks ve.

ry to adjust or exceed these hours accordance with these terms of

rrears normally on <<e.g. the last f £<< >> gross per month/week. dit transfer to a bank or building

nt for hours worked outside your .] **OR** [You will be paid for any equirements of Clause 5 on the

y will be reviewed annually in salary review will not necessarily review of your salary after notice our employment.]

ims due to it from your salary.

surance/ permanent health

ence <<state e.g. on your first day probationary period>>.

your entitlement to

>.

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8. Holidays

- 8.1 You are entitled to entitlement of 20 da added. This does no employer's discretion bank and public hol
- 8.2 The holiday year co
- 8.3 If your employment your holiday entitler
- 8.4 If, on termination of
 - 8.4.1 you have ex will deduct a prorated h calculation>: from the pay
 - 8.4.2 you have h discretion, re make a payr
- 8.5 Holidays must be ta approval of propose will not be allowed Company's discreti approval has been f
- 8.6 All holiday must be circumstances you entitlement to the holiday may not be
- 8.7 If you are sick or transfer to sick lea strictly subject to the
 - 8.7.1 You must co possible) as sickness or i
 - 8.7.2 The full per certificated t days;] and
 - 8.7.3 Within <<e. writing how and the amo notification n

9. Other paid leave

- 9.1 Any maternity, pate bereavement leave rate of pay>>.
- 9.2 [The Company also









es the statutory minimum holiday olic and bank holidays have been olidays, which may be given at the omplete calendar year, including

finishes on << >> each year.

part way through the holiday year, prdingly.

holiday entitlement, the Company s holiday taken in excess of your on the basis of <<specify Company to make a deduction

wing, the Company may, at its oliday during your notice period or bliday entitlement

to the Company. You must obtain ce from <<specify job title>>. You eeks at any one time, save at the c holidays until your request for

hich it is accrued. In exceptional o << 5 >> days untaken holiday applies for one year only, and equent holiday year.

, the Company will allow you to the holiday at a later date. This is

>> in person and by telephone (if tyour holiday will be affected by

ue to sickness or injury must be ctitioner, [where it exceeds seven

urn to work, you must confirm in ras affected by sickness or injury take at another time. This written job title>>.

arental or parental e.g. the statutory rate/ your normal

Is of other paid non-statutory

leave>>.]

9.3 Please see the Con

10. Training

- 10.1 You will be require e.g. health and safe
- 10.2 You may be require discretion and will b training.
- 10.3 You will not be paid

11. Sickness Absence

- 11.1 In the event of you should contact <<si of the absence to ir the Company as so return to work.
- 11.2 A self-certification days. The form will
- 11.3 For periods of sic weekends, you will Note') / Medical Ce Note / Medical Ce Company.
- 11.4 EITHER When th only receive SSP u

[If you are absent f you are entitled to requirements above days' are <<state d to payment in respe such payments are

OR – When the co clause:-

[If you are absent the requirements a maximum of << >> normal basic sala accordance with the

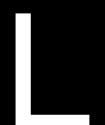
- 11.5 Before commencing suffering from any c
 - 11.5.1 Enteric fever
 - 11.5.2 Infections ca VTEC E.coli
 - 11.5.3 Hepatitis and













or further information.

ng training in respect of: << state

training at the Company's e of pay for any compulsory

wing training: <<give details>>.

n you or someone on your behalf arliest opportunity on the first day on for absence. You must inform ange in the date of your expected

ed for absences of up to seven

ven consecutive days, including Statement of Fitness for Work ('Fit o <<specify job title>>. A new Fit periodically as required by the

right to sick pay; employee will

reason of sickness or incapacity,), provided that you have met the the SSP scheme the 'qualifying ty>>. There is no contractual right due to sickness or incapacity. Any ompany.]

pany sick pay scheme, use this

acity, and you have complied with company sick pay, for up to a ear. Company sick pay is equal to receive Statutory Sick Pay in

r line manager if you are currently

d)

salmonella, shigella (dysentery),

- 11.5.4 Diarrhoea ar
- 11.5.5 Stomach an
- 11.5.6 Skin conditio
- 11.5.7 Bronchitis, p
- 11.5.8 Disease and
- 11.6 Before commencing from any of the abo e.g. on holiday, day
- 11.7 Before commencing your household is u and/or vomiting.
- 11.8 Failure to comply v action (including dis
- 11.9 The Company has a for absences. Such
- 11.10 The Company ma medical practitioner you agree to autho detailing the results the Company. The Such an examinati reasonable to do so

12. Smoking

The company has a strict n in designated areas only].

13. Right of Search

The Company may searc reasonable grounds to b permission or has reasona signing this contract, you a

14. Drug and Alcohol Policy

- 14.1 It is the responsit practical, the health are under the influe affect their own safe
- 14.2 If the Company ha alcohol and\or drug out a random breat with management a consent to this. [A from <<specify job</p>









vils, eczema, dermatitis) pr flu

nose, eyes, mouth and gums.

line manager if you have suffered ay from work for whatever reason

ur line manager if any member of more than one bout) of diarrhoea

irements may lead to disciplinary

ecord absence levels and reasons onfidential.

go a medical examination by a y stage of your employment, and ioner to prepare a medical report ch you agree may be disclosed to cost of such medical examination. red by the Company where it is

out the building. [You may smoke

bags [lockers] and cars if it has poods have been taken without lcohol are in your possession. By this.

o ensure, as far as reasonably f all employees. Employees who phol whilst at work may adversely agues.

t you are under the influence of e Company has the right to carry ou. Tests will only be undertaken this contract, you are giving your nd Alcohol Policy can be obtained 15. Personal Hygiene Policy

You must comply with the Hygiene Policy can be obta

16. Food Handling and Safe

You must comply with th Procedures. [The Food Ha from <<specify job title>>.]

17. Maternity and Paternity R

The Company will comply paternity rights and rights policies in this regard are a

18. Pension

[The designated pension where e.g. Staff handbook will make a contribution to <<state %>> of your sala

OR

[If you are eligible, the 0 accordance with the Comp

Full details of the scheme minimum contribution level if you do not want to join the worker pension contribution

The scheme is subject to Company may replace the

19. Restrictions and Confide

- 19.1 You may not, with time to any busines or charitable duty or
- 19.2 You will not at any divulge to any pers duties during your identifying or relatir domain.

20. Collective Agreements

[There are no collect

OR



lygiene Policy. [The full Personal itle>>].

es

ndling and Safe Use of Knives nives Procedures can be obtained

ons with respect to maternity and for dependants. The Company's <<specify job title>>.

Details can be found in <<State specify job title>>.][The Company salary. You may contribute up

you into a pension scheme, in ment obligations.

n you are enrolled, including the to make and your right to opt out pating in the scheme, you agree to our salary.

ended from time to time, and the nsion scheme at any time.]

sent of the Company, devote any s of the Company or to any public normal hours of work.

employment or afterwards use or cept in the proper course of your pany, any confidential information alls of which are not in the public

evant to your employment.]

[Your employment is subje agreement>>.]

21. Grievance Procedure

The formal grievance protitile>>.

22. Disciplinary Procedure

The disciplinary rules app Disciplinary Rules and Pro conditions of employment.

23. Data Protection

The Company is required t and what we do with tha secure your personal data relevant data protection le [Company's data protectior

24. Changes to Terms and C

The Company may amer document [and in the Em] be notified to you personal

25. Severability

The various provisions of identifiable part thereof is competent jurisdiction the validity or enforceability of

26. Governing Law and Juris

This Statement shall be laws of England and Wales

Issued for and on behalf of <<Con

Signed:

I acknowledge receipt and confi constitute my contract of employm

Signed:

e on req







tive agreement <<specify relevant

e on request from <<specify job

nent are set out in the attached s not form part of your terms and

hal data that we collect about you how we use, store, transfer and shall at all times comply with all tions imposed on you under the ce from time to time in force.

nt

he terms and conditions in this lanual] and any such change will erally applied, by notice.

verable, and if any provision or unenforceable by any court of enforceability shall not affect the or identifiable parts.

nstrued in accordance with the

the above terms and conditions

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<<Name of Employee>>



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