

Contract of Employment

Employee Name: Jodie Pippa

Job Title: Sales Manager

Start Date: 6th January 2025

Employer: ABC Ltd

Address: 456 Business Street, London, UK, SW1A 2BB

Employee Address: 123 Maple Street, London, UK, SW1A 1AA

1. Job Title and Duties

Job Title: Sales Manager

Reporting To: Managing Director

Main Duties and Responsibilities:

- Manage the sales team to achieve monthly and annual sales targets.
- Develop and implement sales strategies to grow the business.
- Build and maintain relationships with key clients.
- Prepare sales reports and forecasts for senior management.

2. Place of Work

The normal place of work is the company's office at 456 Business Street, London, UK, SW1A 2BB. However, the employee may be required to work at other locations as necessary.

3. Hours of Work

The normal working hours are 40 hours per week, Monday to Friday, 9:00 AM to 5:30 PM, with a one-hour unpaid lunch break.

4. Salary and Benefits

Basic Salary: £40,000 per annum, payable monthly in arrears on the last working day of each month.

Bonus Scheme: Eligible for a performance-based bonus of up to 10% of annual salary.

Pension: Auto-enrolment into the company pension scheme in line with UK legislation.

Holiday Entitlement: 25 days per annum plus UK public holidays.

5. Probationary Period

The first 3 months of employment will be a probationary period. During this time, the employee's suitability for the role will be assessed.

6. Termination of Employment

Notice Periods:

- During probationary period: 1 week's notice by either party.
 - After probationary period: 1 month's notice by the employee, 2 months' notice by the employer.
- Summary Dismissal: The employer reserves the right to terminate employment without notice in cases of gross misconduct.

7. Confidentiality and Data Protection

The employee agrees to maintain the confidentiality of all company information and comply with the UK Data Protection Act 2018 and GDPR.

8. Intellectual Property

Any intellectual property created by the employee during the course of employment shall belong to the company.

9. Grievance and Disciplinary Procedures

The company's grievance and disciplinary procedures will apply, as outlined in the employee handbook.

10. Health and Safety

The employee agrees to comply with the company's health and safety policies and procedures.

11. Mobility Clause

The employee may be required to work at other locations within the UK or travel as necessary for business purposes.

12. Entire Agreement

This contract constitutes the entire agreement between the parties and supersedes any previous agreements or understandings.

Signatures

Employer:

Name: _____

Position: _____

Date: _____

Employee:

Name: Jodie Pippa

Date: _____