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<<Company Name>>

# Terms and Conditions of Employment

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<<Employee Name>>

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<<Date>>

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

of employment which govern your relationship with the Company. [You are also subject to the terms contained in the letter offering you employment (the "Offer Letter"). If there should be any ambiguity or discrepancy between this document, the terms in the Offer Letter shall prevail.]

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<<number of days/>  
employment. Altern  
where you are found

ting of the termination of your  
t may be summarily terminated  
uct.]

**OR - If the employ**

**of this suite of clauses:**

[The first <<number  
period during which  
period may be exte  
period, the full disci

oyment will be a probationary  
e assessed. The probationary  
discretion. During the probationary  
cedure will not apply.

During the << >>  
party to this Contrac

period the notice required by either  
oyment will be one week.

3.3 Following the end  
may be ended by w

od, your contract of employment

**Notice to be given by the**

| Length of continuous ser    |
|-----------------------------|
| From 1 month up to 2 years  |
| From 2 years up to 12 years |
| 12 or more years            |

| nd of notice   |
|--|
|  |
| one additional week for<br>s year of employment in<br>ears |
|  |

**Notice to be given to the**

| Length of continuous ser |
|--------------------------|
| Less than one month      |
| One month onwards        |

| nd of notice |
|--------------|
|              |
|              |

3.4 We reserve the rig  
notice.

tion to pay you salary in lieu of

3.5 Nothing in this Co  
summarily or otherw  
of your employmen  
you.]

m terminating your employment  
erious breach by you of the terms  
ct or acts of gross misconduct by

**4. Place of Work**

4.1 Your place of work  
from time to time b

nises at <<address>> but you may  
ne business of the Company both

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11. **Sickness Absence**

11.1 In the event of your absence you should contact <<specify name>> of the absence to inform <<specify name>> of the Company as soon as possible and return to work.

on you or someone on your behalf at the earliest opportunity on the first day of absence. You must inform <<specify name>> of any change in the date of your expected return to work.

11.2 A self-certification form will be required for absences of up to seven consecutive days. The form will be available on the Company intranet.

for absences of up to seven consecutive days, including weekends and public holidays.

11.3 For periods of sickness absence of more than seven consecutive days, including weekends, you will be required to provide a Statement of Fitness for Work ('Fit Note') / Medical Certificate / Medical Note / Medical Certificate to the Company.

consecutive days, including weekends and public holidays. You must provide a Statement of Fitness for Work ('Fit Note') / Medical Certificate to <<specify job title>>. A new Fit Note / Medical Certificate must be provided periodically as required by the Company.

11.4 EITHER - When the employee is only entitled to receive SSP under the SSP scheme.

to sick pay; employee will only be entitled to receive SSP under the SSP scheme.

[If You are absent for <<state number of days>> days or more for a reason of sickness or incapacity, you are entitled to <<state number of days>> days' sick pay, provided that you have met the requirements above. The 'qualifying days' are <<state number of days>> days. There is no contractual right to payment in respect of such payments are <<state number of days>> days.]

reason of sickness or incapacity, you are entitled to <<state number of days>> days' sick pay, provided that you have met the requirements above. The 'qualifying days' are <<state number of days>> days. There is no contractual right to payment in respect of such payments are <<state number of days>> days.]

OR - When the company sick pay scheme applies.

company sick pay scheme, use this clause:-

[If you are absent for <<state number of days>> days or more for a reason of sickness or incapacity, and you have complied with the requirements above, you are entitled to <<state number of days>> days' company sick pay, for up to a maximum of <<state number of days>> days. Company sick pay is equal to <<state percentage of salary>> of your normal basic salary in accordance with the Company sick pay scheme.]

incapacity, and you have complied with the requirements above, you are entitled to <<state number of days>> days' company sick pay, for up to a maximum of <<state number of days>> days. Company sick pay is equal to <<state percentage of salary>> of your normal basic salary in accordance with the Company sick pay scheme.]

11.5 The Company has a record of absence levels and reasons for absences. Such records are confidential.

The Company has a record of absence levels and reasons for absences. Such records are confidential.

11.6 The Company may require you to go to a medical examination by a medical practitioner at any stage of your employment, and you agree to authorise the medical practitioner to prepare a medical report detailing the results of such examination which you agree may be disclosed to the Company. The cost of such medical examination. Such an examination may be conducted by the Company where it is reasonable to do so.

The Company may require you to go to a medical examination by a medical practitioner at any stage of your employment, and you agree to authorise the medical practitioner to prepare a medical report detailing the results of such examination which you agree may be disclosed to the Company. The cost of such medical examination. Such an examination may be conducted by the Company where it is reasonable to do so.

12. **Pension**

[The designated pension scheme is <<state name of scheme>> where e.g. Staff handbook will make a contribution of <<state percentage of salary>> of your salary to <<state percentage of salary>> of your salary.]

Details can be found in <<State name of scheme>> [The Company will make a contribution of <<state percentage of salary>> of your salary. You may contribute up to <<state percentage of salary>> of your salary.]

OR

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

you into a pension scheme, in accordance with the Company's automatic enrolment obligations.

Full details of the scheme and your minimum contribution level can be found in <<state name of scheme>> when you are enrolled, including the details of the scheme and your right to opt out of the scheme.]

when you are enrolled, including the details of the scheme and your right to opt out of the scheme.]

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if you do not want to join the worker pension contribution

participating in the scheme, you agree to your salary.

The scheme is subject to the Company may replace the

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

13. **Non – Compulsory Retirement**

The Company does not opt to compulsorily retire on reaching a certain age. You may retire voluntarily at any time on the notice of termination of your employment.

at age and so you will not be compulsorily retired. However, you can choose to retire from the Company the required period of notice.

14. **Restrictions and Confidentiality**

14.1 You may not, without the prior written consent of the Company, devote any time to any business or charitable duty of your own.

present of the Company, devote any time to any business or charitable duty of your own outside of normal hours of work.

14.2 You will not at any time divulge to any person, in confidence or otherwise, any confidential information or trade secrets of the Company, identifying or relating to the Company or its business, in any domain.

before or after your employment or afterwards use or disclose, in any way, except in the proper course of your employment, any confidential information or trade secrets of the Company, in any domain, of which are not in the public domain.

15. **Collective Agreements**

[There are no collective agreements in force for your employment.]

for employment.]

OR

[Your employment is subject to a collective agreement <<specify relevant agreement>>]

collective agreement <<specify relevant agreement>>]

16. **Grievance Procedure**

The formal grievance procedure is set out in the attached Grievance Procedure. This policy does not apply to you.

is set out on request from <<specify job title>>. This policy does not apply to you and conditions of employment.

17. **Disciplinary Procedure**

The disciplinary rules apply to you. The Disciplinary Rules and Procedure are set out in the attached Disciplinary Rules and Procedure. These do not form part of your terms and conditions of employment.

are set out in the attached Disciplinary Rules and Procedure. These do not form part of your terms and conditions of employment.

18. **Data Protection**

The Company is required to process your personal data and what we do with that data is set out in the attached Data Protection Policy. We shall at all times comply with all applicable data protection laws and regulations.

personal data that we collect about you and what we do with that data is set out in the attached Data Protection Policy. We shall at all times comply with all applicable data protection laws and regulations.

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relevant data protection legislation  
[Company's data protection policy]

conditions imposed on you under the  
policy from time to time in force.

19. **Changes to Terms and Conditions**

ent

The Company may amend, vary or  
document and any such changes shall be  
generally applied, by notice in writing

terms and conditions in this  
document to you personally in writing or, when

20. **Severability**

The various provisions of these Terms and  
identifiable part thereof is held to be  
competent jurisdiction then the  
validity or enforceability of these

able, and if any provision or  
enforceable by any court of law  
enforceability shall not affect the  
validity or enforceability of the  
other identifiable parts.

21. **Governing Law and Jurisdiction**

These Terms and Conditions shall be  
the laws of England and Wales

and construed in accordance with

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

Signed: .....

I confirm my agreement that these Terms and  
employment.

conditions constitute my contract of

Signed: .....

<<Name of Employee>>

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