Employment Contract

United Kingdom version

This Employment Contract is between _____ (the “Employer”) and _____ (the “Employee”). Employment starts on _____.

1. Role and duties

The Employee is employed as _____ and will carry out the duties reasonably assigned that fit the role. The Employee will work at _____ and may be asked to travel for work.

2. Salary

The Employer will pay a salary of £_____ per year, in monthly instalments in arrears, less deductions required by law. Salary is reviewed annually, with no obligation to increase it.

3. Hours

Normal working hours are _____. The Employee may need to work additional hours reasonably required by the role.

4. Holidays

The Employee is entitled to _____ days of paid holiday per year including bank holidays, which must be at least the statutory minimum of 5.6 weeks for full-time workers under the Working Time Regulations 1998.

5. Sickness absence

The Employee must tell their manager as soon as possible on the first day of absence. For absences over 7 days a fit note is required. Statutory Sick Pay is paid when the Employee qualifies, plus any company sick pay under the Employer’s policy.

6. Probation

The first _____ months are probationary. During probation either party may end employment with one week’s notice, or the statutory minimum if longer.

7. Confidentiality

During and after employment, the Employee will not use or disclose the Employer’s confidential information except as required for their duties or by law.

8. Intellectual property

All intellectual property created by the Employee in the course of employment belongs to the Employer. The Employee will sign any documents reasonably needed to confirm this.

9. Personal data

The Employer will process the Employee’s personal data as described in its employee privacy notice and in line with the UK GDPR and the Data Protection Act 2018.

10. Notice

After probation, either party may end employment by giving _____ written notice, or the statutory minimum notice if longer. The Employer may pay salary in lieu of notice, and may end employment without notice for gross misconduct.

11. Policies

The Employee will follow the Employer's policies, including disciplinary and grievance procedures, as updated from time to time. Policies are not part of this contract unless stated.

12. Pension

The Employer will enrol the Employee in a workplace pension scheme where required under the Pensions Act 2008 auto-enrolment rules.

13. Written statement

This contract, with the documents it refers to, is intended to be the written statement of employment particulars required by section 1 of the Employment Rights Act 1996.

14. Entire agreement

This agreement, together with any documents it refers to, is the entire agreement between the parties about its subject and replaces any earlier discussions, proposals or understandings about it.

15. Changes and waiver

Any change to this agreement must be in writing and signed by all parties, which may be done electronically. A failure or delay in enforcing any part of this agreement is not a waiver of that right.

16. Severability

If any part of this agreement is found to be invalid or unenforceable, that part will be limited to the minimum extent necessary and the rest of the agreement will remain in effect.

17. Disputes

The parties will first try in good faith to resolve any dispute through discussion, and may agree to mediation, before starting court proceedings.

18. Governing law and jurisdiction

This agreement is governed by the laws of England and Wales. Each party submits to the jurisdiction of the courts of England and Wales, which will have exclusive jurisdiction.

19. Electronic signatures and counterparts

This agreement may be signed electronically and in counterparts, each of which is an original and which together form one agreement. The parties agree that electronic signatures are valid and binding under the Electronic Communications Act 2000 and the UK eIDAS Regulation, and have the same effect as handwritten signatures.

20. Signatures

Signed by the parties on the dates shown below.

Employee

Full name

Email

Date

Employer

Full name

Company

Designation

Date