

# **TERMS AND CONDITIONS**

## **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

The following terms and countries the Employment Rights Regulations 1998.

## 2. Duties and Job Title

You are employed as an Ir be responsible to <<specify

#### 3. Fixed Term

- 3.1 [This internship is commencement dat OR
  - [This internship is for
- 3.2 During the fixed term than << >> months
- 3.3 [Unless renewed by Company will termine

# 4. Date of Commencement/

- 4.1 Your period of conti
- 4.2 No employment wit continuous employr
- 4.3 In accepting your a the terms and cond
- 4.4 This Contract of En or written given to y

## 5. Hours of work

5.1 Your normal workin Fridays inclusive wi and << >> pm].

I <<England and Wales>> under be is at <<Address>> (hereinafter

er referred to as "you")

u in accordance with the terms of the Act 2002 and Working Time

department] [OR] [team]. You will liate superior>>.

< >> weeks/months from the

ecify project >> is completed.]
hate the contract on giving not less

ract and your employment with the ked term internship.]

## ployment

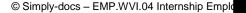
us begins on <<Full Date>>.

r counts as part of your period of

eemed that you have accepted all ract.

evious agreement whether verbal

>> am and << >> pm Mondays to ich must be taken between << >>



5.2 In certain circumsta order to ensure t Employment are pro

5.3 [You will be paid for of sub-clause 5.2 or

## 6. Place of work

Your normal place of work

## 7. Remuneration

7.1 You will be paid <<:

# 8. Collective agreements

There are no collective agr

## 9. Holidays

- 9.1 You are entitled to complete calendar pro-rated in accordance.
- 9.2 This entitlement is s be taken at times t superior>>. Such a yourself to bookings
- 9.3 The holiday year is take your holidays unused holiday en express written confor any unused holid
- 9.4 You may not take a out of your entitlement
- 9.5 If you leave our emin addition to any or representing salary you leave our empentitlement for the additional holiday to the balance will be 1/365 of your annual

## 10. Sickness Absence

- 10.1 In the event of you behalf should conta first day of the abse
- 10.2 If the absence is d within 7 days from t be supplied to you.

y to adjust or exceed the hours in ordance with the terms of the

accordance with the requirements pecify terms>>.]

redit transfer to your bank account eek OR month.

employment.

working days holiday in each
 and public holidays. This will be
 complete months worked.

ib-clauses of this Clause and shall ecify name and title of immediate ined before you have committed positive arrangements.

>> to << >> and you should will not be permitted to carry over not not be permitted to carry over out with the out will not be entitled to payment

>> working days consecutively on consent of the Company.

nding holiday entitlement, you will, i may be entitled, be paid a sum holiday entitlement outstanding. If ore than the accumulated holiday a sum equivalent to wages for the om any final payment to you and day pay for these purposes will be

reason you or someone on your tle of immediate superior>> on the the reason for your absence.

tificate form should be completed e period of absence. The form will



10.3 A medical certificat must be handed o absent for any perio

10.4 For the purposes of days' are Monday to

10.5 [There is no contract to sickness or incate Company.]

OR

[Provided you com paid your normal ba paid>> in total in an

10.6 The Company has to for absences, such

as to the reason for the absence vant name and title>> if you are or more.

y scheme the agreed 'qualifying

respect of periods of absence due ents are at the discretion of the

sick pay requirements you will be of days for which sick pay will be

ecord absence levels and reasons nfidential.

# 11. Pension

[The designated pension s where e.g. Staff handbooks will make a contribution of <<state %>> of your salary

OR

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

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

The scheme is subject to it Company may replace the

#### 12. Grievance Procedure

The formal Grievance Prod department>>. This proced

# 13. **Disciplinary Procedure**

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

# 14. Staff Handbook and Emp

All Staff have a duty to ad force, including but not ex Sickness and Absence and



etails can be found in <<State ecify job title>>.][The Company ry. You may contribute up to

into a pension scheme, in liment obligations.

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

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

uest from <<relevant name and/or your contract of employment.

nent are set out in the attached I procedure do not for part of your



other policies from time to time in s Health and Safety, Fire Safety, icies.

#### 15. Confidential Information

- 15.1 The Employee shall not the proper performance the termination thereof
  - 15.1.1 use for their business en
  - 15.1.2 disclose to a whatsoever,

any trade secrets of the Company or its such information relists of pricing struct dealings, employed formulae, specific marked "Confident confidential or which as confidential, or any associated corpersons.

- 15.2 The Employee shall n make any notes or m Company's business, Company or any associations.
- 15.3 The obligations contain information or knowled after the termination disclosure.

#### 16. Data Protection

The Company is required to and what we do with that secure your personal data relevant data protection le [Company's data protection]

## 17. Governing Law

These Particulars of Employers with the laws of England ar

Issued for and on behalf of <<Com

Signed: .....

## **Employee**

ation of this Agreement (except in or at any time (without limit) after

of any other persona, company, whatsoever;

siness entity or other organisation

iformation relating or belonging to including but not limited to any tomer lists or requirements, price les information, business plans or information and plans, designs, esearch activities, any document which they have been told is expect the Company would regard as been given to the Company or customers, suppliers and other

ut the Duration of this Agreement ny matter within the scope of the rwise than for the benefit of the

above shall cease to apply to any ently come into the public domain er than by way of unauthorised

nal 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 be from time to time in force.

d by and construed in accordance

Date:

I hereby warrant and confirm tha conditions, or in any other way performing any of the duties of e Agreement.

Signed: .....

<<Name of Employee>>

S

previous employment terms and ployment with the Company or bove. I accept the terms of this

Date: