#### Contract Of Employment

This Agreement (Contract) defines the terms & conditions of employment between

**Defence Security Solutions Company Limited “**The Company”

And

fullName “The employee”.

###### Commencement of Employment

Your employment with Defence Security Solutions Company Limited Commenced on the ( empDate) which is the date which continuous service is calculated for all purposes.

Your employment is subject to satisfactory completion of vetting procedure and three months probationary period. The Company reserves the right to extend this probationary period at its discretion.

The Employee shall serve an initial probationary period of 12 weeks during which time the Company will screen your previous 5 years history, assess your work performance and general suitability. At the end of the probationary period you will again be assessed and, if satisfactory, you will become a member of our regular staff. We will reserve the right to terminate the employment for any reason during the probationary period.

###### Wages and travelling

Your wage rate is 11.60£ per hour. All wages shall be paid in arrears on the 1stof each month. Payments will be made either by cheque or by bank transfer to the Employees nominated Bank, Building Society or Post Office Giro Account.

###### Job Title &Hours of Work

Your Job Title is jobTitle

The contracted hours are ZERO HOUR .

Due to the nature of the work you will be expected to work week-ends and unsociable hours as required. There shall be from time to time a requirement to work in excess of 48 hours in any one week. You can opt not to work more than 48 hours in any one week. Students are allowed not have a contract of more than 20 hours.

###### Remuneration& Overtime

Your hourly rate shall be advised to you at commencement of employment and reviewed at appropriate intervals.

The Company reserves the right to change your job title and expected duties from time to time and the person or persons to whom you report to. These changes will be advised to you in writing.

###### Flexibility

The Company reserves the right after compulsory training to transfer staff between assignments. The Employee will be given a minimum of 24 hour notice wherever possible.

###### Sickness or Injury/Accident

The company has no contractual arrangements relating to incapacity for work due to sickness or injury but the company operates a discretionary sickness scheme. The employee must notify their control room and supervisor, by telephone on the first day of his/her absence BEFORE the commencement of their shift.

If absence is for 8 consecutive calendar days or more a medical certificate signed by a practising medical practising must be submitted.

###### Unauthorised Absence

Unauthorised absence causes inconvenience to the Company’s ability to perform its contractual obligations. When absent for any reason employees must ensure that a member of management is notified as soon as possible prior to commencement of their duties on the first day of absence. Poor timekeeping and unauthorised absence can render an employee liable to disciplinary action.

###### Holiday Entitlement

The holiday year runs from .........APRIL................ to.....MARCH..............

Your annual holiday entitlement in any holiday year is 28 which part time employees

will receive on a pro rata basis.

All holiday entitlement must be taken in the awarding year otherwise they will be forfeited. No holidays shall be taken during the months of November, December and January. All holidays must be taken at times agreed with management. Where up to 5 day’s holiday is required the Employee must give two weeks’ notice to the office. If more than 5 days is required a minimum of one month notice must be given. No more than two weeks may be taken at any one time without the permission of the management. Such permission shall not normally be given other than in special circumstances.

Your holiday pay will be calculated based on the average pay you got over the previous 52 weeks in which work was performed.

###### Termination of Employment

The notice required to be given by either party to terminate the Contract of Employment of a person who has been continuously employed for at least 4 weeks’ id as follows:

Not less than one weeks’ notice for each year of continuous employment if the period of continuous employment is two years or more but less than twelve years.

Not less than twelve weeks’ notice if the period of continuous employment is twelve years of more.

Not less than twelve weeks’ notice if the period of continuous employment is twelve years of more.

###### Pensions

Company Runs NEST Pension Scheme. According to Law all employers must offer a work place pension scheme. Automatic enrolment has been designed so that eligible workers who want to build up retirement savings don’t have to take any action themselves.

###### Change of Personal Details

Employees must notify the office immediately if they change their address, marital status or any other matter which may affect their personal records including any criminal cautions, impending actions, warnings and/or convictions.

The employee must notify the office of any county court judgements and/or proceedings filed against them as soon as informed.

###### Penalties and Fines

The company reserves the right to penalise employees if their actions have resulted in the company receiving fines or penalties from the client. The procedure will be implemented fairly and after all consideration of mitigating circumstances. (Late Public Transport, Heavy Traffic, Lost En-route etc will not be accepted)

Any application of this procedure will not restrict the disciplinary measures which may also be taken. All penalties and fines imposed will be discussed with the employee prior to being applied.

###### Disciplinary and Dismissal Appeals & Grievance Procedure

If you are dissatisfied with any disciplinary or dismissal decision taken in respect of you, you may appeal to the Managing Director. Further details on Disciplinary, Dismissal Appeals and Grievance Procedure are set out in the Employee Handbook

###### Health &Safety at Work

It is the duty of every employee to take reasonable care for the health and safety of himself and others. Employees must work in accordance with health and safety regulations. In particular, they must: Obey all rules relating to health and safety. This includes the use of protective clothing and equipment.

Report accidents incurred by employees and any third parties to a Director and ensure that if they are the injured party - they or some other person acting on their behalf enters details into the Accident Book. Employees are required to read the Notice Boards and to observe

instructions posted there. Such Notices will be presumed to have reached the employee. The Company's health and safety information is the staff handbook.

###### Right to Search

The Company reserves the right to request to search employees, their vehicles and belongings whilst at work and when entering or leaving company or customers premises.

###### Dress & Appearance

The Company provides all employees with a uniform. Uniforms must be kept clean and smart at all times; the Employee is responsible for this. Unless specifically directed, all duties will be performed in uniform clothing supplied or approved by the Company.

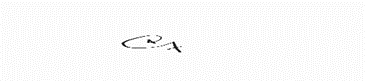
###### Confidentiality & General Data Protection Regulation (GDPR)

The Employee is aware that during their employment, you may be party to confidential information concerning the Employer and the Employers business. The Employee shall not, during the term of employment, disclose or allow the disclosure of any confidential information (except in the proper course of your employment). After the termination of this agreement, the Employee shall not disclose or use any of the Employer’s trade secrets or any other information which is of a sufficiently high degree of confidentiality to amount to a trade secret. The Employer shall be entitled to apply for an injunction to prevent such disclosure or use to seek any other remedy including, without limitations, the recovery of damages in case of such disclosures or use.

All personal information, whether held on computer, paper or other media, will be obtained, handled, processed, transported and stored lawfully and correctly, in accordance with the safeguards contained in the GDPR. Company follow all principles contained in the GDPR

###### Receipt Acknowledgment

I have read and understood the contents of this Contract of Employment and agree with the terms and conditions. I acknowledge receipt of this Statement. I have been shown the Employee Handbook. I confirm that I have read the Statement and the Employee Handbook which set out the principal rules, policies and procedures relating to my employment and written contract of employment.



Signed by the employee:

Date: empDate

Signed for and on behalf of **Defence Security Solutions Company Limited**



Signed by the Employer**:**

Date**:**  empDate