

Company Name
Address
Address
Post Code
Phone
Date:
Enquiries to:

CONFIDENTIAL

«Name1»
«Address1»
«Address2»
«Town» «Postcode»
Dear «Name2»

PRINCIPAL STATEMENT OF TERMS AND CONDITIONS

I am pleased to confirm your appointment as «'required post'» with <'Company Name'>. This document outlines the Terms and Conditions which apply to your contract and other information which is relevant to your employment.

1. The commencement date of this contract is «30/04/2015».
2. Your date of commencement of continuous service with <'Company Name'> is «xx/xx/xxxx».
3. Your base will be «'Company Name'», however the Company reserves the right, with appropriate consultation with you, to change your base should the needs of the Company require this.
4. Your working hours will be «» per week. The Company may require you to vary the pattern of your working hours if required on a temporary or permanent basis should the needs of the post require this. Overtime payments are made in line with the Company Remuneration Policy.
5. You will be subject to the terms and conditions as agreed and amended from time to time by the the Company as outlined in its policies, procedures, handbooks and other relevant documents.
6. The pay grade for this post is «'required post'» and the current salary scale is £«Scale1» . This will be reviewed annually. You are also eligible for individual / team performance bonuses as outlined in the Company Remuneration Policy.
7. If the Company makes an overpayment to you to which you are not entitled, or is more than that to which you are entitled, you agree to allow the Company to recover the overpayment by deductions from your salary or other payments due to you. Any deductions will normally be made over the same period that the overpayment was made. It is in your interests to regularly check your pay slips.
8. You will be paid «weekly» in arrears to be paid by cheque.
9. The Company leave year runs from the 1st of April to the 31st of March. You are entitled to «number of leave days – needs to be a minimum of 28 days for someone working a 5 day week and pro rata for part-timers» inclusive of statutory / local holidays as agreed annually by the Company. Arrangements for payment of holiday pay are as follows.....
10. You are obliged to give the Company «2» weeks notice to terminate your contract of employment. The Company is obliged to give you the statutory minimum amount of notice before terminating your contract.
11. This post is subject to the completion of a 6 month probationary period. At the end of this period if your performance is of a satisfactory standard your appointment will be made permanent. During this period, one weeks notice may be given by either party to terminate this contract.

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12. You may be automatically enrolled into the Company Pension Scheme (details are available from the Manager), depending on your level of earnings; however you may also choose to opt out of this. Should you opt to take out a Personal Pension Plan then this is a private matter between yourself and the financial institution concerned, and does not involve the Company in any way.
13. You are expected to comply with the Company dress code, your line manager will explain the details of this, and provide you with any relevant company policy on this.
14. Should the need for disciplinary action be deemed necessary, this will be taken in accordance with the Company Policy and Procedure on Disciplinary Action. You have a right of appeal against this as outlined in the Procedure.
15. If you have a grievance in relation to your employment, then you should follow the procedure outlined in the Company Grievance Policy and Procedure. You should initially discuss any grievance with your immediate superior.
16. You are required to report any sickness absence as soon as is practicably possible to your immediate superior, and provide certification of sickness in line with Company policy.
17. Smoking in Company premises is prohibited (except in those external areas specifically designated for that purpose). Breach of this regulation may result in disciplinary action being taken.
18. In the course of your employment you may have access to confidential material both in paper and electronic form. On no account should this information be divulged to any unauthorised person. Breaches of confidentiality will be dealt with through the Company Policy and Procedure on Disciplinary Action.
19. The Company has a strict anti-bribery and corruption policy in line with the Bribery Act (2010). If you bribe (or attempt to bribe) another person, intending either to obtain or retain business for the company, or to obtain or retain an advantage in the conduct of the company's business this will be considered gross misconduct. Similarly accepting or allowing another person to accept a bribe will be considered gross misconduct. In these circumstances you will be subject to formal investigation under the Company's disciplinary procedures, and disciplinary action up to and including dismissal may be applied.
20. It is a condition of your employment that the Company is satisfied on your medical fitness to carry out your duties. This appointment is conditional on a satisfactory Occupational Health Service / Company Doctor assessment. Should it be deemed necessary during the course of your employment, you may be required to attend for a medical examination from the Company Doctor / Occupational Health Service.
21. Your employment with the Company may be dependant upon the possession of particular qualifications or registration with a statutory Body or other Authority; evidence of this must be produced on request. Failure to produce such evidence may lead to the termination of your employment.
22. Access to all Handbooks, policies and procedures etc. is available through your manager and copies can be provided on request.

If you are in agreement with the above terms and conditions please sign both copies of this statement, retain one and return the other to me.

Yours sincerely,

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'Manager Name'
Manager <'Company Name'>

FORM OF ACCEPTANCE: I accept this appointment on the terms and conditions stated above.

SIGNATURE _____

DATE _____