

TERMS AND

BETWEEN

- <<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 requir compliant with the Emp Regulations 2007 as amen

2. Duties and Job Title

2.1 You are employed be required to unde

> [such duties and re time to time] **OR** [t and/or Brief Summa

2.2 The Company rese time and from time

3. Date of Commencement/

 Your employment v continuous employr period of employment Date>>].

3.2 EITHER - If the em

[Your employment continue only unti termination by eith etc.>> notice in w employment may be misconduct.]

OR - If the employ

[Your employment be terminated at ar <<Number of Days employment. Alterr where you are foun



A









MPLOYMENT

<<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 Title>>. You will

determined by the Company from responsibilities: <<Job Description sibilities>>].

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

ployment [and Notice Period]

on <<Date>> and your period of [began on that date and no other period] **OR** [began on <Relevant

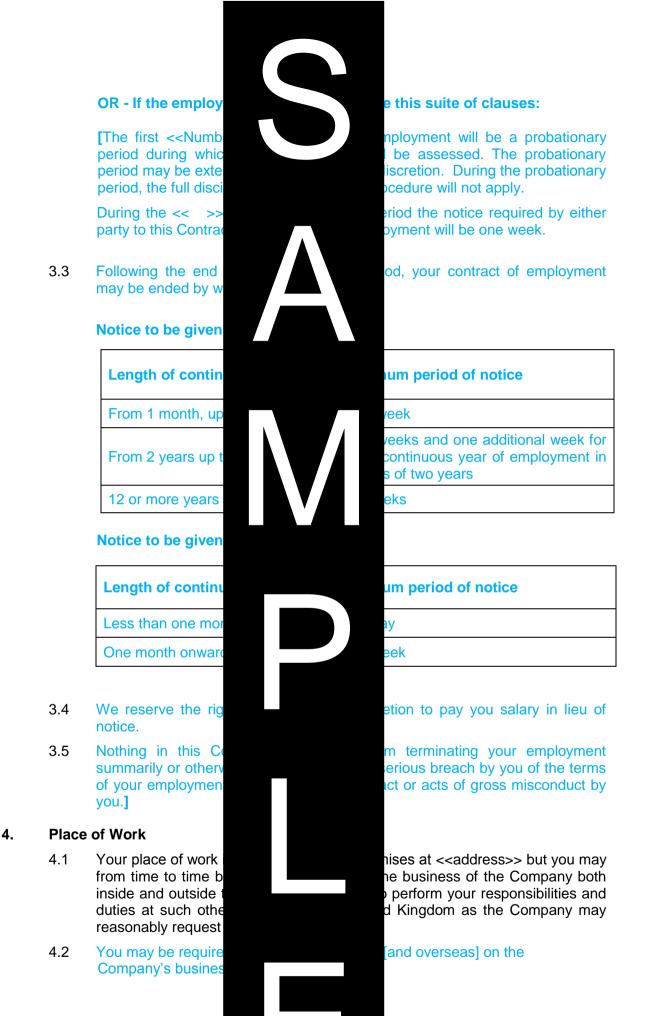
use this clause:-

sis and is currently expected to orary employment is subject to other <<Number of Days/Weeks employment. Alternatively, your where you are found guilty of gross

, use this clause:-

ill terminate on <<Date>>. It may by either party giving to the other writing of the termination of your nt may be summarily terminated uct.]

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5. Work outside the UK

- 5.1 You are required to
- 5.2 You will be paid <<g
- 5.3 You will also rec benefits>>.1

6. Hours of Work

You will normally work << hours will be <<am>> to lunch each day to be taker reserves the right to alter w

7. Remuneration and Benef

- 7.1 Your salary is £
 Monthly>> normally
 be made by <<e.g</p>
 Account Nominated
 for hours worked or
 State Overtime Terr
- 7.2 [At the Company's <<Month>>. You s result in a salary in has been given by e
- 7.3 The Company is au
- 7.4 [You will be entitl insurance/details of
- 7.5 Your entitlement to OR after the satisfa
- 7.6 The organisation re these benefits at an

8. Standby Allowance

- 8.1 You will be entitled call out (covering a normal office hou current standby allo
- 8.2 If you are on 'part <<State Number>> allowances are as f
- 8.3 Any occasional arra and covering fewe separately. Individu

9. Holidays

9.1 You are entitled to entitlement of 20 d added. This does n

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S A









g. state country and duration>>.

state additional payments and

each week. Your normal working ay each week, with one hour for < >> and << >>. The Company ry.

e paid <<Insert Frequency e.g. ay of each Month>>. Payment will r to a Bank or Building Society] be entitled to overtime payment ly hours (as specified above). [<<

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.

Ith insurance/ permanent health

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

your entitlement to

wance when you are on 'full time' hber>> hours per week outside the weekly standby rota. The <State>>.

between <<State Number>> and normal office hours), the standby

on call outside of working hours rs per week will be dealt with on their merits.

es the statutory minimum holiday blic and bank holidays have been blidays, which may be given at the employer's discretion bank and public hol

- 9.2 The holiday year co
- 9.3 If your employment your holiday entitler
- 9.4 If, on termination of
 - 9.4.1 you have ex will deduct a prorated hol and you auth of any final s
 - 9.4.2 you have h discretion, re make a payr
- 9.5 Holidays must be ta approval of propos You will not be allow the Company's disc approval has been f
- 9.6 All holiday must be circumstances, you entitlement to the holiday may not be
- 9.7 If you are sick or transfer to sick lea strictly subject to the
 - 9.7.1 You must co possible) as sickness or i
 - 9.7.2 The full per certificated k days;] and
 - 9.7.3 Within <<e. writing how and the amo notification n

10. Other paid leave

- Any maternity, pate bereavement leave rate of pay>>.
- 10.2 The Company also leave>>.]
- 10.3 Please see the Con

11. Training

11.1 You will be require e.g. health and safe

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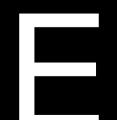












omplete calendar year, including

finishes on << >> each year.

part way through the holiday year, prdingly.

holiday entitlement, the Company s holiday taken in excess of your basis of <<Specify Calculation>>, ake a deduction from the payment

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

to the Company. You must obtain ance from <<Specify Job Title>>. vo weeks at any one time, save at ok holidays until your request for

hich it is accrued. In exceptional to <<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

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

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

urn to work, you must confirm in as affected by sickness or injury take at another time. This written Job Title>>.

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

etails of other paid non-statutory

r further information.

ng training in respect of: << state



- 11.2 You may be require discretion and will b training.
- 11.3 You will not be paid

12. Sickness Absence

- 12.1 In the event of you should contact <<S of the absence to in the Company as so return to work.
- 12.2 A self-certification days. The form will
- 12.3 For periods of sic weekends, you will Note') / Medical Ce Note / Medical Ce Company.
- 12.4 EITHER When the only receive SSP u

[You are absent for are entitled to Sta 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

- 12.5 The Company has t for absences. Such
- 12.6 The Company ma medical practitioner you agree to autho detailing the results the Company. The Such an examinati reasonable to do so

13. Pension

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

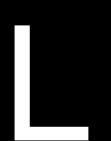
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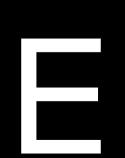
S











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

ving training: <<give details>>.

n you or someone on your behalf earliest opportunity on the first day son 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 <<Specify Job Title>>. A new Fit periodically as required by the

ight to sick pay; employee will

ison of sickness or incapacity, you provided that you have met the the SSP scheme the 'qualifying ay>>. 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

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

Details can be found in <<State becify Job Title>>.] [The Company salary. You may contribute up

OR

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

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

The scheme is subject to Company may replace the

14. Non–Compulsory Retiren

The Company does not o compulsorily retired on re retire voluntarily at any tim notice of termination of you

15. Restrictions and Confide

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



you into a pension scheme, in ment obligations.

h 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.]

hent age and so you will not be e. However, you can choose to e Company the required period of

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

16. Collective Agreements

[There are no collective ag

OR

[Your employment is subje Agreement>>.]

17. Grievance Procedure

The formal grievance proc Title>>. This policy does no

18. Disciplinary Procedure

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

19. 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

20. Changes to Terms and C

The Company may amer document and any such cl generally applied, by notice

21. Severability

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

22. Governing Law and Juris

These Terms and Conditio the laws of England and W

Issued for and on behalf of

Signed:

I confirm my agreement that employment.

Signed:

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r employment.]

ve agreement <<Specify Relevant

e on request from <<Specify Job and conditions of employment.

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

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 ce from time to time in force.

nt

he terms and conditions in this you personally in writing or, when

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

and construed in accordance with

Date:

onditions constitute my contract of

<<Name of Employee>>



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