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EMPLOYMENT CONTRACT

THIS AGREEMENT is made on the [DAY] day of [MONTH YEAR]

BETWEEN:

[EMPLOYER NAME] of [EMPLOYER ADDRESS] (the "Employer")

AND

[EMPLOYEE NAME] of [EMPLOYEE ADDRESS] (the "Employee")

1. COMMENCEMENT AND JOB TITLE

1.1 The Employee's employment with the Employer will commence on [START DATE].

1.2 The Employee is employed as [JOB TITLE].

1.3 The Employee's primary workplace will be [WORKPLACE LOCATION].

1.4 The Employee [WILL/WILL NOT] be required to work at other locations from time to time.

2. DUTIES AND RESPONSIBILITIES

2.1 The Employee's main duties and responsibilities are:

[LIST MAIN DUTIES AND RESPONSIBILITIES]

2.2 The Employee may be required to perform other reasonable duties as assigned by the Employer from time to time.

2.3 The Employee will report to **[REPORTING MANAGER TITLE/NAME]**.

3. HOURS OF WORK

3.1 The Employee's normal hours of work are **[NUMBER]** hours per week, from **[START TIME]** to **[END TIME]** on **[WORKING DAYS]**.

3.2 The Employee is entitled to a **[LENGTH]** minute unpaid lunch break each day.

3.3 The Employee may be required to work additional hours as necessary to fulfill the duties of the position. **[OVERTIME ARRANGEMENTS IF APPLICABLE]**.

4. PROBATIONARY PERIOD

- 4.1 The first [LENGTH] months of employment will be a probationary period.
- 4.2 During the probationary period, either party may terminate the employment by giving [NOTICE PERIOD] notice in writing.
- 4.3 The Employer may extend the probationary period at its discretion.

5. SALARY AND BENEFITS

- 5.1 The Employee's salary will be £[AMOUNT] per [ANNUUM/MONTH], payable [PAYMENT FREQUENCY] by [PAYMENT METHOD].
- 5.2 The Employee's salary will be reviewed [REVIEW FREQUENCY].
- 5.3 The Employee will be entitled to the following benefits:
[LIST BENEFITS, E.G., PENSION, HEALTH INSURANCE, ETC.]
- 5.4 The Employer will make deductions from the Employee's salary as required by law, including income tax and National Insurance contributions.

6. HOLIDAYS

- 6.1 The Employee is entitled to [NUMBER] days of paid holiday per year, in addition to the usual public holidays in England and Wales.
- 6.2 The holiday year runs from [START DATE] to [END DATE].
- 6.3 Holidays must be taken at times agreed with the Employer and with sufficient notice.
- 6.4 Up to [NUMBER] days of unused holiday entitlement may be carried forward to the next holiday year with the Employer's permission.
- 6.5 On termination of employment, the Employee will be entitled to payment in lieu of any accrued but untaken holiday, or will be required to repay the Employer for any holiday taken in excess of the accrued entitlement.

7. SICKNESS ABSENCE

- 7.1 If the Employee is unable to attend work due to sickness or injury, they must notify [CONTACT PERSON] by [TIME] on the first day of absence.
- 7.2 For absences of up to 7 calendar days, the Employee must complete a self-certification form. For absences of more than 7 calendar days, the Employee must provide a medical certificate from their doctor.
- 7.3 The Employee will be entitled to statutory sick pay (SSP) in accordance with current legislation, provided they meet the qualifying conditions.

7.4 [DETAILS OF ANY COMPANY SICK PAY SCHEME IF APPLICABLE].

8. NOTICE PERIOD

8.1 After the probationary period, the Employee must give the Employer **[NOTICE PERIOD]** notice in writing to terminate their employment.

8.2 After the probationary period, the Employer must give the Employee:

(a) **[NOTICE PERIOD BASED ON LENGTH OF SERVICE]** notice in writing to terminate their employment; or

(b) The statutory minimum notice period, whichever is greater.

8.3 The Employer reserves the right to make a payment in lieu of notice for all or part of the notice period.

8.4 The Employer reserves the right to place the Employee on garden leave during all or part of the notice period.

9. CONFIDENTIALITY

9.1 The Employee must not, during employment or after its termination, disclose any confidential information about the Employer, its business, customers, suppliers, or any other confidential information, except in the proper course of their employment or as required by law.

9.2 Confidential information includes, but is not limited to:

[LIST TYPES OF CONFIDENTIAL INFORMATION]

9.3 This restriction does not prevent the Employee from:

(a) Making a protected disclosure under the Public Interest Disclosure Act 1998;

(b) Reporting a criminal offence to a law enforcement agency;

(c) Reporting misconduct, harassment, or discrimination to the appropriate authorities; or

(d) Discussing their pay with anyone for the purposes of ensuring equal pay.

10. DATA PROTECTION

10.1 The Employee consents to the Employer holding and processing personal data relating to them for legal, personnel, administrative, and management purposes in accordance with the Data Protection Act 2018 and the UK GDPR.

10.2 The Employee consents to the Employer making such information available to third parties who provide products or services to the Employer (such as advisers, payroll administrators, and pension providers).

10.3 The Employee has the right to request access to and rectification or erasure of their personal data in accordance with the Employer's data protection policy.

11. INTELLECTUAL PROPERTY

11.1 All intellectual property rights created by the Employee in the course of their employment will belong to the Employer.

11.2 The Employee agrees to execute any documents required to confirm the Employer's ownership of such intellectual property rights.

12. OTHER EMPLOYMENT

12.1 During the employment, the Employee must not, without the prior written consent of the Employer, be employed, engaged, concerned, or interested in any other business or undertaking.

12.2 The Employee may undertake voluntary work or hold non-executive directorships with the prior written consent of the Employer, which will not be unreasonably withheld.

13. DISCIPLINARY AND GRIEVANCE PROCEDURES

13.1 The Employer's disciplinary and grievance procedures are set out in the Employee Handbook. These procedures do not form part of the Employee's contract of employment.

13.2 If the Employee wishes to appeal against a disciplinary decision, they should apply in writing to **[APPEAL CONTACT]** in accordance with the disciplinary procedure.

13.3 If the Employee wishes to raise a grievance, they should apply in writing to **[GRIEVANCE CONTACT]** in accordance with the grievance procedure.

14. COLLECTIVE AGREEMENTS

14.1 **[DETAILS OF ANY COLLECTIVE AGREEMENTS THAT AFFECT THE EMPLOYEE'S TERMS AND CONDITIONS, OR STATE 'There are no collective agreements that affect the terms and conditions of this employment.']**

15. CHANGES TO TERMS OF EMPLOYMENT

15.1 The Employer reserves the right to make reasonable changes to any of the Employee's terms and conditions of employment.

15.2 The Employee will be notified of minor changes by way of a general notice to all employees, and any significant changes will be notified by individual notice with full consultation regarding the changes being given to the Employee.

16. ENTIRE AGREEMENT

16.1 This agreement constitutes the whole agreement between the parties and supersedes all previous agreements between the parties relating to its subject matter.

16.2 Each party acknowledges that, in entering into this agreement, it has not relied on, and shall have no right or remedy in respect of, any statement, representation, assurance, or warranty other than as expressly set out in this agreement.

17. GOVERNING LAW

17.1 This agreement and any dispute or claim arising out of or in connection with it shall be governed by and construed in accordance with the law of England and Wales.

17.2 The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this agreement.

IN WITNESS WHEREOF, the parties have executed this agreement as of the date first above written.

SIGNED by or on behalf of the EMPLOYER:

Signature: _____

Name: **[EMPLOYER REPRESENTATIVE NAME]**

Position: **[POSITION]**

Date: **[DATE]**

SIGNED by the EMPLOYEE:

Signature: _____

Name: **[EMPLOYEE FULL NAME]**

Date: **[DATE]**