**Employment Agreement**

This employment agreement contract, dated on the \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the year 20\_\_\_\_, is made between [company name] and [employee names], whom will be referred to as [Employer] and [Employee], respectively. Both parties agree to the terms and conditions as set forth in this contract and are governed by the laws in [Country].

The terms and conditions of this employment contract are as follows:

**1. Employment**

The Employee hereby agrees to fulfill their role as a [list role] on a \_\_\_\_\_\_\_\_ (ie. Full time) contract. They will be required to carry out their duties and responsibilities as set forth by the Employer. The Employee is obliged to comply with all company policies, rules and procedures at all times.

a) Principle duties of the role, include the following responsibilities:

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b) The primary work location of the Employee will be at [insert full address].

**2. Roles & Responsibilities**

There may be situations in which the Employee is required to perform other duties. These additional tasks would fall under the reasonable scope of the Employee’s work.

**3. Term of Employment**

The term of employment, set forth under this agreement, begins on [full date] and will be valid for [length of time].

**4. Compensation**

The employee is entitled to their base salary, overtime pay, and additional compensation.

a) **Base Salary** – As compensation for the hours worked under this Employee/Employer agreement, the Employer shall be obliged to pay the Employee \_\_\_\_\_\_GB/hour or \_\_\_\_\_\_\_ gross annually. This amount will be paid to the Employee on the \_\_\_\_ of every month. As per tax regulations, the Employer shall withhold or deduct social security taxes, and government or local taxes, as required by government laws.

b) **Overtime** – Salaried or exempt employees are not entitled to overtime compensation.

c) **Additional Compensation** – All additional compensation and bonuses, are to be paid to the Employee, at the discretion of the Employer. As compensation for positive performance, subject to a [quarterly/annual] performance review, the Employee will receive an additional \_\_\_\_\_\_\_ [per hour/per annum]. All payments are subject to mandatory deductions such as Government Taxes and National Insurance.

**5. Employee Benefits**

Compliance by both parties, of the Employer policy regarding benefits, will be agreed upon separately. Access to the benefits currently offered; [list benefits, if any], will be available upon the completion of the Employer’s probationary period.

a) **Paid Time Off** – Employees are entitled to a certain number of days off with pay, as per local laws [list length of time for sick/personal days, and

bereavement leave].

b) **Holiday Allowance** – Set forth in the company’s holiday policy within the Employee Handbook. The employer reserves the right to modify the paid time off and holiday policies.

**6. Probationary Period**

During the period of probation of [time frame], the Employee is not eligible for benefits such as paid time off. During probationary, the Employer may exercise the right to terminate an employee’s employment without advance notice and at any time

**7. Pay**

The Employer reserves the right to modify their holiday and PTO policies at any time.

**8. Termination**

This employee agreement may be terminated by the Employer in the event in which the Employee violates the terms and provisions set forth in this contract. Should the Employee wish to terminate their contract, they must provide just reason in accordance with applicable labor laws.

Upon termination, the Employer agrees to return all company property, acquired during the duration of their employment with said Employer. Any lost or damaged property must be reimbursed to the Employer at the expense of the Employee.

**9. Ownership of Intellectual Property**

Both parties agree that any information, materials, or products, developed and created during the time of employment, as per the Employees contract, is the intellectual property of the Employer who has sole and exclusive rights over them.

**10. Confidentiality and Non-Competition**

As an Employee, you will be granted access to confidential information. This secure information is the sole property of the Employer and you are under no circumstances permitted to disclose the information outside of the organization.

During your period of Employment with the Employer, engaging in any work that is related to or in competition with the organisation, is strictly prohibited and will result in immediate dismissal. The Employer requires that the Employee fully disclose all other working relationships that may result in a conflict of interest.

Furthermore, by signing this agreement, the Employee acknowledges that upon the termination of the employment, the Employee is prohibited to solicit business from any of the Employer’s clients for a duration of [time frame].

**11. Entirety**

This contract represents the complete employment agreement between the two parties and supersedes any written or oral agreement previously had.

**12. Legal Authorisation**

The Employee agrees that he or she is fully authorised to work in [country name] and can provide proof of this with legal documentation. This documentation will be obtained by the Employer for legal records.

**13. Severability**

The parties agree that if any portion of this agreement I hold to be illegal, invalid or unenforceable in part or whole, the remaining provisions will be retained in full effect.

In witness whereof, this agreement has been signed and delivered as of the date indicated within this contract.

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Company Official Signature Date**

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