**Employment Contract**

**Notes:-**

1. This contract is for use with low level full time employees that are not of strategic importance to the business.

2. As such, the provisions are quite straightforward. To ensure that your needs are fully covered, you might like to check the provisions that are available within the more detailed contracts at: www.website-contracts.co.uk/acatalog/employment\_contracts.html.

3. Given the number of variables contained within a contract of this type, you will need to carefully consider all of the sections in square brackets and complete as necessary. Once complete, you should take legal advice to ensure that this contract meets your business needs.

4. This contract does not deal with matters such as expenses, benefits (such as PHI, medical insurance, life assurance), bonus, company car or car allowance, garden leave, post termination restrictions and effect of termination.

**This Agreement** is made on the DDDD

**Between:**

**(1)** QDF whose registered office is *UPR QDF HeadQuarters*

**(2)** NNNN

**Agreed terms**

1. **Interpretation**

1.1 In this agreement the following terms shall have the following meanings:

|  |  |
| --- | --- |
| **“Confidential Information”** | any trade secret or other information which is confidential or commercially sensitive and which is not in the public domain (other than through the wrongful disclosure by the Employee) and which belongs to any Group Company (whether stored or recorded in documentary or electronic form) and which (without limitation) relates to the business methods, management systems, marketing plans, strategic plans, finances, new or maturing business opportunities, marketing activities, processes, inventions, designs or similar of any Group Company, or to which any Group Company owes a duty of confidentiality to any third party and including in particular [*insert specific named items of Confidential Information*]; |
| **“the Employment”** | the employment of the Employee by the Company in accordance with the terms of this agreement; |
| **“Group Company”** | the Company, any company of which it is a Subsidiary (being a holding company of the Company) and any Subsidiaries of the Company or any holding company, from time to time; |
| **“Subsidiary”** | a company as defined in section 1159 of the Companies Act 2006; |
| **“Termination Date”** | the date on which the Employment ceases. |

2. **Appointment and Duration**

2.1 The Company shall employ the Employee and the Employee shall work for the Company under the terms of this agreement.

2.2 The Employment shall commence on [*Date*] and shall continue (subject always to the terms of this agreement) until terminated by either party serving notice in accordance with the provisions set out below.

2.3 The first [*insert*] months of the Employment shall be a probationary period and the Company may terminate the Employment at any time during this period on [*insert*] weeks’ notice. The Company may extend any period of probation at its discretion.

2.4 **Either**

[*No previous employment with another employer shall count towards the Employee’s period of continuous employment which began on [Date]*]

**Or**

[*The Employee’s prior employment with [name of prior employer] which began on [insert date] shall be the date from which the Employee’s period of continuous employment shall be calculated*].

3. **Duties**

3.1 The Employee shall be employed as [*job title*] or such other role as the Company may require from time to time having regard to the needs of the business and the Employee’s skills, qualifications and experience.

3.2 Details of the Employee’s duties will be communicated upon commencement of employment. The Company reserves the right to vary the Employee’s duties from time to time as may be required by the business.

4. **Place of Work**

4.1 The Employee’s ordinary place of work will be [*location*] or such other place within [*insert reasonable area*] as the Company may require to meet its business needs and for the proper performance of the Employee’s duties.

4.2 The Employee will not be required to work outside the United Kingdom for any continuous period of more than one month.

5. **Hours of Work**

5.1 **Either**

[*The Employee’s normal hours of work shall be [time] to [time] from [day] to [day].]*

**Or**

[*The Employee shall work [insert] hours in every [one week / one month] as agreed with the Company, and at times agreed with the Company.]*

6. **Salary**

6.1 The Employee shall be paid SSSS per hour. Payment will be made in arrears in equal monthly instalments and shall accrue from day to day.

6.2 The Employee’s rate of pay shall be reviewed annually, with the first such review to take place on DDDD.

6.3 The Employee acknowledges that the Company may at any time deduct from his basic salary, or such other amounts as may be owed to the Employee, any sums that may be owed by the Employee to any Group Company including, but not limited to, overpayment of annual leave, unauthorized expenses.

Signed:- UUUU Dated:- DDDD

For and on behalf of the Company

I acknowledge and agree that I have read this contract of employment. Further, I understand, agree to and will abide by all the terms and conditions of employment as set out above.

Signed:- NNNN Dated:- DDDD

Name of Employee: NNNN