

Employment Contract - Terms and Conditions

Employee Rights and Obligations

1. Working Hours: Standard working hours are 40 hours per week, Monday to Friday.
2. Probation Period: New employees serve a probation period of 3 months.
3. Annual Leave: Employees are entitled to 20 days of paid annual leave per year.
4. Notice Period: Either party may terminate with 30 days written notice.
5. Salary: Base salary is paid monthly on the last working day of each month.

Confidentiality Obligations:

- Employees must maintain confidentiality of all proprietary information.
- Non-disclosure agreements remain in effect for 2 years post-employment.
- Breach of confidentiality may result in legal action and damages.

Benefits:

- Health insurance coverage for employee and immediate family.
- Retirement plan with 5% employer contribution after 1 year of service.
- Professional development allowance of \$2000 per year.