# **Casual employment contract (zero hours contract)**

### **Contract of Employment**

Dated: [date]

Name: [name]

### **Contents**

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- 2. Start and continuity
- 3. Trial period
- 4. Job title and job description
- 5. Place of work
- 6. Hours of work
- 7. Training
- 8. Salary
- 9. Expenses
- 10. Leave for holidays and other reasons
- 11. Sickness and sick pay
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Schedule Data Protection Act 2018 Compliance

This contract is dated:			ited:	[date]
You	r emplo	oyer is:		[company name] ("the Company" ■ ■ ■ " ■ ■ ■ " ■ ■
Your employer's address is:				[company address]
You	are:			[employee name]
You	Your address is:			[employee address]
The c	ontrac	t terms	are:	
1.	No d	bliga	tion to pı	rovide work
	accep you w	t any wo	ork offered by nd when req	ed to provide work to you and you are not obliged to y the Company. However, the Company will offer uired. You will be offered work on a "casual ■ ■ ■
2.		t and	continuit	hv.
۷.				-
	2.1.	informa	ntion you hav	atract, we have relied on certain documents and re provided to us. If we discover that any of that urate, you will be in
		2.1.1	vour curricu	ılum vitae / resume, sent to ■ ■ ■ ■ ■ ■ ■ ■ [ ■ ■ ■
			■ ];	
		2.1.2	qualification	of education showing school and university as and in particular that you have achieved a arts] [ • • • • • • • ] • • • • • • • • • •
		2.1.3	•	nent that you have qualified as a [trade or ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ].
	2.2.	Your er	mployment w	vith the Company [starts / ■ ■ ■ ] ■ ■ ■ [ ■ ■ ■ ■

].

2.3.	[Previous employment with [name of employer] from [date] to [date] counts as ••••••••••••••••••••••••••••••••••
Tria	Il period
3.1.	Your employment is subject to a trial period of [3] months. If at the end of that time, we are satisfied with ••••••••••••••••••••••••••••••••••••
3.2.	If during or at the end of your trial period, we are dissatisfied with your work, we may terminate your employment by [one] week's notice. If you
3.3.	The Company reserves the right to extend the •••••••••••••••••••••••••••••••••••
Job	title and job description
4.1.	Your job title is [job title].
4.2.	Your main tasks and responsibilities are set out ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
4.3.	You now agree that we may change your job description or ask you to do a different job of a similar status and requiring similar skills. We may also ask you to perform duties additional to those now envisaged or those actually undertaken at
4.4.	Your duty is to perform your job to the best of your ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Plac	ce of work
5.1.	Your normal place of work is our above address but we reserve the right to change this to <b>** ** ** ** ** ** ** ** **</b> ** ** ** **

4.

5.2.	You agree to work at any other place we reasonably require, including the premises of any customer, client or contractor • • • • • • • • • • • • • • • • • • •
Hou	irs of work
6.1.	There are no normal or fixed working hours for this employment and you are required to work at such times and for
6.2.	The Working Time Regulations of 1998 impose an obligation on employers to ensure that employees do not work more than an average of 48 hours per week. By agreeing to the terms of this   48 48 48 48 48 48 48 48 48 48 48 48 48 4
OR	
6.3.	The Working Time Regulations of 1998 impose an obligation on employers to ensure that employees do not work more than an average of 48 hours per week. By agreeing to the terms of this contract, you have opted out of that provision and the 48 • • • • • • • • • • • • • • • • • •
AND	
6.4.	You will be required to comply with any time keeping or record keeping scheme introduced for
Trai	ning
7.1.	We provide training for employees at [our head office / a location chosen by us]. The details of the
7.2.	You must complete the training to the level required by [Employer name]. It is in our discretion as to whether you have completed the training to a satisfactory level.

## 8. Salary

8.1.	When you are required to work, your normal hourly rate of pay is £ [00.00] per hour, payable by [electronic transfer/cheque] in instalments — — — — — — — — — — — — — — — — — — —
8.2.	When you are required to work at weekends, nights and or public holidays,
	[Provisions]
8.3.	You will receive a [commission] / [bonus] payment [monthly] / [ = = = = ] / [ = = = ], = = = = = = = = :
	[Set out calculation].
8.4.	Your hourly rate will be reviewed annually in the month of [month]. ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
8.5.	We reserve the right in our absolute discretion to deduct from your pay (e.g. salary, commission, bonus) any money which you may owe to us including, without limitation, any overpayments or loans made $\blacksquare$ $\blacksquare$
Exp	enses
You h	ave no authority to incur expenses.
OR	
9.1.	The Company will reimburse to you all reasonable expenses incurred by •••••••:
9.2.	You provide us with receipts, invoices or
9.3.	It is a serious offence to falsify any document or manufacture evidence fraudulently for the purpose of claiming through the expense procedure.

# 10. Leave for holidays and other reasons

10.1.	In this paragraph we refer to holidays,
10.2.	Your entitlement to leave • • • • • • • • • • • • • • • • • • •
10.3.	The Company's holiday year runs from January 1 to December 31.  Your entitlement to leave days is calculated   I I I I I I I I I I I I I I I I I I
10.4.	The amount we pay you will be pro-rata with the average hours ■ ■ ■
10.5.	[We ask you to agree the dates of your holidays at least 28
10.6.	At a minimum, you must give us notice of twice as many days as
10.7.	We may also give you similar ■ ■ ■ ( ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
10.8.	You can take your holidays ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
10.9.	You may not carry holiday forward from one
OR	
10.10.	You will be entitled to carry ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

	10.11.	If either of us terminates your employment by notice, then any holiday entitlement which will have accrued at the date   The state of t
	10.12.	During the first three months of employment, we request that you do not
11.	Sick	ness or other absence and sick pay
	11.1.	The regulations for statutory sick pay vary from time to • • • • • • • • • • • • • • • • • •
	11.2.	If you are unexpectedly absent from work for any reason, you must inform us of the reason for your absence and likely
	11 2	If you are about from work due to cickness or injury for more than
	11.3.	If you are absent from work due to sickness or injury for more than [three] days (including weekends) you must provide us with
	11.4.	Immediately on your return to work, you must complete a self-certification form stating the

11.5.	You agree at any time we ask, whether or not you are absent from work, to undergo whatever medical examinations we believe are appropriate (
11.6.	Provided you have complied with the general terms relating to sickness absence referred to above, you will
OR	
11.7.	The Company does not make any   , , , , , , , , , , , , , , , , , ,
11.8.	Payments of sick pay include statutory sick pay and will be reduced by any state sickness
11.9.	In any case where you have a claim in law for compensation against a
	third party in respect of circumstances causing you
<b>\\\\ \ \ \ \ \ \ \</b>	l
	k outside the United Kingdom
	vill not be required to work outside the United Kingdom for ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

...........

13.	Pension	
	13.1.	We shall • • • • • • • • • • • • • • • • • •
	13.2.	Contributions to the scheme are made by you and by us. ••••, ••• ••••••••••••••••••••••••••••
14.	Coll	ective agreements
		Company has made an agreement with [union] which ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
	•••	
15.	Othe	er business or employment
	15.1.	You must devote the whole of your ,
	15.2.	You may not under any circumstances do
	15.3.	You may not do other work (even voluntary work), or engage in any other business ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
16.	No d	competition
	16.1.	The following restrictions apply whether intended

16.2. You agree that you will not within [three] years of termination of this

	16.3.	You agree that you will not within [one] year of termination of your contract,
	16.4.	You agree that you will not within [one] year of termination of your contract,
		[]-
	16.5.	If any provision of this paragraph shall be void in any jurisdiction ■ ■ ■
	40.0	
	16.6.	You have carefully considered the provisions of this   I I I I I I I I I I I I I I I I I I
17.	Pro	cessing your personal data
		tisfy our legal obligations, we process your personal data according
18.	Staf	f handbook and Company policies
	18.1.	You now acknowledge that you have been given a • • • • • • • • • • • • • • • • • •
		18.1.1 health and safety;

	18.1.2	equal opportunities and non-harassment;
	18.1.3	computers, email, Internet and communications;
	18.1.4	company vehicles;
	18.1.5	data protection.
18.2.		as any of these policies imposes an expectation of behaviour as a
18.3.	hours,	ay not smoke anywhere during working hours. Outside working you may
	<b>fident</b> paragrap	iality h is very important to our [business / company / organisation].
		ad it
19.1.		paragraph, "Confidential Information" = = = = = = = = = = = = = = = = = = =
	19.1.1	information about staff, $\blacksquare \blacksquare \blacksquare$
	19.1.2	our businesses, methods $\blacksquare$ $\blacksquare$ $\blacksquare$ $\blacksquare$ $\blacksquare$ $\blacksquare$ $\blacksquare$ $\blacksquare$ , $\blacksquare$ $\blacksquare$ $\blacksquare$ $\blacksquare$ $\blacksquare$
	19.1.3	information about suppliers agents distributors and customers;
	19.1.4	information about the Intellectual • • • • • • • • • • • • • • • • • • •
19.2.	"Intelle	ctual Property" means Intellectual Property of ■ ■ ■ ■ ■ ■ ■ , ■

	19.2.1	
	19.2.2	patents, trademarks, unregistered marks, designs, copyrights,
19.3.	You no	w promise that you will:
	19.3.1	keep all records of Confidential Information only at $\blacksquare$ $\blacksquare$ $\blacksquare$ $\blacksquare$ $\blacksquare$
		■ ■ ■ );
	19.3.2	use your best endeavours
19.4.	And yo	u will not:
	19.4.1	use for yourself nor divulge nor disclose to any person ( • • • • • • • • • • • • • • • • • •
	1942	store, copy, or use the
	10.4.2	
	19.4.3	remove from Company's premises or copy or allow anyone  , , , , , , , , , , , , , , , , , , ,
19.5.	This pa	ragraph does not apply to disclosure:
	19.5.1	of information that it is reasonably necessary to disclose
	40.50	
	19.5.2	made with the consent of the proper • • • • • • • • • • • • • • • • • • •

		9.5.3 of information or knowledge which comes
		•••••
	19.6.	he provisions of this paragraph shall continue after termination of this
20.	New	ntellectual Property
	20.1.	o far as Intellectual Property is created ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
		,
	20.2.	ou now agree that you will:
		0.2.1 do your utmost to ensure
		0.2.2 tell the Company
		0.2.3 provide to the Company whatever full specification description
		;
	20.3.	o make this effective you now undertake to do whatever the Company
		•••.
	20.4.	he provisions of this paragraph shall continue indefinitely ■ ■ ■ ■ ■ ■
21.	Brib	ry and other corrupt behaviour
	21.1.	he Company has a strict anti-bribery and corruption policy in line with

		•.
	21.2.	If you bribe (or attempt to bribe) another person, intending either to obtain or retain business for the Company, or to obtain or retain ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
22.	Disc	ciplinary and grievance procedures
	22.1.	The Company's disciplinary and grievance procedures are those set
	22.2.	The formal grievance procedure need not be your first step in bringing to our attention a work related problem. We encourage
	22.3.	The law gives you both rights and obligations in respect of these procedures. You now agree to
		,
23.	Noti	ce of termination of employment
	This is	s the period
	23.1.	During your • • • • • • ;

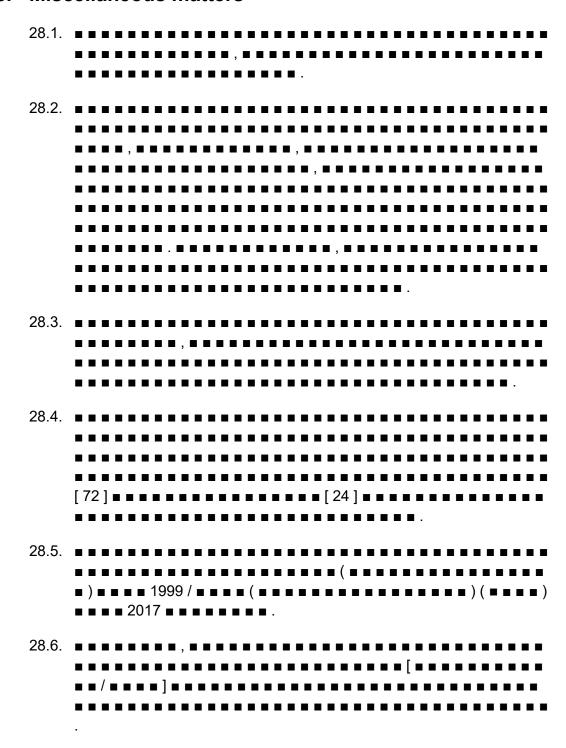
	23.2.	During	your first weeks employment:	none;
	23.3.	After fo	our = = = = = = :	;
	23.4.	After o	ne year's employment:	12 ;
	23.5.		e date you leave, money is owed	
24.	Arra	angem	ents during notice per	iod
	24.1.		ompany expects you ■ ■ ■ ■ ■ ■ ■	•••••
	24.2.	We res	erve = = = = = = , = = = =	
		24.2.1	terminate your employment be period and ••••••••••••••••••••••••••••••••••	
		24.2.2	require you <b></b>	
		24.2.3	require you to remain ■ ■ ■ ■	
25.	Pro	cedur	e after termination	
	25.1.		er this agreement ■ ■ ■ ■ , ■ ■ ∎ ı ■ ■ :	,
		25.1.1	not from that time represent to	
			;;	

		25.1.2
		;
		25.1.3
		, ;
		25.1.4
	25.2.	,,
		25.2.1
		25.2.2
	25.3	
	20.0.	
	25.4.	•••••
	_	
26.	Sun	nmary termination
	•••	
		physical violence; or
	26.3.	bullying or harassment; or
	26.4	deliberate damage to property; or

26.5. serious insubordination; or

Reconstruction or Amalgamation
26.15.
26.14.
26.13.
26.12. breach of confidentiality; or
26.11. serious infringement of health and safety rules; or
26.10.
26.9.
26.8.
26.7. bringing the Company into disrepute; or
26.6. misuse of the Company's property or name; or

### 28. Miscellaneous matters



Signed by [name] for [the Company]

Witne	ess to your Signature:											
Name:												
Address:												
Schedule: Data Protection Act 2018 Compliance												
1.	Definitions											
	,,											
	:											
	■ ■ ■ " ■ ■ 2018 .											
	""	:										
		(a) the UK GDPR,										
		(b) the Act,										
		(c) regulations made under the Act										
	" "	■■■■■■■ (■■■)2016/679■■■										
		<b></b> 27 <b></b> 2016 <b></b>										
		),										
		-,										
		■■■■■■ (■■■■)■■■ 2018.										
	"" ""	", "", "", "", "", "", "", "", "", "", "", "", "										

**Signed by** you to confirm you agree to all the terms:

2.	Data	Protection
	2.1.	
		1
3.	Lega	Il basis of processing your personal data
	3.2.	
4.	Char	nge in the legal basis of processing
	4.1.	

	4.2.	
	4.3.	
5.	Disc	closure and/ or sharing of your personal data
	5.1.	
	5.2.	
	5.3.	
	5.4.	
	5.5.	

6.1.	,
	,



### 7. Removal of information

	 			 	_	_				_		_	_				_			_	_	_		_	_		
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													,														
																			, 1								
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																		_									

## 8. Who handles your data





## **Appendix 1 to Schedule**

## **Data Processing Activities**

What we or you may process in each category

1.	We sl	hall process this basic personal data
	1.1.	,,
	1.2.	all information you gave to us.
	1.3.	financial information processed through the banking system.
	1.4.	
		•••••
	1.5.	information relevant to the performance of your contract.
	1.6.	
	1.7.	
	1.7.	
	1.8.	
2.		
	•••	:
	2.1.	satisfy our obligations under this contract;
	2.2.	;
	2.3.	
	•••	
	2.4.	
	2.5.	

3.1.		 			,		
	3.1.1.						
	3.1.2.					• • • • • •	
3.2.						• • • • • •	
		 				• • • • • • •	,-
	3.2.1.		• • • • •		• • • • • • •	• • • • • •	
		,					
	3.2.2.					• • • • • • •	
			• • • • •			• • • • • • •	
		,					
	3.2.3.			•••••	• • • • • •	• • • • • • •	•••••

# **Explanatory notes:**

**Casual employment contract (zero hours contract)** 

## **General notes**

1.	The following materials contain the main legal sources to which you   I I I I I I I I I I I I I I I I I I
	For ACAS information: <a href="https://www.acas.org.uk/advice">https://www.acas.org.uk/advice</a>
	Employment Act 2008: <a href="http://www.legislation.gov.uk/ukpga/2008/24/contents">http://www.legislation.gov.uk/ukpga/2008/24/contents</a>
2.	UK employment law is contained largely in the Employment Act 2008. An employment tribunal award will be increased, sometimes substantially., if you have failed to comply with the codes
	SCHEDULE A2: Tribunal jurisdictions to which section 207A of the Trade Union and Labour Relations (■ ■ ■ ■ ) ■ ■ ■ ■ 1992 (" ■ ■ ■ ■ ")
	Equal Pay Act 1970, S2 (■ ■ ■ ■ ■ ■ ■ ).
	Sex Discrimination Act 1975, S63 (discrimination in ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ .).
	Race Relations Act 1976, S54 (discrimination in ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ .).
	TULRA, S145A (inducements relating to union ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ .).
	TULRA, S145B (inducements relating to ■ ■ ■ ■ ■ ■ ■ ■ )
	TULRA, S146 (detriment in relation to union membership and activities)  Paragraph 156 of Schedule A1 to this Act (
	Disability Discrimination Act 1995, S17A (discrimination in ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
	Employment Rights Act 1996, S23 (unauthorised ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
	Employment Rights Act 1996, S48 (detriment ■ ■ ■ ■ ■ ■ ■ ).
	Employment Rights Act 1996, S111 (■■■■■■ ).
	Employment Rights Act 1996, S163 (■ ■ ■ ■ ■ ■ ■ ).

National Minimum Wage Act 1998, S24 (detriment in relation ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
The Employment Tribunal Extension of Jurisdiction (England and Wales) Order 1994 (SI 1994/1623) (
OR
The Employment Tribunal Extension of Jurisdiction (Scotland) Order 1994 (SI 1994/1624) ( ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ .
Working Time Regulations 1998 (SI 1998/1833), R30 ( ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Transnational Information and Consultation of Employees Regulations 1999 (SI 1999/3323) amended by the Employment Rights (Amendment) (EU Exit) Regulations 2019, $\blacksquare$ $\blacksquare$ $\blacksquare$ ( $\blacksquare$
Employment Equality (Sexual Orientation) Regulations 2003 (SI 2003/1660), R28 (
Employment Equality (Religion or Belief) Regulations 2003 (SI 2003/1661), R28 (■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■■
European Public Limited-Liability Company Regulations 2004 (SI 2004/2326) amended by the European Public Limited- Liability Company (Amendment etc.) (EU • • • ) • • • 2018, • • • • ( • • • • • • • • • • ).
Information and Consultation of Employees Regulations 2004 (SI 2004/3426), R33 ( $\blacksquare$
Paragraph 8 of the Schedule to the Occupational and Personal Pension Schemes (Consultation by Employers and Miscellaneous Amendment) Regulations 2006 (SI 2006 / 349 ) ( ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ).
Employment Equality (Age) Regulations 2006 (SI 2006/1031), R36 (■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
Cross-border Railway Services (Working Time) Regulations 2008 (SI 2008/1660), ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ .).
Employers employing fewer than 20 people are no longer exempt from the bulk of the employment protection legislation. The provisions relating to grievance and disciplinary procedures and to requirements for a statement of terms

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### Paragraph specific notes

Notes following the numbered paragraphs

### 1. No obligation to provide work

This statement is fundamental to the agreement. Most of the provisions of the agreement are there so that you comply with employment law. Whatever

#### 2. Start and continuity

### 3. Trial period

A trial period has been provided. References to this may be deleted if not required. An employee has the same right during a trial period as at any other time. However, dissatisfaction such that the employment is terminated at 

•

4.	Job title and job description			
	A job title is not strictly required; a job description is. If the description is short, it can be stated in the contract. If it is contained in another document, then that document must be			
	Provision for change is important. If it is not included in the contract, then any attempt by you to change the place or type ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■			
5.	Place of work			
	The main purpose of this paragraph is to give the employer the right to move the			
6.	Hours of work			
	Since the arrival of the Working Time Regulations, this paragraph is very important. As drawn, it takes advantage of the voluntary opt out provision - ■			
7.	Training			
	This is an optional paragraph. ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■			
	However, please note that if employee training is a legal requirement in your industry then you should keep it. In that case, the law $\blacksquare$ $\blacksquare$ $\blacksquare$ $\blacksquare$ $\blacksquare$ $\blacksquare$ $\blacksquare$ $\blacksquare$			
	Mandatory training is required by law for health and safety purpose in the ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■			
	https://www.hse.gov.uk/toolbox/managing/providing.htm			

8. Salary

	Necessary provisions. The last enables $\blacksquare \blacksquare \blacksquare$			
9.	Expenses			
	We have no comment			
10.	Leave for holidays and other reasons			
	Holiday entitlement is governed by the Working Time Regulations 1998 and recent case law. The version provided in this contract is •••••••••••••••••••••••••••••••••••			
	Because there are statutory requirements, we have worded the document for compliance. If / when you edit this paragraph to provide more generous leave provision, beware of accidentally reducing any part intended to benefit the			
	You may find more details at: <a href="https://www.gov.uk/holiday-entitlement-rights">https://www.gov.uk/holiday-entitlement-rights</a>			
11.	Sickness and sick pay			
	Edit to your requirement but take care			
12.	Work outside the UK			
	Another provision to enable you to move the employee • • • • • • • • • • • • • • • • • •			
13.	Pension			
	This paragraph covers the latest law which sets out rules of auto enrolment into a pension scheme.			
	:			
	1. is aged between 22 and State Pension age			
	2. earns more than £10,000 a year			
	3. works in the UK			

This is called 'automatic enrolment'. To $\blacksquare \blacksquare \blacksquare$
https://www.moneyadviceservice.org.uk/en/tools/workplace-pension-contribution-calculator
https://www.gov.uk/workplace-pensions/what-you-your-employer-and-the-government-pay
Collective agreements
Delete if not required.
Other business or employment
Edit to your exact requirement.
No competition
Provisions against competition are contrary to national policy. To be effective they must not be unreasonable. Reasonableness depends on the circumstances. We cannot therefore say that the provisions inserted her are more than an example. But the longer you wish to tie up a former employee the more likely it is that a judge will tell
Processing your personal data
Self explanatory provision.
This paragraph deals with the obligations <b>= = = = = = = = = = = = = = = = = = =</b>
You may need to add other data, ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
We suggest leave this provision as is • • • • • • • • • • • • • • • • • •
Staff handbook and company policies

15.

16.

17.

18.

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It is an excellent idea to have and maintain a comprehensive staff handbook as a bible of procedures and policies. These policies all relate to areas where

	you have statutory responsibilities.
	For you to comply with some of these policies you need co-operation from your staff. Indeed, co-operation in maintaining your health and safety policy is crucial. We have therefore incorporated compliance into this
	A staff handbook is a good place to keep them together and available. Your health and safety policy and guide may be so large as to merit its own
	separate book. Good practice is to hand a personal copy to each new   , , , , , , , , , , , , , , , , , ,
	■ ■ ■ ■ ■ 2002 , ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
19.	Confidentiality
	Because this provision is so important to most organisations, your employees must be left in no doubt as
20.	New intellectual property  This is an area which may be irrelevant or may be essential immediately. In most businesses, you never know what an employee will discover - personally or through
21.	Bribery and other corrupt behaviour
-	Since the Bribery Act 2010, it is good practice to make clear to employees that any contravention is a breach of contract
22.	Disciplinary and grievance procedures

	Net Lawman has provided a very elegant, step-by-step approach to these
23.	Notice of termination
	The statutory provisions
24.	Arrangements during notice period
	When an employee is under notice, the relationship suffers, ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
	••••••••••
25.	Procedure after termination
	Substantial deletion may be appropriate for some employees
	Care should be taken in looking to future to consider what this employee might be doing in a matter
	•••
26.	Summary termination
	At Net Lawman we hate lists in legal documents.
	Despite this precise list, it is still essential to investigate in accordance with your disciplinary policy. It is important

	•••••
27.	Reconstruction or amalgamation
	This • • • • • • • • • • • • • • • • • • •
28.	Miscellaneous
	A number of technically important • • • • • • • • • • • • • • • • • • •
	•••••
	Rights of Third Parties Act - • • • • • • • • • • • • • • • • • •
Contr	act signature - a witness to
•••	
Sched	dule
Parag	raph = = = = = = = = = = = = = = = = = .
1.	Definitions
	Basic • • • • • • • • • • • • • • • • • • •
2.	Data protection
•	
3.	Legal basis of processing
	The Act allows a person or business to process • • • • • • • • • • • • • • • • • •
	• One or both of
	• Less commonly, some
	Where the data subject is an employee the most obvious basis • • • • • • •

	You must make sure that when you ask specifically for ■ ■ ■ , ■ ■ ■ ■ ■
4.	Change in the legal basis of processing
	You • • • • • • • • • • • • • • • • • • •
5.	Disclosure and/ or sharing of personal data
	You must say who gets to see or use your employee's ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
6.	Access to personal data
	The Act provides that a data subject has
7.	Removal of information
	You should = = = = = = = = = = = = = = = = = = =
8.	Who handles your data
	This paragraph sets
	In any case, you must ••••••, •••••••••••••••••••••••••••••
	Notes to the Appendix to the Schedule
	We have separated these provisions into an appendix

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# **End of notes**