

EMPLOYMENT CONTRACT

This Employment Contract (the "Agreement") is made and entered into on [Date, e.g., 20th August 2025]

BETWEEN:

[Company Name] (Company Registration No: [Company Registration Number]), whose registered office is at [Company Address] (the "Company"); and

[Employee Name] of [Employee Address] (the "Employee").

1. COMMENCEMENT OF EMPLOYMENT

1.1. Your employment with the Company shall commence on [Start Date, e.g., 1st September 2025] (the "Commencement Date").

1.2. Your continuous employment with the Company for the purpose of statutory employment rights will be deemed to have commenced on the Commencement Date.

2. JOB TITLE AND DUTIES

2.1. Your job title will be [Job Title, e.g., Software Developer].

2.2. You shall report directly to [Manager's Name/Job Title, e.g., the Head of Engineering].

2.3. Your primary duties and responsibilities are set out in the attached Job Description (Schedule 1). The Company reserves the right to vary your duties and responsibilities from time to time, provided that such variations are reasonable and consistent with your job title and capabilities.

2.4. You shall at all times diligently and faithfully serve the Company and use your best endeavours to promote the interests of the Company.

3. PROBATIONARY PERIOD

3.1. Your employment is subject to a probationary period of [Number, e.g., three (3)] months from the Commencement Date (the "Probationary Period").

3.2. During the Probationary Period, your employment may be terminated by either party giving [Number, e.g., one (1)] week's written notice.

3.3. At the end of the Probationary Period, your performance will be reviewed. If satisfactory, your employment will be confirmed in writing. If your performance is not satisfactory, the Company may, at its sole discretion, extend the Probationary Period or terminate your employment.

4. REMUNERATION

4.1. Your gross annual salary will be £[Annual Salary, e.g., 45,000], payable in equal [e.g., monthly] instalments in arrears on the [e.g., last working day] of each month, directly into your nominated bank account.

4.2. Your salary will be reviewed annually, normally in [Month, e.g., April], but there is no guarantee of an increase.

4.3. The Company shall make all necessary deductions from your salary as required by law, including Income Tax and National Insurance contributions.

5. HOURS OF WORK

5.1. Your normal working hours will be [Number, e.g., 37.5] hours per week, from [e.g., 9:00 AM to 5:30 PM], Monday to Friday, with a [e.g., one-hour] unpaid lunch break.

5.2. You may be required to work such additional hours as are reasonably necessary for the proper performance of your duties. No additional remuneration will be paid for such additional hours.

6. HOLIDAY ENTITLEMENT

6.1. Your annual holiday entitlement is [Number, e.g., 25] working days, plus all bank and public holidays in England and Wales.

6.2. The holiday year runs from [e.g., 1st January to 31st December].

6.3. Holidays must be taken at times agreed in advance with your manager.

7. SICKNESS ABSENCE

7.1. If you are absent from work due to sickness, you must notify your manager by [Time, e.g., 9:00 AM] on the first day of absence.

7.2. For absences of up to seven calendar days, you must complete a self-certification form upon your return to work.

7.3. For absences exceeding seven calendar days, you must provide a Statement of Fitness for Work (Fit Note) from a medical practitioner.

7.4. You may be entitled to Statutory Sick Pay (SSP) in accordance with statutory provisions. The Company may, at its discretion, operate a Company Sick Pay scheme, details of which will be provided separately.

8. PENSION

8.1. You will be automatically enrolled into the Company's workplace pension scheme in accordance with statutory requirements. You will receive further information regarding this scheme.

9. CONFIDENTIALITY

9.1. You shall not, either during your employment or at any time after its termination, disclose to any person, company or other organisation, or use for your own benefit or the benefit of any third party, any Confidential Information belonging to the Company or any Group Company.

9.2. "Confidential Information" means all information (whether commercial, financial, technical, operational or otherwise and whether recorded in writing or electronically, or orally) relating to the business, affairs, customers, clients, suppliers, employees, products, services, or methods of the Company or any Group Company, which you may acquire during the course of your employment.

10. INTELLECTUAL PROPERTY

10.1. You agree that all Intellectual Property Rights (including but not limited to copyright, patents, trademarks, design rights, and trade secrets) in any inventions, designs, computer programs, software, data, or other works created by you during the course of your employment (whether alone or with others, and whether during or outside normal working hours) shall belong absolutely to the Company.

10.2. You shall promptly disclose to the Company all such Intellectual Property Rights and shall, at the Company's request and expense, do all acts and execute all documents necessary to vest such Intellectual Property Rights in the Company.

11. TERMINATION OF EMPLOYMENT

11.1. After the Probationary Period, your employment may be terminated by either party giving the other party [Number, e.g., one (1) month's] written notice.

11.2. The Company reserves the right to terminate your employment summarily without notice or payment in lieu of notice in cases of gross misconduct.

11.3. On termination of your employment for any reason, you shall immediately return to the Company all Company property in your possession or control.

12. GRIEVANCE AND DISCIPLINARY PROCEDURES

12.1. The Company operates grievance and disciplinary procedures, details of which are available from [e.g., the HR Department] or in the Employee Handbook.

13. DATA PROTECTION

13.1. The Company will collect and process personal data relating to you in accordance with its Privacy Policy, which is available from [e.g., the HR Department] or on the Company intranet. This data will be processed for the purposes of managing your employment, including payroll, performance management, and legal compliance.

14. ENTIRE AGREEMENT

14.1. This Agreement, together with the attached Job Description (Schedule 1) and any other documents referred to herein, constitutes the entire agreement between you and the Company concerning your employment and supersedes all prior agreements, understandings, and arrangements (whether written or oral) relating to your employment.

15. GOVERNING LAW AND JURISDICTION

15.1. This Agreement shall be governed by and construed in accordance with the laws of England and Wales.

15.2. The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this Agreement.

AGREED AND ACCEPTED:

FOR THE COMPANY:

[Authorised Signatory Name]

[Job Title]

FOR THE EMPLOYEE:

[Employee Name]