



## EMPLOYEE PLACEMENT CONTRACT

**THIS AGREEMENT** is made on 2024 between:

Clients name : .....

Email address : .....

Phone no : .....

And:

Employees name : .....

Id no : .....

Phone no : .....

## RECITALS

A. Sweep Home Kenya carries on the business of, among others, employee leasing duly licensed to do so under all applicable Kenyan legislation.

B. .... wishes to engage Sweep Home Kenya to engage an Employee  
..... to her for a Domestic Assistant (Housekeeper/Nanny/Cook)  
position. Sweep Home Kenya are willing to place such an employee to client under terms and conditions  
set out in this Agreement.

## RESPONSIBILITIES OF EACH PARTY

## 1. Obligations of Sweep Home Kenya to the Client

- a) Interview and select a candidate to fill the position of a domestic assistant
- b) Provide mentoring and training in housekeeping before placement and continued training based specific needs of the client, with the aim of upgrading skills and a vision of creating excellent housekeepers.
- c) Solve disputes that may arise between the employee and client.
- d) Providing monthly appraisals in the first three months (probation )
- e) Replacement without any extra cost within the same period if the need should arise.

## **2. Initial Obligation of Client to ShyPure Care (Three months)**

Make a one off Agency payment of to Sweep Home Kenya from point of placement (Commensurate of 80% Salary) .....

The service covers:

- Monthly appraisals
- Monthly mentoring

NB; this is fee non –refundable

## **3. Terms and Conditions of Agreement between ShyPure Care Agency and employees**

A 5,000/= fee will be remitted to ShyPure Care from the domestic assistant at the end if the first month.

The **first three months are considered a probation period** for the Domestic Assistant. During this time, ShyPure Care will continue with the services indicated above. Client will remit all salary payments for the domestic assistant through ShyPure Care during this time. ShyPure Care will be responsible for co-managing (with employers input) the domestic assistant in accordance with applicable national labor law. Upon the completion of the probation period, the client will continue to independently manage and pay the domestic assistant directly.

## **4. Termination**

- a) During the three-month probation period, this contract can be terminated forthwith with at least two days' notice or on agreement with ShyPure Care and Client.
- b) Domestic helper could be dismissed summarily in the case of gross misconduct.

## **5. Frequency of meetings.**

Consultations between ShyPure Care clients and employees will be on agreement with both parties.

## 6. Amendments in writing

This Agreement can only be amended, supplemented or replaced by another document signed by the duly authorized representatives of both parties.

## 7. Confidential information

- a) A party must keep the information of the other party confidential.
- b) A party must not disclose the information of the other party to another person without the other party's prior consent.
- c) Each party agrees to use the other party's confidential information only for the purpose of this Agreement.

## 8. Settlement of disputes/Arbitration

- a) All disputes between the parties, arising out of or in relation to this Agreement, will be first referred by either party to the employee and client, for resolution.
- b) If any dispute cannot be resolved by the employee and client within 3 (three) business days after it has been referred under clause 8(a) above, that dispute will be referred to the Managing director of Sweep Home Kenya who shall meet with the client and negotiate with a view to resolving the dispute.

## 9. Notices

- a) A notice, consent or other communication under this Agreement is only effective if it is in writing, signed and either left at the addressee's address or sent to the addressee by post mail. If it is sent by Post mail, it is taken to have been received 7 days after it is posted. If it is by e-mail, it is taken to have been received when the addressee actually receives it in full and in legible form.
- b) The party's address and email number are those set out below, or as the party notifies the Sender:-

**IN WITNESS** this Agreement has been duly executed by:

Managing Director, Ms. Purity Karimi

And

..... (Client's name)

For and on behalf of ShyPure Care:

Clients Signature : .....Date:.....

Director's Signature : .....Date: .....

Employee's Name and Signature: .....