

EMPLOYMENT CONTRACT

This Contract is made on _____ between:

(1) _____, of _____ (the “Employer”); and

(2) _____, of _____ (the “Employee”).

1. Position and Start Date

The Employer employs the Employee as _____, reporting to _____, from _____. The Employee shall perform the duties of that position and other reasonable duties the Employer assigns that suit the Employee’s skills.

2. Probation

The first _____ months are a probationary period. During it either party may end the employment by giving _____ days’ written notice.

3. Place and Hours of Work

The Employee’s normal place of work is _____. Normal working hours are _____ hours a week, from _____ to _____, _____ to _____, with a break of _____. Work beyond these hours is paid or compensated as the law and the Employer’s policy provide.

4. Pay

The Employer shall pay the Employee a gross salary of _____ a _____, on the _____ of each month, by transfer to the Employee’s bank account, after the deductions the law requires. The salary shall be reviewed once a year, without any obligation to increase it.

5. Benefits

The Employee is entitled to the following: _____ (for example: medical cover, pension or provident fund, bonus, allowances).

6. Leave

The Employee is entitled to _____ working days of paid annual leave in each year, in addition to public holidays, and to sick leave and other leave as the law and the Employer’s policy provide. Annual leave is taken at times agreed with the Employer.

7. Conduct and Policies

The Employee shall serve the Employer faithfully, follow its lawful instructions and policies, and not take other paid work that conflicts with the Employee’s duties without the Employer’s written consent.

8. Confidentiality

During and after the employment, the Employee shall not use or disclose the Employer’s confidential information, including its customer details, prices, methods and business plans, except in the proper course of the Employee’s duties or as the law requires.

9. Work Product

All work the Employee creates in the course of the employment, and all rights in it, belong to the Employer.

10. Termination

After probation, either party may end the employment by giving _____ months' written notice, or the longer period the law requires. The Employer may pay salary in place of notice. The Employer may end the employment without notice for serious misconduct, in accordance with the law. On leaving, the Employee shall return all property of the Employer.

11. General

This Contract and the Employer's written policies set out the terms of the employment. It may be changed only in writing signed by both parties. Where the law gives the Employee a right more favourable than a term of this Contract, the law applies.

12. Governing Law

This Contract is governed by the laws of _____.

For the Employer

Signature: _____

Name: _____

Date: _____

The Employee

Signature: _____

Name: _____

Date: _____