**Statement of Terms and Conditions of Employment**

Between [insert company name]of [insert company address] (hereinafter referred to as the “Company”) and [insert employee name]of [insert employee address](“You”) which shall take effect from the date of your signature and will replace in their entirety all existing terms and conditions, agreements and arrangements whether in writing or otherwise.

This statement includes the particulars that the Company is required to give you pursuant to Part 1, Section 1 of the Employment Rights Act 1996 and incorporates the provisions contained in the letter from the Company offering you employment.

The Company reserves the right (to be exercised reasonably) to amend the terms of this agreement.

**1. Job Title**

You will be employed as [insert job title]. The Company may from time to time require you to undertake additional or other duties as necessary to meet the needs of the Company on a short term basis e.g. holiday or sickness cover.

**2. Term**

2.1 Your employment commenced on [insert date] and will continue unless terminated in accordance with this Agreement.

2.2 Your continuous Service date is [insert date]

**3. Probationary Period**

New employees join the {{company.contract\_business\_known\_as}}Company on a [insert number] month {{company.prob\_length}}six[insprobationary period.

During and/or at the end of your probationary period you may be asked to attend employment reviews to discuss your overall work performance and conduct. This may include consideration of your absence record, competency, timekeeping, attitude, and interactions with colleagues and customers. If the {{company.contract\_business\_known\_as}}Company is satisfied with your overall work performance and conduct, your continuing employment will be confirmed.

If the  {{company.contract\_business\_known\_as}}Company is not satisfied with your overall work performance and conduct, your employment will be terminated with the required notice.

The {{company.contract\_business\_known\_as}}Company reserves the right in borderline cases to extend the probationary period, in the hope that during any further periods, your work performance and conduct will reach a level that is satisfactory to the {{company.contract\_business\_known\_as}}Company. After such further period, a subsequent employment review will be held and a decision made. Your continuing employment will then either be confirmed, terminated with the required notice or the probationary period could be extended.

**4. Qualifications**

It is an essential term of this contract that you have told the truth to the Company about your previous work experience and qualifications. The Company regards any breach of this term as gross misconduct in respect of which your employment can be terminated without warning or notice.

You warrant that you are entitled to work in the United Kingdom without any additional approvals and will notify the Company immediately if you cease to be so entitled at any time during your employment.

**5. Place of work**

Your normal place of work is [insert address]{{company.place\_of\_work}}[ins[[[p.

You may be required to work at other locations to meet the needs of the business.

You [will/will not] be required to work outside the UK.

**6. Duties**

6.1 You shall faithfully, diligently and in good faith exercise such powers and perform such duties on behalf of the Company as are consistent with your job description and exclusively devote the whole of your time, skill, ability and attention to the business of the Company.

6.2 You shall use all reasonable endeavours to promote, develop and extend the business, interests and reputation of the Company.

6.3 You will comply with all reasonable instructions from the Company.

**7. Equal opportunities**

It is the Company’s policy to select, develop, promote and remunerate employees on the basis of their ability to perform a particular job effectively. Selection, development, promotion and remuneration are determined by our requirements for educational and professional skills and qualifications without any bias on the basis of race, religion or belief, disablement, marriage & civil partnership, gender, sexual orientation, age, gender reassignment and pregnancy and maternity or sex.

**8. Salary & Benefits**

8.1 Your {{company.wage\_salary}}salary is [insert amount] {{company.pay\_per}}per annum.

Payment is made [{{company.pay\_period}}monthly/weekly] {{company.how\_paid}}directly into your bank/building society {{company.when\_paid}}on or before the [insert date] of each [month/week].

If a mistake is made in the payment of any monies due, the {{company.contract\_business\_known\_as}}Company expects to be notified immediately. The error will normally be corrected at the next available opportunity.

8.2 The salary shall accrue daily and be payable by equal monthly payments net of income tax, National Insurance and other statutory deductions by direct credit to your bank account on or before the [insert date] working day of each month provided that the Company shall be entitled to deduct from such salary any sums owed by you to the Company (including sums paid to you in respect of a period for which you were not entitled to payment) or paid by the Company on your behalf. In the event of such sums being due to the Company on the termination of your employment, and if your final salary payment is insufficient to allow for the whole of any such deduction, you will be required to repay the outstanding amount due to the Company within one month of the date of the termination of your employment.

8.3 You are not permitted to receive any gifts, goods, services, rebates or commission from any third party except for normal business entertainment other than with the express consent of the Directors.

8.4 There is a bonus scheme in operation in respect of your employment, details of which will be issued to you separately.

The {{company.contract\_business\_known\_as}}Company reserves the right to review the scheme periodically and any changes that affect you will be notified to you in advance.

Bonus payments are not made if an employee is working under notice.

**9. Expenses**

The Company will reimburse you for expenses wholly, properly and necessarily incurred by you in the performance of your duties provided that you provide, within a reasonable timescale of the expenses being incurred, vouchers, receipts or other evidence of actual payment of such expenses as the Company shall reasonably require.

**10.** **Hours of Work**

10.1 Your weekly hours of work are [insert details] with an [paid/unpaid] break of [insert time] for lunch, subject to such variation as to the times which shall be required by the Company so that the total number of hours worked each week should not be increased by the Company without your agreement.

10.2 These hours are subject to variation in the interests of the efficiency of the business. This may include the need to work shifts, unsocial hours and weekends.

**11.** **Holidays**

* 1. The Employer’s annual holiday year runs from [insert dates].
  2. You shall be entitled to [insert number]days holiday in each year on such dates as may be agreed with your Line Manager. This is in addition to public bank holidays. If you are required to work on a bank holiday you will be given another day’s leave in lieu.

11.3 During the period from the commencement of your employment until [insert date] that year, you are entitled to a pro-rata calculation of holiday. You are also expected to take leave on the working days between Christmas and New Year.

11.4 No more than [insert number] of days may be taken consecutively at any time. In exceptional circumstances, additional days may be granted at the discretion of the Company.

11.5 All leave must be approved by your Line Manager and approval for holiday will not be given if leave has already been granted to another employee whose absence necessitates your presence at work.

11.6 You shall be entitled to one twelfth of your annual holiday entitlement for each month of service in the holiday year in which your employment terminates. The Company reserves the right to deduct from your pay any payment for holiday taken in excess of your entitlement.

11.7 Any holiday entitlement that is not taken in any holiday year may not be carried forward to the next year nor paid for in lieu, except in circumstances where you may have been prevented from taking leave due to long-term sickness absence or maternity leave/ paternity leave.

11.8 Should your arrangement of working hours change, your holiday entitlement shall be adjusted pro rata to the number of working days in the week.

11.9 In the event of the termination of your employment for any reason, you consent to a deduction being made from your salary equivalent to any holiday taken in excess of accrued entitlement. If your final salary payment is insufficient to allow for the whole of any such deduction, you will be required to repay the outstanding amount due to the Company within one month of the termination of your employment.

**12. Auto-enrolment Pension Scheme**

Under the current pensions legislation you will be enrolled into an ‘auto-enrolment’ pension scheme if you are eligible. If you are not automatically enrolled into the scheme you may still be entitled to join. Further details will be provided separately.

**13. Standards**

The Company expects a high level of customer service for its customers you are expected to comply with all directions and instructions which the Company shall reasonably decide to be necessary to meet with the Company’s minimum standards of customer service.

**14.** **Sickness or Injury**

14.1 For a period of incapacity of up to seven consecutive days, you must produce self-certification of sickness or any other reasonable evidence of sickness or incapacity.

14.2 If you are absent for seven or more successive days a doctor’s medical certificate must be produced as evidence of your incapacity for work. You will be required to produce a medical certificate from your doctor stating the reasons for your absence, and subsequent medical certificates for the total duration of your period of absence. You may also be required to produce a medical certificate confirming your fitness to return to work.

14.3 Any statement made by you or on your behalf or any document produced by you relating to your absence from work due to sickness or injury which the Company reasonably believes to be untrue and/or misleading or to have been falsified will be treated as gross misconduct and may result in your summary dismissal.

14.4 You must notify your Line Manager (or, in their absence a Director) of your sickness or incapacity to work as soon as possible and unless circumstances do not permit by [insert time] on the first day of absence and each subsequent day.

14.5 If you receive or are awarded compensation or damages because of your illness or injuries, then any payments that we may have made to you because of the absence will be treated as a loan and must be repaid by you to us up to an amount not exceeding the amount of the compensation or damages received.

**15.** **Company & Statutory Sick Pay**

15.1 [OPTIONAL] After completion of your probationary period, you are entitled to full pay for the first [insert number] days of sickness taken within a calendar year. Any additional sickness is offered as Statutory Sick Pay and shall be paid in accordance with legislation currently in force and payment will be made only on the production of a self-certificate or a doctor’s medical certificate.

15.2 If you witness or are involved in an accident at work involving personal injury, whether to you, a colleague or a member of the public, however minor, you must report all relevant details to your Line Manager as soon as possible. Details must be recorded in the Company’s accident book.

15.3 It is a condition of your contract of employment that you agree on request by the Company to undergo at the Company’s expense medical examinations by such doctor or doctors as the Company shall nominate. You agree also to authorise the doctor or doctors responsible for such examinations to prepare a medical report detailing the results of such examinations for disclosure toand discussion with the Company.

**16. Other Leave**

You may be eligible to take the following periods of leave, subject to any eligibility and notice requirements:

* Statutory maternity Leave
* Statutory paternity leave
* Statutory adoption leave
* Shared Parental leave
* Parental bereavement leave

The Company’s rules relating to paid leave and pay are set out in the employee handbook.

**17. Suspension**

The Company may, if it considers it reasonable to do so in order to protect its legitimate business interests, suspend you on full salary at any time, for whatever reason, for a period of up to 14 days. This period may be extended at the Company’s discretion in exceptional circumstances.

**18. Notice Periods**

18.1 You are required to give a minimum of [insert number] months’ notice in writing of the termination of your employment.  You are entitled to receive a minimum of [insert number] months’ notice and after 5 years’ service for each further complete year of continuous employment, you are required to give and entitled to receive 1 weeks’ notice for each completed year of service up to a maximum of 12 weeks (for example for 5 years of service you will receive 5 weeks’ notice.)  During your probationary period this will be one week.

18.2 Following the service of a notice to terminate this employment by either party, or if you purport to terminate the employment in breach of contract, or, if the Company so decides, at any time during your employment the Company may by written notice require you not to perform any services (or to assign to you such duties as the Company shall determine at its absolute discretion) for the Company until the termination of your employment or an earlier date if specified by the Company.

18.3 The {{company.contract\_business\_known\_as}}Company reserves the right to require you to remain away from your place of employment for all or part of your notice period, with or without work, whether you or the {{company.contract\_business\_known\_as}}Company gives notice. You must accept that whilst still employed by the {{company.contract\_business\_known\_as}}Company on notice either at home or on {{company.contract\_business\_known\_as}}Company premises you must not work for any other company, firm, person or business.

The Company shall be under no obligation to provide any work to, or vest any powers in, you and you shall have no right to perform any services for the Company. During any period of Garden Leave you shall:

i) continue to receive your salary and all contractual benefits in the usual way and subject to the terms of any benefit arrangement;

ii) remain an employee of the Company and bound by the terms of this Agreement with the Company;

iii) not, without the prior written consent of the Company, attend your place of work or any other premises of the Company;

iv) not, without the prior written consent of the Company, contact or deal with (or attempt to contact or deal with) any officer, employee, consultant, client, customer, supplier, agent, distributor, shareholder, adviser or other business contact of the Company;

and   
  
v) (except during any periods taken as holiday in the usual way) ensure that the Company knows where you will be and how you can be contacted during each working day and shall comply with any written requests to contact a specified employee of the Company at specified intervals.

If you leave without giving and working your full notice, any additional cost in covering your duties during the notice period not worked will be deducted from any termination pay due to you.

The {{company.contract\_business\_known\_as}}Company may serve immediate notice on you to require you to take some or all of any outstanding holiday entitlement that you may have during your notice period. This clause amends the obligations to provide notice of taking holiday under regulation 15(5) of the Working Time Regulations.

**19. Payment in Lieu**

It is agreed that the Company may terminate your employment with immediate effect on notification that a payment in lieu of notice is to be made to you. You shall not be entitled to any benefit other than pay in respect of any period for which payment in lieu is to be made.

**20. Events on termination of employment**

20.1 Upon the termination of employment you shall immediately deliver to the Company:

i) all documents and other materials of whatsoever nature whether originals or copies made or compiled by or delivered to you during your employment and concerning the business, organisation, transactions, accounts, finances or affairs of the Company and which belong to the Company and you shall not retain any copies;

1. all other property of the Company in your possession or under your control including any motor car made available to you, which shall be returned in good condition (fair wear and tear excepted).

**21. [OPTIONAL] Post termination obligations**

## For the purposes of this clause the following restrictions will apply on your termination of employment from the Company:

### “Restricted Services” means the supply of any services of a kind that have been supplied by the Company and in respect of which your duties were concerned or for which you were responsible during the twelve months immediately preceding the Termination Date;

### “Customer” means any person, Company, Company or other organisation whatsoever to whom or which the Company distributed, sold or supplied services during the twelve months immediately preceding the Termination Date and with whom or which, during such period:

#### you had personal dealings in the course of your employment by the Company; or

#### any employee who was under your direct supervision had personal dealings in the course of their employment by the Company;

### “Restricted Period” means the period of twelve months immediately following the Termination Date.

### “Termination Date” means the date of termination of your employment.

## You hereby undertake with the Company that you will not either during your period of employment or during the Restricted Period without the prior written consent of the Company whether by yourself, through your employees or agents or otherwise and whether on your own behalf or on behalf of any other person, Company, Company or other organisation, directly or indirectly:

### in competition with the Company, solicit business from or canvass any Customer or Prospective Customer in respect of Restricted Services;

### entice, induce or encourage a Customer or Prospective Customer to remove custom from the Company;

### solicit or induce or endeavour to solicit or induce any person who on the Termination Date was a Director, Manager, or Fee Earner of the Company with whom you had dealings during the last 12 months of your employment to cease working for or providing services to the Company, whether or not any such person would thereby commit a breach of contract;

### employ or otherwise engage in the business of researching into, developing, distributing, selling, supplying or otherwise dealing with Restricted Services any person who was during the six months preceding the Termination Date employed or otherwise engaged by the Company and who by reason of such employment or engagement is in possession of any trade secrets or Confidential Information relating to the business of the Company or who has acquired influence over its Customers and Prospective Customers.

### You shall not at any time after the Termination Date represent yourself as being connected with or employed by the Company, this is unless you are a former employee.

### While the restrictions in this clause are considered by the parties to be reasonable in all the circumstances, it is agreed that if any such restrictions, by themselves, or taken together, shall be found to go beyond what is reasonable in all the circumstances for the protection of the legitimate interests of the Company but would be considered reasonable if part or parts of the wording of such restrictions were deleted, the relevant restriction or restrictions shall apply with such deletion(s) as may be necessary to make it or them valid and effective.

### Failure to comply with the terms of this clause may result in the Company pursuing legal action against you.

**22. Inventions and intellectual property rights**

## 22.1 If at any time during your employment, you (whether alone or with any other person or persons) make or discover any invention, development, discovery, improvement or process (together referred to as “Invention”), whether or not relating directly or indirectly to the business of the Company, you shall treat the Invention and all information relating to it as confidential to the Company and shall promptly disclose to the Company full details of the Invention to enable the Company to determine whether it is a Company Invention. If the Invention, development, discovery, improvement or process is not a Company Invention, the Company shall treat all information disclosed to it by you as confidential information and your property. If the Invention, development, discovery, improvement or process is a Company Invention, the provisions of the appropriate following sub-clauses shall apply.

## 22.2 If at any time during your employment, you (whether alone or with any other person or persons) create any design or copyright work (together referred to as “Design”) which relates directly or indirectly to the business of the Company, whether or not capable of registration, you shall treat such Design and all information relating to it as confidential to the Company and shall promptly disclose to the Company full details of such Design. All rights, including all Intellectual Property Rights in the Design and the property of any drawings, models or other materials disclosed to the Company under the provisions of this clause shall vest in the Company absolutely. For the purpose of this agreement, “Intellectual Property Rights” **means** patents, rights to Inventions, copyright and related rights, moral rights, trade marks, business names and domain names, rights in get-up, goodwill and the right to sue for passing off or unfair competition, rights in designs, rights in computer software, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how and trade secrets) and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

## 22.3 In consideration of the Company entering into this agreement, you hereby assign to the Company (including where appropriate, by way of assignment of future rights) with full title guarantee all Intellectual Property Rights for their full terms throughout the world in the Design, whether or not capable of registration, which have been or will be created by you during your employment (except only such Designs created by you wholly unconnected with your employment). You also agree to transfer to the Company the property in any documentation relating to Company Inventions and in any drawings, models or other materials.

## 22.4 You hereby irrevocably and unconditionally waive in favour of the Company and its licensees and successors in title any and all moral rights conferred on you by Chapter IV of Part 1 of the Copyright Designs and Patents Act 1988 for any Design in which copyright is vested in the Company.

## 22.5 Notwithstanding any prior termination of your employment, at the request and expense of the Company you shall:

### do all things necessary to vest in the Company or its nominee, absolute legal and beneficial title to and ownership of and to obtain the benefit of the Company Inventions, any Intellectual Property Rights relating thereto and of the Design and any Intellectual Property Rights relating thereto, and to secure patent or other appropriate forms of protection for them throughout the world;

### provide to the Company all such assistance as it may require in relation to the resolution of any questions concerning Company Inventions or any Intellectual Property Rights belonging to the Company or assigned to it by virtue of this clause.

### Decisions as to the procuring of a patent or other appropriate protection and exploitation of any Company Invention, design or copyright work (as the case may be) shall be at the sole discretion of the Company.

### You irrevocably appoint the Company to be your attorney in your name and on your behalf to execute all documents for the purpose of giving to the Company or its nominee the full benefit of the provisions of the above sub-clauses.

**23. Health and Safety at Work**

The Company places great importance on health and safety at work and has produced a comprehensive policy which is available for your reference. You are reminded that you have a statutory duty to observe all health and safety rules and to take all reasonable care to promote their safe usage for yourself and fellow employees. Wilful breaches of health and safety policy will be dealt with through the Company’s disciplinary procedures.

A copy of the Company’s Policy Statement made under the Health and Safety at Work Act is displayed at the Company’s premises. You must thoroughly familiarise yourself with the Statement and adhere to the provisions of the Statement and conduct yourself at work in a safe and responsible manner. Any breach or non-observance of the Health and Safety at Work policy will constitute a disciplinary offence.

**24. Confidentiality**

During the course of your employment you will be party to information concerning the Company, its employees, its products and its customers. Such information is to be regarded as strictly confidential.

You may not disclose or discuss with any other person outside the Company, either during your employment or at any time after its termination for whatever reason, any confidential information relating to its business including product information, personal data relating to prospective, current or past employees or matters relating to security. Any breach of this condition will render you liable to disciplinary action, which may result in dismissal.

You will not, either during your employment or thereafter, use to the detriment or prejudice of the Company or any of its clients or customers or, except in the proper course of your duties, divulge to any person, Company or Company or otherwise make use of:

1. any Confidential Information about the Company, its business, accounts, finances, research projects, pricing policy, future business strategy, marketing strategies and plans, client or customer lists, discount rates, sales figures, arrangements with suppliers, tenders, pitches, plans or strategies; and
2. any other information designated as confidential which may have come to your knowledge in the course of your employment.

You will not at any time take or carry away any papers or other materials or copies thereof being the property of the Company or loaned to the Company by any client or customer without the express permission of a Director save in the proper performance of your duties.

24.1 This restriction will continue to apply after the termination of your employment without limitation in time but shall cease to apply to any information or knowledge that subsequently comes into the public domain, other than as a result of unauthorised disclosure by you.

24.2 For the purpose of this Agreement, “Confidential Information” shall mean: -

i) any trade secret, customer information, trading detail or other information relating to the business, goodwill, secrets or personnel of the Company or any Group Company, which is not publicly available;

ii) any  version of any code, algorithm, program or similar item capable of being recorded, copied or transmitted, which has been originated, developed or modified by the Company or any Group Company;

1. any information specifically designated by the Company, any Group Company or any Customer as confidential;
2. any information supplied to the Company or any Group Company by any third party in relation to which a duty of confidentiality is owed or arises;
3. any information required to be treated as confidential by any legislation;
4. any information or item, which should otherwise be reasonably regarded as possessing a quality of confidence
5. any information having commercial value or use in relation to the business activities of the Company or any Group Company, including any such information introduced by you into any computer or other electronic system or storage method owned or operated by the Company or any Group Company;
6. and any information or item obtained, derived or compiled from any of the above.

24.3 Without prejudice to the generality of this definition of Confidential Information, Confidential Information shall include information of the Company or any Group Company relating to: the requirements or details of any dealings or terms of trade with any past, current or potential customer, client or supplier; any financial information which has not been released publicly in the proper manner; any Intellectual Property Rights; any details not already in the public domain regarding any business activities, marketing and/or strategic plans; and any price sensitive information.

**Conflict of interest**

During your employment you will be expected to devote the whole of your working time and attention to Company business and to use your best endeavours to promote the general interests of the Company.

If required to do so you must provide details of any relationships with any Company customers or suppliers and comply with any reasonable instructions given to you by the Company on such relationships.

**25. Grievance and Appeals Procedures**

If you have any grievance relating to your employment, you should raise it with {{company.contract-grieve-with}}your Line Manager in the first instance. If you want the grievance to be dealt with formally, you must raise it in writing.

A more detailed explanation of the formal procedure is contained in the Employee Handbook.

**26.** **Disciplinary Procedures and Company Policies**

26.1 The need for disciplinary action to be taken against an Employee and the procedures to be followed are available within the Employee Handbook.

26.2 You must conform with all rules and regulations that may from time to time be in force and ensure that you fully understand those rules and regulations relevant to your work.

26.3 You must at all times act in accordance with the Company's policies and regulations including in particular those governing:

* health and safety of yourself, work colleagues and visitors;
* use of equipment (including computers and software);
* equal opportunities (including harassment and bullying);
* dress code;
* maintenance of records;
* drugs and alcohol;
* use of Company computer facilities, including e-mail and internet access;
* smoking and;
* punctuality
* whistle blowing

You have the right to appeal at any stage in the disciplinary procedure if you are dissatisfied either with a disciplinary decision made against you or the level of penalty imposed. You should do this in writing to [insert job title] not previously involved in the disciplinary decision within five days of receiving your confirmation of discipline letter.

1. **Training**

The {{company.contract\_business\_known\_as}}Company will provide you with all the necessary training required by your core duties and will meet the costs involved.

The {{company.contract\_business\_known\_as}}Company may require you to sign a ‘Training costs agreement’ form prior to you undertaking any training. This Agreement will authorise the {{company.contract\_business\_known\_as}}Company to make a deduction for the cost of the training (on a pro-rata basis) if you fail to complete any relevant course and/or sit and pass all or any tests or exams associated with it, or if your employment ends within {{company.training\_pay}}two years of completing any training course for any reason except redundancy.

**28.** **Data Protection**

The Company collects and processes certain types of data about you and does so in line with the General Data Protection Regulation and the Data Protection Act in force from time to time. Please read the Company’s Privacy Notice for more information about the types of data processed and the reasons for the processing.

You shall make yourself aware of the Company’s policies on data protection with regard to data processing undertaken by you in the course of your duties and act in accordance with those policies at all times. Failure to do so may result in disciplinary action being taken against you up to including dismissal.

**29.** **Lay off and Short Time Working**

The {{company.contract\_business\_known\_as}}Company reserves the right to lay off employees or to introduce short-time working should this be required by a downturn in work or other needs of the business. Where short-time working is introduced, pay will be reduced in proportion with the reduction in working hours.

A more detailed explanation of the procedure is shown in the Employee Handbook.

**30. Policies & Procedures**

Comprehensive details of all of the Terms and Conditions of Employment for all staff are available within our Statement of Terms and Conditions and the Employee Handbook to which you should refer for clarification.

**31. Contract Variation**

This contract may be varied from time to time due to internal or external factors. The Company will enter into a period of consultation with employees with the aim of reaching agreement. The Company reserves the right (to be exercised reasonably), at the end of this consultation period, to vary the terms of this contract if there are compelling reasons to do so.

**32. Collective agreements**

There are no collective agreements affecting your terms and conditions of employment.

**33. Third Party Rights**

No person other than you and the Company may enforce any terms of this agreement.

**34. Governing Law and Jurisdiction**

This statement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

The parties irrevocably agree that the Courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this statement or its subject matter or formation (including non-contractual disputes or claims).

Please sign both copies of this statement and return one copy to indicate your acceptance of its terms. If you have any questions about the meaning of any clause or sub-clause, please do not hesitate to ask a Director or HR. Any agreed amendments that materially alter the terms and conditions contained in your contract will be notified to you in writing and shall take precedence over the terms in this statement.

I have read, understood and am willing to abide by the terms and conditions laid down in the Employee Handbook and accept that they form an integral part of this Contract of Employment.

Signed on behalf of the Employer

……………………………………. (Dated) ……………………

[insert name]

[insert job role]

Signed by the Employee

……………………………………. (Dated) ………………………

[insert employee name]