# <<C he>> f Employment Terms and Cd

This document contains the main service with the Company. [Your contained in the letter offering yo ambiguity or discrepancy between document, the terms in the Offer contrary.]

of employment which govern your pany is also subject to the terms er Letter"). If there should be any letter and the terms set out in this ept where expressly stated to the

<<Date>>

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# TERMS AND

#### **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

You are employed I required to undertal

[such duties and re time to time] **OR** [t and/or brief summa

2.2 The Company resertime and from time to

#### 3. Date of Commencement

 Your employment v continuous employment period of employment date>>1.

#### 3.2 EITHER - If the em

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

# **OR** - If the employ

[Your employment i be terminated at an

# MPLOYMENT

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

er referred to as "you")

mpany 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 be

determined by the Company from responsibilities: << job description bilities>>1.

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

# nployment [and Notice Period]

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

#### 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:-

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



<<number of days/vemployment. Altern where you are foun

# **OR** - If the employ

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

During the << >> party to this Contract

3.3 Following the end may be ended by w

Notice to be given by the

# Length of continuous ser

From 1 month up to 2 years

From 2 years up to 12 year

12 or more years

# Notice to be given to the

# Length of continuous ser

Less than one month

One month onwards

- 3.4 We reserve the rig notice.
- 3.5 Nothing in this Co summarily or otherw of your employmen you.]

#### 4. Place of Work

4.1 Your place of work from time to time b



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

#### e this suite of clauses:

byment will be a probationary assessed. The probationary iscretion. During the probationary ocedure will not apply.

eriod the notice required by either byment will be one week.

od, your contract of employment



#### d of notice

one additional week for s year of employment in ears



# d of notice

etion to pay you salary in lieu of

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



act.

nises at <<address>> but you may ne business of the Company both inside and outside duties at such other reasonably request

4.2 You may be require Company's busines

perform your responsibilities and d Kingdom as the Company may

[and overseas] on the

#### 5. Work outside the UK

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

#### 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 £<< normally on << e.g. <<e.g. direct credit you>>. You will [nor your normal weekly
- 7.2 [At the Company's of second in a salary in has been given by of the company's of the co
- 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 ar

#### 8. Holidays

- 8.1 You are entitled to entitlement of 20 days added. This does not 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

g. state country and duration>>.

state additional payments and

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

<<insert frequency e.g. monthly>> nonth>>. Payment will be made by ding society account nominated by payment for hours worked outside e). [.]

I 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

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, ordingly.

act.

# 8.4.1 you have exwill deduct a prorated by calculation from the pay

- 8.4.2 you have ho discretion, romake a paye
- 8.5 Holidays must be ta approval of propose will not be allowed Company's discretic approval has been
- 8.6 All holiday must be circumstances you entitlement to the holiday may not be
- 8.7 If you are sick or inj transfer to sick leav strictly subject to th
  - 8.7.1 You must co possible) as sickness or
  - 8.7.2 The full period certificated I days;] and
  - 8.7.3 Within <<e.onumber 4.5 writing how and the amount of the and anotification in the second secon

#### 9. Other paid leave

- 9.1 Any maternity, pate bereavement leave rate of pay>>.
- 9.2 The Company also leave>>.1
- 9.3 Please see the Con

# 10. Training

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

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

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

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

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

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

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

to sickness or injury must be actitioner, [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

or further information.

ng training in respect of: << state

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

ving training: <<give details>>.

#### 11. Sickness Absence

- 11.1 In the event of you should contact <<s of the absence to in the Company as so return to work.
- 11.2 A self-certification for days. The form will
- 11.3 For periods of sickn weekends, you will Note') / Medical Cert Note / Medical Cert Company.
- 11.4 EITHER When the only receive SSP us

[If You are absent if you are entitled to requirements above days' are <<state of to payment in respensively payments are

OR – When the co clause:-

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

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

#### 12. **Pension**

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

#### OR

[If you are eligible, the caccordance with the Comp

Full details of the schem minimum contribution level

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

for absences of up to seven

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

to sick pay; employee will

reason of sickness or incapacity, ), provided that you have met the the SSP scheme the 'qualifying 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. The company where it is

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

you into a pension scheme, in ment obligations.

you are enrolled, including the to make and your right to opt out



if you do not want to join the worker pension contribution

The scheme is subject to Company may replace the

#### 13. Non – Compulsory Retire

The Company does not opcompulsorily retired on reacretire voluntarily at any time notice of termination of you

# 14. Restrictions and Confide

- 14.1 You may not, withd time to any busines or charitable duty o
- 14.2 You will not at any divulge to any pers duties during your didentifying or relating domain.

#### 15. **Collective Agreements**

[There are no collective agi

OR

[Your employment is subjeagreement>>]

#### 16. Grievance Procedure

The formal grievance protitle>>. This policy does no

# 17. **Disciplinary Procedure**

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

#### 18. Data Protection

The Company is required to and what we do with that secure your personal data pating in the schour salary.

pating in the scheme, you agree to our salary.

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

t age and so you will not be owever, you can choose to 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

r employment.]

tive 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 relevant data protection le [Company's data protection

# 19. Changes to Terms and C

The Company may amend, document and any such ch generally applied, by notice

# 20. Severability

The various provisions of the identifiable part thereof is he competent jurisdiction then validity or enforceability of the competent jurisdiction then validity or enforceability of the competence of the compet

# 21. Governing Law and Juris

These Terms and Conditio the laws of England and W

Issued for and on behalf of <<Com

Signed: .....

I confirm my agreement that the employment.

Signed: .....

<<Name of Employee>>

tions imposed on you under the se from time to time in force.

nt

ms and conditions in this ou personally in writing or, when

ble, and if any provision or orceable by any court of rceability shall not affect the or identifiable parts.

and construed in accordance with

ditions constitute my contract of

