

INSERT COMPANY NAME AND/OR LOGO HERE

**WRITTEN STATEMENT OF THE MAIN TERMS AND
CONDITIONS OF YOUR EMPLOYMENT**

NAME: **INSERT FULL NAME**

DATE ISSUED: **INSERT DATE**

This document sets out the terms and conditions of your employment which are required to be given to you under the Employment Rights Act 1996.

Employer ("The Company")

Employee

Job Title

Job Duties

You will carry out all duties reasonably requested by the e

Place of Work

Your normal

Date of Commencement

Your period of conti

Original Date of Commen

You will be treated a

Probationary Period

Your employment w
YOUR EMPLOYME
ONE WEEKS NOTI
ect to a probationary period.
ATIONARY PERIOD WITH
IN LIEU.

Hours of Work

Your normal hours o

Breaks

The hours that you ed

Rate of Pay

You will be paid at t

Pay Reviews:

Pay reviews take pl re

Pay Deductions:

The company reser ents

Loans made to you

- Any money o
- ligence or br

In any --- deduction

Overtime

You are expected a

Collective Agreement

DELETE OR INSEF
YOUR TERMS AND
OR
S IN PLACE RELATED TO

Company Car/Use of Con

You may be require
the Company that y
ou must confirm in writing to
business use.

You will be notified
car at any time gi
allowance or, if this
o us withdraw the Company
and replace it with a car

You must take good care of your tools and equipment as per the manufacturer's recommendations.

You must drive safely and not under the influence of drugs or alcohol. The use of mobile phones while driving is prohibited. You must acquaint yourself with the company's policies on this matter.

You must return the company's property to the company at the end of your shift.

Data Protection

The Data Protection Act 1998 requires that all companies must protect the personal information of their employees. They must be open and honest about how they use personal information. The Act also gives you the right to charge you the current rate of the Data Protection Act. You will not be allowed to allow your personal information to be discussed on your work premises. You acknowledge and agree to the company's policy on data protection.

Disciplinary Procedure

You are expected to follow the company's disciplinary procedure. You are also expected to conduct yourself in a professional manner as specified in the company's Disciplinary Procedures in the EMPLOYEE CANON. If you are found to be in breach of any of the terms of employment, you may be subject to disciplinary action. These procedures are set out in the company's Disciplinary Procedures.

Suspension

Suspension is not a punishment. It may be necessary if there is evidence that you are in breach of your salary and contract.

You are expected to observe the company's disciplinary rules. You are expected to comply with all company disciplinary rules. In the event of a suspension, you will receive your salary and contract.

Counselling

In the event of a minor breach of the company's disciplinary rules, you may be offered counselling. The objective of this is to help you to improve your performance and to avoid further disciplinary action.

Verbal Warning

In the event of a minor breach of the company's disciplinary rules, you may be given a verbal warning. The timescale for improvement will remain in your file for a period of 12 months.

First Written Warning

In the event that you receive a verbal warning, you may be given a first written warning. This will be notified in writing to you.

Final Written Warning

In the event that you receive a first written warning, you may be given a final written warning. You will be notified in writing to you. If you are given a final written warning, the timescale for improvement will remain in your file for a period of 12 months.

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performance and/or conduct

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what date. A verbal warning

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Dismissal

You will not usually
misconduct.

Procedure

- At any stage of
employee or their
identification
- allow a period of

Gross Misconduct

Gross misconduct
conduct of the comp
Listed below are e
disciplinary offences
the case evidence.

The list is not exhaust

- Physical assault
- Failure responsible
feels reformatio
restricted to, on
or confirmation of
- Plotting, attempt
unauthorised.
- Sending abusive
mail within the c
- Accessing or do
email or text kno
- Giving misleading
- Breach of health
safety or failing
customer, to cr
customers, its st
- Wilful disobedie
normally within t
- Breach of Licen
- Negligence in re
equipment, prop
has been entrus

Serious Misconduct

Where you are four
level of warning de
these offences. Fa
employee may be e

- Personal use of
- Failure to keep c
- Interfere
- Failure to use
storing or acco
responsible, or v
- Misuse of cd co
- Unauthorised us

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unless is it an act of gross

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official must show proof of

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company, including but not
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destroying, or in any other

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request or to perform a duty

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of employment in which an

and/or handling recording,
ich the employee may be

- Smoking, other
- Smoking in any
- Failure to carry

Appeal Hearings

You have the right to appeal a disciplinary action. You must be specific about the grounds for appeal.

The decision will be made within a period of days of

Garden Leave

- You may be required to work during your notice period. In the event that you are requested to work during your notice period you will remain available to work. The Company will pay your salary during your notice period.

Grievance Procedure

In the event of you being dissatisfied with your employment with the company you have the right to raise a grievance. You must raise the matter in writing to your line manager.

If you remain dissatisfied with the decision of your line manager you may appeal with the next level of management. The grievance procedure will include holding a hearing. The grievance will be investigated fully and the decision will be communicated to you verbally and in writing within INSERT NUMBER. This decision is final.

You have the right to be accompanied by a trade union representative or other person during the hearing.

Health and Safety

Under the Health and Safety Act 1974, the Office Shops and Railway Premises Act 1963 and other legislation the company has many legal duties.

- Responsibility for health and safety
- Being taken account of
- Duty not to be hindered
- Duty to co-operate
- Responsibility for health and safety also Dress Standards

If you are in doubt in relation to health and safety you must discuss your queries with your immediate supervisor.

Holidays and Holiday Pay

Your holiday entitlement is in accordance with the usual Statutory Basis of Payment and will be adjusted accordingly.

The Company's holiday arrangements may be changed by the Company.

If the location where you are working changes you will be required to take your annual leave at that location.

for the premises at risk.

against you. You should try to resolve the matter by informal means before disciplinary action.

within INSERT NUMBER, EG, 7 days.

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Duty not to be hindered

Duty to co-operate

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On termination of your employment, you will be entitled to a paid holiday. The Company will pay you for any accrued but untaken holiday during your notice period.

Lay-Offs and Guaranteed

In the event of poor business performance, it may be necessary to reduce the workforce. Employment will come into

Medical Examination

The Company reserves the right to require an offer of employment to be subject to a medical examination. Expenses incurred obtaining medical reports.

Notices

Any notice given under this contract will be given by or on behalf of the party

Pension Scheme

Permanent Health Insurance

INSERT DETAILS

Personal Accident Insurance

INSERT DETAILS

Private Medical Insurance

INSERT DETAILS

References

Your employment is subject to the terms and conditions of the company.

Restrictive Clauses

In the event that your employment is terminated, you shall be subject to the following restrictions:

- Not to be engaged in any business or profession in competition with the Company for a period of 12 months following the termination of your employment.
- Not to represent or act in any way for any person or organization in competition with the Company.

Each of these clauses shall survive the termination of your employment.

Sickness Absence

You are required to report your absence to your manager at the earliest opportunity. In the event that you are not able to do so, you must report your absence to the Company.

For further details see the EMPLOYEE HANDBOOK OR OTHER SOURCE. These procedures do not form part of your terms and conditions of employment.

n. In the event that you are absent for more than 7 days, you must provide a medical certificate from your medical practitioners or specialists who are registered with the General Practitioners' Register of the Independent Occupations. Failure to report your absence in disciplinary action.

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Law

The law of England and Wales shall apply to the wording of these terms. If any provision or part of any provision is held to be invalid or unenforceable it will be severed or the remaining provisions, including any deletions, will continue to have full force and effect.

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Queries

Any queries resulting from these terms should be referred to your manager.

in the first instance, to your manager.

Declaration

I confirm my acceptance of these terms and understand that they constitute the entire agreement between us. I agree to any express terms and conditions set out within it. I confirm that in entering into this agreement I am not in breach of any terms of any other agreement.

condition set out within it. I agree to any express terms and conditions set out within it.

from the date of this contract. I confirm that in entering into this agreement I am not in breach of any terms of any other agreement or implied.

Yours sincerely on behalf of the company

Manager's Name:

Manager's Signature:

Date:

I confirm my acceptance of these terms and understand that they constitute the entire agreement between us.

Employee Name:

Employee Signature:

Date:

Kindly return the original copy of this contract to your manager, signed and dated, and initialling all the pages and signing this final page.

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