

<<Company Name>>

Terms and Conditions of Employment

<<Employee Name>>

<<Date>>

This document contains the main terms of service with the Company. Your employment is also subject to the terms contained in the letter offering you the position (the "Offer Letter"). If there should be any ambiguity or discrepancy between this document, the terms in the letter will prevail.

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TERMS AND CONDITIONS

BETWEEN

- (1) <<Name of Company>> a company registered in <<England and Wales>> under registration number << >> whose registered office is at <<Address>> (hereinafter referred to as “we”, “us” or “our”)
- (2) <<Name of Employee>> of << >> (hereinafter referred to as “you”)

IT IS AGREED as follows:

1. General

The following terms and conditions apply to you in accordance with the terms of the Employment Rights Act 1996, the Employment Act 2002 and Working Time Regulations 1998.

2. Duties and Job Title

You are employed as an Intern in the <<department>> [OR] [team]. You will be responsible to <<specify immediate superior>>.

3. Fixed Term

- 3.1 [This internship is for a period of << >> weeks/months from the commencement date of << >>] OR
[This internship is for the duration of <<specify project >> is completed.]
- 3.2 During the fixed term you may terminate the contract on giving not less than << >> months notice.
- 3.3 [Unless renewed by the Company, this contract and your employment with the Company will terminate on the end date of the fixed term internship.]

4. Date of Commencement/Period of Employment

- 4.1 Your period of continuous employment begins on <<Full Date>>.
- 4.2 No employment with any other employer counts as part of your period of continuous employment.
- 4.3 In accepting your appointment, you are deemed that you have accepted all the terms and conditions of this contract.
- 4.4 This Contract of Employment is a confirmation of any previous agreement whether verbal or written given to you.

5. Hours of work

- 5.1 Your normal working hours are << >> am and << >> pm Mondays to Fridays inclusive with << >> days leave which must be taken between << >> am and << >> pm.

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5.2 In certain circumstances you may be required to adjust or exceed the hours in order to ensure that you are in accordance with the terms of the Employment are provided in accordance with the requirements of the relevant law.

5.3 [You will be paid for any hours worked in accordance with the requirements of sub-clause 5.2 or any other relevant law (specify terms>>.)]

6. **Place of work**

Your normal place of work is:

7. **Remuneration**

7.1 You will be paid << \$ >> per week OR month by credit transfer to your bank account in arrears at the rate of << >> per week OR month.

8. **Collective agreements**

There are no collective agreements in force at the time of your employment.

9. **Holidays**

9.1 You are entitled to << >> working days holiday in each complete calendar year, including public holidays. This will be pro-rated in accordance with the number of complete months worked.

9.2 This entitlement is subject to the sub-clauses of this Clause and shall be taken at times to be specified by your immediate superior>>. Such arrangements shall be confirmed in writing before you have committed yourself to bookings and you shall make all necessary positive arrangements.

9.3 The holiday year is << >> to << >> and you should take your holidays within this period. You will not be permitted to carry over unused holiday entitlement into the following holiday year except with the express written consent of the Company. You will not be entitled to payment for any unused holiday entitlement.

9.4 You may not take << >> working days consecutively out of your entitlement without the written consent of the Company.

9.5 If you leave our employment during the holiday entitlement, you will, in addition to any other entitlement you may be entitled, be paid a sum representing salary for the outstanding holiday entitlement outstanding. If you leave our employment with more than the accumulated holiday entitlement, you will be paid a sum equivalent to wages for the additional holiday to which you are entitled. The balance will be paid from any final payment to you and the day pay for these purposes will be << >> of your annual salary.

10. **Sickness Absence**

10.1 In the event of your absence for any reason you or someone on your behalf should contact your immediate superior>> on the first day of the absence to advise the reason for your absence.

10.2 If the absence is due to illness, a medical certificate form should be completed within 7 days from the start of the period of absence. The form will be supplied to you.

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10.3 A medical certificate must be handed on the first day of absence for any period of more than 7 days.

as to the reason for the absence of the employee. <<relevant name and title>> if you are absent for more than 7 days.

10.4 For the purposes of the sick pay scheme the agreed 'qualifying days' are Monday to Friday.

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10.5 [There is no contractual obligation on the part of the Company to pay sick pay in respect of periods of absence due to sickness or incapacity.]

There is no contractual obligation on the part of the Company in respect of periods of absence due to sickness or incapacity. Decisions are at the discretion of the Company.

OR

[Provided you comply with the sick pay requirements you will be paid your normal basic salary <<state %>> of days for which sick pay will be paid.]

Provided you comply with the sick pay requirements you will be paid your normal basic salary <<state %>> of days for which sick pay will be paid.]

10.6 The Company has the right to record absence levels and reasons for absences, such as sickness, for confidential purposes.

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11. Pension

[The designated pension scheme details can be found in <<State where e.g. Staff handbook>> specify job title>>]. [The Company will make a contribution of <<state %>> of your salary.]

The designated pension scheme details can be found in <<State where e.g. Staff handbook>> specify job title>>]. [The Company will make a contribution of <<state %>> of your salary.]

OR

[If you are eligible, the Company will contribute into a pension scheme, in accordance with the Company's obligations.]

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Full details of the scheme will be provided to you, including the minimum contribution level. If you do not want to join the scheme, you agree to contribute your own worker pension contribution.

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The scheme is subject to change and the Company may replace the scheme at any time.

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12. Grievance Procedure

The formal Grievance Procedure is set out in the attached Grievance Procedure document. This procedure applies to all employees of the Company.

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13. Disciplinary Procedure

The disciplinary rules apply to all employees of the Company. The Disciplinary Rules and Procedure document do not form part of your contract of employment.

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14. Staff Handbook and Employment Policies

All Staff have a duty to adhere to the Company's policies, including but not limited to the Health and Safety, Fire Safety, and Sick Leave and Absence policies.

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15. Confidential Information

15.1 The Employee shall not disclose or use for their own or the proper performance of their duties or the termination thereof

15.1.1 use for their own or the proper performance of their duties or the termination thereof

15.1.2 disclose to a third party, in any form whatsoever,

any trade secrets or confidential information of the Company or its subsidiaries, including but not limited to any such information relating to customer lists or requirements, price lists of pricing structures, financial information, business plans or contracts, employee lists, employee details, employee dealings, employee contracts, employee formulae, specific information marked "Confidential", information which is confidential or which is marked as confidential, or any other information which is or may be any associated confidential information of any other persons.

15.2 The Employee shall not make any notes or records of any matter within the scope of the Company's business, or any other matter which is or may be confidential to the Company or any associated persons.

15.3 The obligations contained in this clause shall cease to apply to any information or knowledge which has already come into the public domain after the termination of this Agreement, other than by way of unauthorised disclosure.

16. Data Protection

The Company is required to protect your personal data and what we do with that data. We will secure your personal data and will comply with all relevant data protection legislation. [Company's data protection policy]

17. Governing Law

These Particulars of Employment shall be governed by and construed in accordance with the laws of England and Wales.

Issued for and on behalf of <<Company Name>>

Signed:

Employee

of this Agreement (except in the event of a breach or at any time (without limit) after the termination of this Agreement)

of any other persona, company, organisation or whatsoever;

business entity or other organisation

information relating or belonging to the Company, including but not limited to any such information relating to customer lists or requirements, price lists of pricing structures, financial information, business plans or contracts, employee lists, employee details, employee dealings, employee formulae, specific information marked "Confidential", information which is confidential or which is marked as confidential, or any other information which is or may be any associated confidential information of any other persons, which they have been told is confidential or which they expect the Company would regard as confidential, or any other information which has been given to the Company or its subsidiaries, suppliers and other persons.

but the Duration of this Agreement shall be for the period of any matter within the scope of the Company's business, or any other matter which is or may be confidential to the Company or any associated persons, otherwise than for the benefit of the Company or any associated persons.

above shall cease to apply to any information or knowledge which has already come into the public domain after the termination of this Agreement, other than by way of unauthorised disclosure.

personal data that we collect about you and what we do with that data. We will secure your personal data and will comply with all relevant data protection legislation. [Company's data protection policy]

by and construed in accordance with the laws of England and Wales.

Date:

I hereby warrant and confirm that I have not been employed by the Company or its affiliates in the past 12 months, and I have not performed any of the duties of the position above. I accept the terms of this Agreement.

previous employment terms and conditions, or in any other way performing any of the duties of the position above. I accept the terms of this Agreement.

Signed:
<<Name of Employee>>

Date:

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