

# EMPLOYMENT CONTRACT

THIS EMPLOYMENT CONTRACT (the "Agreement") dated this 15<sup>th</sup> July 2024

## BETWEEN:

**EMPLOYER**  
PROSERVICES4U LIMITED  
1 St. Anns, Barking  
Essex  
IG11 7AL  
  
(the "Employer")

**EMPLOYEE**  
MISS ZURAIN ZAINAB  
4 Darley Avenue  
Nottingham  
NG7 5NQ  
  
(the "Employee")

## BACKGROUND:

- A. The Employer is of the opinion that the Employee has the necessary qualifications, experience and abilities to assist and benefit the Employer in its business.
- B. The Employer desires to employ the Employee and the Employee has agreed to accept and enter such employment upon the terms and conditions set out in this Agreement.

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

## PARTICULARS OF EMPLOYMENT

1. As required by the *Employment Rights Act 1996*, s. 1, the particulars of the Employee's employment are set out in Schedule 1 of this Agreement.

## COMMENCEMENT DATE AND TERM

2. The Employee will commence part-time employment with the Employer on the 15<sup>th</sup> July 2024.
3. Subject to the Probationary Period and subject to termination as provided in this Agreement, the Employee's position is a temporary position and will end on the 15<sup>st</sup> October 2024. The parties acknowledge that various provisions of this Agreement survive past termination of employment.
4. The Employee must successfully complete a probationary period of three months (the "Probationary Period") beginning on the Commencement Date. At any time during the Probationary Period, as and where permitted by law, the Employer will have the right to terminate employment without any notice or compensation to the Employee other than wages owed for hours of work already completed.

## JOB TITLE AND DESCRIPTION

5. The initial job title of the Employee will be the following: **Business Officer**. The initial job duties the Employee will be expected to perform will be the followings:
  - ✓ **Actively seek new business opportunities and clients for the company, particularly within the construction sector. Build and maintain relationships with potential customers and clients.**
  - ✓ **Develop basic marketing strategies, including overseeing the creation of promotional materials and maintaining the company's presence on social media platforms.**
  - ✓ **Serve as the main point of contact for existing clients, ensuring their needs are met, handling complaints or queries, and facilitating smooth communication between clients and the company.**
  - ✓ **Assist in coordinating smaller construction projects by liaising between clients and the on-site team to ensure timelines and budgets are met.**
  - ✓ **Prepare and present basic sales reports, including tracking leads, conversion rates, and overall sales performance.**
  - ✓ **Conduct follow-up calls or emails with potential and existing customers to generate repeat business and handle basic after-sales support.**
6. The Employee agrees to be employed on the terms and conditions set out in this Agreement. The Employee agrees to be subject to the general supervision of and act pursuant to the orders, advice and direction of the Employer.
7. The Employee will perform any and all duties as requested by the Employer that are reasonable and that are customarily performed by a person holding a similar position in the industry or business of the Employer.
8. The Employee agrees to abide by the Employer's rules, regulations, policies and practices, including those concerning work schedules, annual leave and sick leave, as they may from time to time be adopted or modified.
9. The Employee warrants that the Employee is legally allowed to work in the country of England.

## **EMPLOYEE REMUNERATION**

10. Remuneration paid to the Employee for the services rendered by the Employee as required by this Agreement (the "Remuneration") will include a wage at the rate of **£ 15.00 per hour.**
11. This Remuneration will be payable once per week while this Agreement is in force. The Employer is entitled to deduct from the Employee's Remuneration, or from any other remuneration in whatever form, any applicable deductions and remittances as required by law.

## **PENSION**

12. The Employee will not have enrolled in the pension scheme. Her income threshold is below the pension enrolment requirement.

## **PLACE OF WORK**

13. The Employee will be primarily based at the following location:  
**1 St. Anns, Barking**  
**Essex IG11 7AL**  
(Working at different sites as and when required).

## **TIME OF WORK**

14. The Employee's normal hours of work are as follows:  
Monday to Friday: 9:00 AM to 12:00 PM

## **EMPLOYEE BENEFITS**

15. The Employee will be entitled to only those additional benefits that are currently available as described in the lawful provisions of the Employer's employment booklets, manuals, and policy documents or as required by law.

## **HOLIDAYS**

16. You will be entitled to statutory holidays as per UK Employment Law each year plus bank holidays (calculated pro rata for term-time employees), calculated pro rata in your first and last year of employment. The Company's holiday year runs from 5<sup>th</sup> September to 4<sup>th</sup> September.
17. The times and dates for any holidays will be determined by mutual agreement between the Employer and the Employee.
18. Upon termination of employment, the Employer will pay compensation to the Employee for any accrued but unused holiday days.

## **SICKNESS AND DISABILITY**

19. If the Employee is unable to perform the Employee's duties because of illness or injury, the Employee will inform the Employer no later than 8 am on the day of the absence or as soon as is reasonably possible. If the absence extends beyond seven consecutive days, including non-working days, the Employee will obtain and provide the Employer with a certificate or note from the Employee's doctor corroborating such illness or injury.

20. During such absence the Employer will not pay the Employee any amount beyond the minimum statutory sick pay specified in the *Social Security Contributions and Benefits Act 1992* and any successor legislation.

## **DISCIPLINARY PROCEDURE**

21. The Employer's disciplinary procedure, as amended from time-to-time, applies to the Employee. The Employer's disciplinary procedure is set out in employee handbook and will be provided to the Employee or made available to the Employee on request.
22. This Agreement and the Employer's disciplinary procedure will be read and interpreted so as to avoid conflict, as far as reasonably possible, between this Agreement and the Employer's disciplinary procedure. If there is a true conflict between this Agreement and the Employer's disciplinary procedure, this Agreement will prevail.

## **GRIEVANCE PROCEDURE**

23. The Employer's grievance procedure, as amended from time-to-time, applies to the Employee. The Employer's grievance procedure is set out in employee handbook and will be provided to the Employee or made available to the Employee on request.

## **CONFLICT OF INTEREST**

24. During the term of the Employee's active employment with the Employer, the Employee will not, directly or indirectly, engage or participate in any other business activities that the Employer, in its reasonable discretion, determines to be in conflict with the best interests of the Employer without the written consent of the Employer.

## **CONFIDENTIAL INFORMATION**

25. The Employee acknowledges that, in any position the Employee may hold, in and as a result of the Employee's employment by the Employer, the Employee will, or may, be making use of, acquiring or adding to information which is confidential to the Employer (the "Confidential Information") and the Confidential Information is the exclusive property of the Employer.
26. The Confidential Information will include all data and information relating to the business and management of the Employer, including but not limited to, proprietary and trade secret technology and accounting records to which access is obtained by the Employee, including Work Product, Computer Software, Other Proprietary Data, Business Operations, Marketing and Development Operations, and Customer Information.
27. The Confidential Information will also include any information that has been disclosed by a third party to the Employer and is governed by the *Data Protection Act* or by a non-disclosure agreement entered into between that third party and the Employer.
28. The Confidential Information will not include information that:
- a. Is generally known in the industry of the Employer;
  - b. Is now or subsequently becomes generally available to the public through no wrongful act of the Employee;
  - c. Was rightfully in the possession of the Employee prior to the disclosure to the Employer by the Employer;

- d.** Is independently created by the Employee without direct or indirect use of the Confidential Information; or
  - e.** The Employee rightfully obtains from a third party who has the right to transfer or disclose it.
- 29.** The Confidential Information will also not include anything developed or produced by the Employee during the Employee's term of employment with the Employer, including but not limited to, any intellectual property, process, design, development, creation, research, invention, know-how, trade name, trade-mark or copyright that:
  - a.** Was developed without the use of equipment, supplies, facility or Confidential Information of the Employer;
  - b.** Was developed entirely on the Employee's own time;
  - c.** Does not result from any work performed by the Employee for the Employer; and
  - d.** Does not relate to any actual or reasonably anticipated business opportunity of the Employer.

## DUTIES AND OBLIGATIONS CONCERNING CONFIDENTIAL INFORMATION

30. The Employee agrees that a material term of the Employee's contract with the Employer is to keep all Confidential Information absolutely confidential and protect its release from the public. The Employee agrees not to divulge, reveal, report or use, for any purpose, any of the Confidential Information which the Employee has obtained or which was disclosed to the Employee by the Employer because of the Employee's employment by the Employer. The Employee agrees that if there is any question as to such disclosure then the Employee will seek out senior management of the Employer prior to making any disclosure of the Employer's information that may be covered by this Agreement.
31. The Employee agrees and acknowledges that the Confidential Information is of a proprietary and confidential nature and that any disclosure of the Confidential Information to a third party in breach of this Agreement cannot be reasonably or adequately compensated for in money damages, would cause irreparable injury to the Employer, would gravely affect the effective and successful conduct of the Employer's business and goodwill, and would be a material breach of this Agreement.
32. The obligations to ensure and protect the confidentiality of the Confidential Information imposed on the Employee in this Agreement and any obligations to provide notice under this Agreement will survive the expiration or termination, as the case may be, of this Agreement and will continue indefinitely from the date of such expiration or termination.
33. The Employee may disclose any of the Confidential Information:
  - a. To a third party where the Employer has consented in writing to such disclosure; or
  - b. To the extent required by law or by the request or requirement of any judicial, legislative, administrative or other governmental body after providing reasonable prior notice to the Employer.
34. If the Employee loses or makes un-authorized disclosure of any of the Confidential Information, the Employee will immediately notify the Employer and take all reasonable

steps necessary to retrieve the lost or improperly disclosed Confidential Information.

## **OWNERSHIP AND TITLE TO CONFIDENTIAL INFORMATION**

35. The Employee acknowledges and agrees that all rights, title and interest in any Confidential Information will remain the exclusive property of the Employer. Accordingly, the Employee specifically agrees and acknowledges that the Employee will have no interest in the Confidential Information, including, without limitation, no interest in know-how, copyright, trade-marks or trade names, notwithstanding the fact that the Employee may have created or contributed to the creation of the Confidential Information.
36. The Employee waives any moral rights that the Employee may have with respect to the Confidential Information.
37. The Employee agrees to immediately disclose to the Employer all Confidential Information developed in whole or in part by the Employee during the Employee's term of employment with the Employer and to assign to the Employer any right, title or interest the Employee may have in the Confidential Information. The Employee agrees to execute any instruments and to do all other things reasonably requested by the Employer, both during and after the Employee's employment with the Employer, in order to vest more fully in the Employer all ownership rights in those items transferred by the Employee to the Employer.

## **RETURN OF CONFIDENTIAL INFORMATION**

38. The Employee agrees that, upon request of the Employer or upon termination or expiration, as the case may be, of this employment, the Employee will turn over to the Employer all Confidential Information belonging to the Employer, including but not limited to, all documents, plans, specifications, discs or other computer media, as well as any duplicates or backups made of that Confidential Information in whatever form or media, in the possession or control of the Employee that:
  - a. May contain or be derived from ideas, concepts, creations, or trade secrets and other proprietary and Confidential Information as defined in this Agreement; or
  - b. Is connected with or derived from the Employee's employment with the Employer.

## **CONTRACT BINDING AUTHORITY**

39. Notwithstanding any other term or condition expressed or implied in this Agreement to the contrary, the Employee will not have the authority to enter into any contracts or commitments for or on the behalf of the Employer without first obtaining the express written consent of the Employer.

## **TERMINATION DUE TO DISCONTINUANCE OF BUSINESS**

40. Notwithstanding any other term or condition expressed or implied in this Agreement, in the event that the Employer will discontinue operating its business at the location where the Employee is employed, then, at the Employer's sole option, and as permitted by law, this Agreement will terminate as of the last day of the month in which the Employer ceases operations at such location with the same force and effect as if such last day of the month were originally set as the Termination Date of this Agreement.

## **TERMINATION OF EMPLOYMENT**

41. Where there is just cause for termination, the Employer may terminate the Employee's employment without notice, as permitted by law.
42. The Employee and the Employer agree that reasonable and sufficient notice of termination of employment by the Employer is the greater of legal min or any minimum notice required by law.
43. If the Employee wishes to terminate this employment with the Employer, the Employee will provide the Employer with the greater of legal min and the minimum required by law. As an alternative, if the Employee co-operates with the training and development of a replacement, then sufficient notice is given if it is sufficient notice to allow the Employer to find and train thereplacement.
44. The Termination Date specified by either the Employee or the Employer may expire on any day of the month and upon the Termination Date the Employer will forthwith pay to the Employee any outstanding portion of the remuneration including any accrued annual leave and banked time, if any, calculated to the Termination Date.
45. Once notice has been given by either party for any reason, the Employee and the Employer agree to execute their duties and obligations under this Agreement diligently and in good faith through to the end of the notice period. The Employer may not make any changes to remuneration or any other term or condition of this Agreement between the time termination notice is given through to the end of the notice period.

## **REMEDIES**

46. In the event of a breach or threatened breach by the Employee of any of the provisions of this Agreement, the Employee agrees that the Employer is entitled to a permanent injunction, in addition to and not in limitation of any other rights and remedies available to the Employer at law or in equity, in order to prevent or restrain any such breach by the Employee or by the Employee's partners, agents, representatives, servants, employees, and/or any and all persons directly or indirectly acting for or with the Employee.

## **SEVERABILITY**

47. The Employer and the Employee acknowledge that this Agreement is reasonable, valid and enforceable. However, if any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, it is the parties' intent that such provision be changed in scope by the court only to the extent deemed necessary by that court to render the provision reasonable and enforceable and the remainder of the provisions of this Agreement will in no way be affected, impaired or invalidated as a result.

## **NOTICES**

48. Any notices, deliveries, requests, demands or other communications required here will be deemed to be completed when hand-delivered, delivered by agent, or seven days after being placed in the post, postage prepaid, to the parties at the following addresses or as the parties may later designate in writing:

• Employer:

Name:	Muhammad Sarwar
Address:	PROSERVICES4U LIMITED 1 St. Anns, Barking Essex IG11 7AL
Phone:	00447772786186
Email:	Proservices4ulimited@outlook.com

• Employee:

Name:	Zurain Zainab
Address:	4 Darley Avenue Nottingham NG75NQ
Phone:	00447988617178
Email:	zurain2019@gmail.com

## MODIFICATION OF AGREEMENT

49. Any amendment or modification of this Agreement or additional obligation assumed by either party in connection with this Agreement will only be binding if evidenced in writing signed by each party or an authorized representative of each party.

## GOVERNING LAW

50. This Agreement will be construed in accordance with and governed by the laws of the country of England.

## GENERAL PROVISIONS

51. Time is of the essence in this Agreement.
52. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement. Words in the singular mean and include the plural and viceversa. Words in the masculine mean and include the feminine and vice versa.
53. No failure or delay by either party to this Agreement in exercising any power, right or privilege provided in this Agreement will operate as a waiver, nor will any single or partial exercise of such rights, powers or privileges preclude any further exercise of them or the exercise of any other right, power or privilege provided in this Agreement.
54. This Agreement will inure to the benefit of and be binding upon the respective heirs, executors, administrators, successors and assigns, as the case may be, of the Employer and the Employee.
55. This Agreement may be executed in counterparts. Facsimile signatures are binding and are considered to be original signatures.
56. If, at the time of execution of this Agreement, there is a pre-existing employment agreement still in effect between the parties to this Agreement, then in consideration of and as a



condition of the parties entering into this Agreement and other valuable consideration, the receipt and sufficiency of which consideration is acknowledged, this Agreement will supersede any and all pre-existing employment agreements between the Employer and the Employee. Any duties, obligations and liabilities still in effect from any pre-existing employment agreement are void and no longer enforceable after execution of this Agreement.

57. This Agreement constitutes the entire agreement between the parties and there are no further items or provisions, either oral or written. The parties to this Agreement stipulate that neither of them has made any representations with respect to the subject matter of this Agreement except such representations as are specifically set forth in this Agreement.

**IN WITNESS WHEREOF**, the parties have duly affixed their signatures under hand and seal on this 5<sup>th</sup> September 2024.

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**Director:**  
PROSERVICES4U LIMITED  
1 St. Anns  
Barking  
Essex  
IG11 7AL

**Employee:**  
MISS ZURAIN ZAINAB  
4 Darley Avenue  
Nottingham  
UK  
NG7 5NQ