

UK STAFF EMPLOYMENT CONTRACT

Employer: _____

Employee: _____

1. Position and Duties

The Employee is employed as _____ and agrees to diligently perform the duties and responsibilities assigned by the Employer. The Employee shall comply with all lawful directions and policies of the Employer.

2. Commencement and Duration

This Agreement shall commence on the date of signature and shall continue until terminated in accordance with clause 9 of this Agreement.

3. Place of Work

The Employee's primary place of work shall be _____. The Employee may be required to work at other locations as reasonably requested by the Employer.

4. Hours of Work

The Employee's normal working hours shall be _____ per week, typically from _____ to _____ each working day, with breaks as required by law. The Employer reserves the right to vary working hours subject to reasonable notice.

5. Remuneration

The Employee shall be paid a gross salary of £_____ per annum/month/week, payable in arrears by bank transfer on or about the last working day of each month. The Employer shall deduct income tax and National Insurance contributions as required by law.

6. Holiday Entitlement

The Employee is entitled to statutory annual leave of 5.6 weeks per holiday year, inclusive of public/bank holidays. Holiday requests must be approved by the Employer in advance.

7. Sickness and Absence

The Employee must notify the Employer as soon as possible of any sickness absence and provide appropriate medical evidence if requested. Statutory Sick Pay (SSP) will be paid in accordance with current legislation.

8. Confidentiality

The Employee shall keep confidential all information relating to the Employer's business, clients, and affairs both

during and after employment, except where disclosure is required by law or with prior written consent of the Employer.

9. Termination

Either party may terminate this Agreement by providing notice in writing as follows: - Employee: at least one week's notice during the first month, increasing to statutory minimum thereafter. - Employer: notice or payment in lieu in accordance with statutory minimum or contracted terms. The Employer may terminate without notice for gross misconduct.

10. Health and Safety

The Employee shall comply with all health and safety policies and procedures implemented by the Employer and take reasonable care for their own health and safety and that of others.

11. Data Protection

The Employer will process personal data of the Employee in accordance with applicable data protection legislation, including the UK GDPR, for the purposes of employment administration and legal compliance.

12. Intellectual Property

Any intellectual property created by the Employee in the course of employment shall be the property of the Employer.

13. Non-Compete and Non-Solicitation

During employment and for a period of six months following termination, the Employee shall not directly or indirectly compete with the Employer nor solicit its clients or employees.

14. Grievance and Disciplinary Procedures

The Employer's grievance and disciplinary procedures, as amended from time to time, shall apply to the Employee.

15. Governing Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of England and Wales. The parties submit to the exclusive jurisdiction of the courts of England and Wales.

16. Entire Agreement

This Agreement constitutes the entire agreement between the Employer and Employee and supersedes all prior agreements and understandings.

17. Variation

No variation of this Agreement shall be effective unless made in writing and signed by both parties.

EMPLOYER'S SIGNATURE

Name: _____

Position: _____

Signature: _____

Date: _____

EMPLOYEE'S SIGNATURE

Name: _____

Date: _____

Signature: _____

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