

## Employment Contract

September 25, 2025, 11:42 PM HKT1. Parties This Employment Contract (the "Contract") is entered into on September 25, 2025, at 11:42 PM HKT, between:

Employer: [Company Name]

Address: 789 Business Avenue, Central, Hong Kong

Phone: +852 9876 5432

Email: hr@companyname.com Employee: Michael Lee

Address: 101 Residential Road, Kowloon, Hong Kong

Phone: +852 6543 2109

Email: michael.lee@example.com 2. Position and Department The Employee is hired as a [e.g., Marketing Manager] in the [e.g., Marketing Department], reporting to [e.g., Marketing Director], with a start date of October 1, 2025.

3. Compensation

- Base Salary: HKD 40,000 per month, payable on the last working day of each month via bank transfer, consistent with Policy Section 5.1.
- Bonuses: Eligible for annual performance bonuses based on individual and company targets, per Policy Section 5.3.
- Benefits: Includes health insurance after 3 months and Mandatory Provident Fund (MPF) contributions with optional company matching, as outlined in Policy Section 5.2.

## 4. Working Hours and Attendance

- Standard Hours: 9:00 AM - 6:00 PM, Monday to Friday, totaling 40 hours per week, per Policy Section 4.1.
- Overtime: Compensated at 1.5x regular pay for hours exceeding 40/week, in line with Policy Section 4.1.
- Attendance: Employees must report absences at least 2 hours in advance to their supervisor, per Policy Section 4.2.
- Remote Work: Permitted with prior approval, adhering to cybersecurity protocols, per Policy Section 4.3.

## 5. Leave Entitlements

- Annual Leave: 15 days per year, accruing at 1.25 days/month, with up to 5 days carryover, per Policy Section 6.1.
- Sick Leave: 7 days paid sick leave per year, requiring a medical certificate after 2 consecutive days, per Policy Section 6.2.

- Maternity/Paternity Leave: 14 weeks paid maternity leave and 5 days paid paternity leave, per Policy Section 6.3.
- Other Leaves: 3 days paid bereavement leave and 3 days paid marriage leave, per Policy Section 6.4. Public holidays follow the 12-day gazette, per Policy Section 6.4.

## 6. Probationary Period

A 3-month probationary period applies, with performance reviews conducted, per Policy Section 3.2.7. Performance and Discipline

- Reviews: Annual performance reviews with mid-year check-ins, per Policy Section 8.1.
- Performance Improvement: Employees with issues will receive a 30-day Performance Improvement Plan (PIP), per Policy Section 8.2.
- Disciplinary Actions: Progressive discipline including verbal warnings, written warnings, suspension, or termination, per Policy Section 9.1.
- Appeal Process: Employees may appeal in writing within 5 days, per Policy Section 9.3.

## 8. Termination

- Notice Period: 1 month for employees with over 1 year of service, or immediate for gross misconduct, per Policy Section 10.1.
- Final Pay: Processed within 7 days, including accrued leave, per Policy Section 10.1.
- Non-Compete: Subject to a 6-month non-compete agreement, per Policy Section 10.3.
- Exit Process: Includes an exit interview and return of company property, per Policy Sections 10.1 and 10.2.

9. Confidentiality and Non-Disclosure  
The Employee agrees to maintain confidentiality of company information during and after employment, per Policy Section 7.1.10. Health and Safety  
The Employee must follow safety protocols, report hazards immediately, and participate in 6-month safety training, per Policy Section 11.11. Amendments  
This Contract may be amended by [Company Name] with prior written notice, per Policy Section 1.3.12. Governing Law  
This Contract is governed by the laws of Hong Kong, per Policy Section 7.13. Entire Agreement  
This Contract is subject to the HR Policy Manual, which constitutes the entire agreement between the parties, per Policy Section 12.14. Signatures  
IN WITNESS WHEREOF, the parties have executed this Contract as of the date and time first above written.  
Employer Representative:

# Demonstration License

\_\_\_\_\_  
Employee: \_\_\_\_\_ Date: \_\_\_\_\_

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#### Alignment with HR Policy Manual

- Working Hours: 40 hours/week, no Saturday work (Policy 4.1).
- Overtime: 1.5x pay (Policy 4.1).
- Leave: Matches policy entitlements (Policy 6).
- Probation: 3 months (Policy 3.2).
- Performance/Discipline: Aligns with reviews, PIP, and appeal process (Policy 8, 9).
- Termination: 1-month notice, 7-day pay, 6-month non-compete (Policy 10).
- Governing Law: Hong Kong (Policy 7).
- Policy Integration: Contract defers to policy (Policy 12).

#### Notes

- Customization: Adjust salary, position, and dates to your needs.
- Legal Review: Ensure compliance with local labor laws and company practices.
- Flexibility: Add clauses (e.g., specific benefits) if required beyond the policy.

Let me know if you need further refinements!