UK-EMPcon16

Employment contract: construction industry

Dated: [date]

Name: [name]

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This contract is dated: [date]

Your employer is: [company name] (“the Company” [redacted] “ [redacted] / [redacted] ”)

Your employer’s address is: [company address]

You are: [employee name]

Your address is: [employee address]

The contract terms are:

1. Start and continuity

1.1. In agreeing this contract we have relied on certain documents and information you have provided to us. If we discover that any of that information is inaccurate, you will be in breach [redacted] , [redacted] . [redacted] :

1.1.1 your curriculum vitae / resume, sent to [redacted] [[redacted]];

1.1.2 Your statement that you have qualified as a [trade or profession] [redacted] [[redacted]].

1.2. Your employment with the Company [starts / [redacted]] [redacted] [[redacted]].

1.3. [Previous employment with [name of employer] from [date] to [date] counts as [redacted]].

2. Trial period

2.1. Your employment is subject to a trial period of [3] months. If at the end of that time we are satisfied with [redacted] .

2.2. 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

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[redacted].

2.3. The Company reserves the right to extend the [redacted].

3. Job title and job description

3.1. Your job title is [job title].

3.2. Your main tasks and responsibilities are set out [redacted].

3.3. You now agree that we may change your job description or ask you to do a different job of similar status and requiring similar skills. We may also ask you to perform duties additional to those now envisaged or those actually undertaken at any [redacted]. [redacted], [redacted].

3.4. Your duty is to perform your job to the best of your [redacted].

3.5. You confirm that you have the [redacted], [redacted]:

[list qualifications]

3.6. Your duty is to comply with all rules or codes of conduct required by any regulatory [redacted].

4. Place of work

4.1. Your normal place of work is our above address, but we reserve the right to change this [redacted] [25] [redacted].

4.2. You agree to work at any other place we reasonably require, including the premises of any customer, client or contractor [redacted], [redacted] [25] [redacted].

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5. Hours of work

5.1. Your normal hours of work are [9.00] am to [5.30] pm Monday to Friday, excluding public holidays. [You may be required to work additional time not exceeding 8 hours a week where [redacted]].

5.2. You are entitled to an unpaid lunch break of one hour at a time to be agreed between you and the Company. It [redacted] .

5.3. 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 [redacted] , [redacted] 48 [redacted] .

OR

5.4. 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 hour limit [redacted] . [redacted] - [redacted] [[redacted]] [redacted] .

AND

5.5. You will be required to comply with any time keeping or record keeping scheme introduced for [redacted] .

6. Training

6.1. We provide training for employees at [our head office / a location chosen by us]. The details of the [redacted] .

6.2. 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. [redacted]

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[redacted] ([redacted]) [redacted].

7. Salary

7.1. Your salary is £ [0000] per annum payable in equal monthly instalments [by credit transfer] on the 28th day of each month, [redacted] 28th [redacted], [redacted].

7.2. If you are required to work additional time outside your normal hours, the [redacted]:

[Provisions].

7.3. You will receive a [commission]/[bonus] payment [monthly]/[[redacted]]/[[redacted]], [redacted]:

[set out calculation]

OR

7.4. The Company may pay you a bonus from time to time at its discretion [redacted].

7.5. Your salary will be reviewed annually in the month of [month]. [redacted].

7.6. 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 [redacted]. [redacted].

8. Expenses

You have no authority to incur expenses.

OR

8.1. The Company will reimburse to you all reasonable expenses [redacted], [redacted]

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[redacted], [redacted].

8.2. It is a serious offence to falsify any document or manufacture [redacted]. [redacted].

9. Leave for holidays and other reasons

9.1. In this paragraph we refer to holidays, [redacted].

9.2. Your entitlement to leave [redacted] 28 [redacted].

9.3. The Company's holiday year runs from January 1 to December 31. Your entitlement to leave days is calculated [redacted]. [redacted].

9.4. [We ask you to agree the dates of your holidays at least 28 [redacted]. [redacted]].

9.5. At a minimum, you must give us notice of twice as many days as [redacted]. ([redacted], [redacted], [redacted]).

9.6. We may also give you similar [redacted] ([redacted]) [redacted].

9.7. You can take your holidays [redacted] ([redacted]).

9.8. Holidays you take for religious reasons [redacted].

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9.9. A day's holiday pay for [redacted] 1 / 260th [redacted].

9.10. You may not carry holiday forward from one [redacted]. [redacted].

OR

9.11. You will be entitled to carry [redacted] [[redacted]] [redacted].

9.12. If either of us terminates your employment by notice, then any holiday entitlement which will have accrued at the date [redacted]. [redacted], [redacted], [redacted].

9.13. During the first three months of employment we request that you do not take [redacted], [redacted]. [redacted].

10. Sickness or other absence and sick pay

10.1. The regulations for statutory sick pay vary from time to [redacted]. [redacted].

10.2. If you are unexpectedly absent from work for any reason you must inform us of the reason for your absence and likely duration [redacted]. [redacted]. [redacted].

10.3. If you are absent from work due to sickness or injury for more than [three] days (including weekends) you must provide us with [redacted]. [redacted]

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[redacted].

10.4. Immediately on your return to work, you must complete a self-certification form stating the [redacted], [redacted] - [redacted]. [redacted].

10.5. You agree at any time we ask, whether or not you are absent from work, to undergo whatever medical examinations we believe are appropriate ([redacted]) [redacted] [[redacted] / [redacted]] [redacted], [redacted], [redacted], [redacted].

10.6. Provided you have complied with the general terms relating to sickness absence referred to above, you will [redacted] [[redacted]] [redacted]. [redacted].

OR

10.7. The Company does not make any [redacted], [redacted].

10.8. Payments of sick pay include statutory sick pay and will be reduced by any state sickness [redacted]. [redacted], 3 " [redacted] " [redacted].

10.9. In any case where you have a claim in law for compensation against a third party in respect of circumstances causing you [redacted]

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[redacted]. [[redacted]].

11. Work outside the United Kingdom

You will not be required to work outside the United Kingdom for [redacted] [[redacted]] [redacted]. [redacted].

12. Pension

12.1. We shall [redacted].

12.2. Contributions to the scheme are made by you and by us. [redacted], [redacted] [[redacted]] % [redacted], [redacted], [[redacted]] %.

13. Collective agreements

The Company has made an agreement with [union] [redacted]. [redacted] [[redacted]].

14. Other business or employment

14.1. You must devote the whole of your [redacted], [redacted].

14.2. You may not under any circumstances do [redacted].

14.3. You may not do other work (even voluntary work), or engage in any other business [redacted]

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[redacted].

15. No competition

15.1. The following restrictions apply whether intended [redacted].

15.2. You agree that you will not within [three] years of termination of this contract directly or indirectly, advise, [redacted] [redacted].

15.3. The restrictions imposed by the last previous [redacted].

15.4. You agree that you will not within [one] year of termination of your contract, [redacted].

15.5. You agree that you will not within [one] year of termination of your [redacted].

15.6. If any provision of this paragraph shall be void in any jurisdiction [redacted].

15.7. You have carefully considered the provisions of this [redacted].

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16. Processing your personal data

To satisfy our legal obligations, we process your personal data according [redacted] 2018 . [redacted] , [redacted] .

17. Staff handbook and Company policies

17.1. You now acknowledge that you have been given a [redacted] , [redacted] , [redacted] :

17.1.1 health and safety;

17.1.2 equal opportunities and non-harassment;

17.1.3 computers, email, Internet and communications;

17.1.4 company vehicles;

17.1.5 data protection.

17.2. Insofar as any of these policies imposes an expectation of behaviour on you as a [redacted] , [redacted] .

17.3. You may not smoke anywhere during working hours. Outside working hours, you may [redacted] , [redacted] .

18. Confidentiality

This paragraph is very important to our [business / company / organisation]. You should read it [redacted] . [redacted] , [redacted] . [redacted] , [redacted] .

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18.1. In this paragraph, "Confidential information" [redacted] [[redacted] / [redacted] , [redacted]]. [redacted] :

18.1.1 information about staff, [redacted] ;

18.1.2 our businesses, methods [redacted] , [redacted] , [redacted] , [redacted] ;

18.1.3 information about suppliers agents distributors and customers.

18.2. You now promise that you will:

18.2.1 keep all records of Confidential Information only at [redacted] ([redacted]);

18.2.2 use your best endeavours [redacted] , [redacted] .

18.3. And you will not:

18.3.1 Use for yourself nor divulge nor disclose to any person ([redacted]) [redacted] [[redacted] / [redacted] / [redacted]].

18.3.2 store, copy, or use the [redacted] ;

18.3.3 Remove from Company's premises or copy or allow anyone [redacted] , [redacted] , [redacted] .

18.4. This paragraph does not apply to disclosure:

18.4.1 of information that it is reasonably necessary to disclose [redacted] ;

18.4.2 made with the consent of the proper [redacted] ;

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18.4.3 of information or knowledge which comes [redacted] ;

18.5. The provisions of this paragraph shall continue after termination of [redacted] [5] [redacted] , [redacted] .

19. Bribery and other corrupt behaviour

19.1. The Company has a strict anti-bribery and corruption policy in line with the Bribery Act (2010). [redacted] : [redacted] .

19.2. If you bribe (or attempt to bribe) another person, intending either to obtain or retain business for the Company, or to obtain or retain [redacted] . [redacted] . [redacted] , [redacted] .

20. Garden leave

20.1. At any time we may require you to [redacted] [[redacted]]. [redacted] , [redacted] .

20.2. You will cease to carry out your duties.

20.3. You will not [redacted] .

20.4. We will continue to pay you your full salary. [redacted] , [redacted] .

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20.5. You must continue [redacted] .

21. Disciplinary and grievance procedures

21.1. The Company's disciplinary and grievance procedures are those set [redacted] , [redacted] (" [redacted] ").

21.2. The formal grievance procedure need not be your first step in bringing to our attention a work related problem. We encourage [redacted] , [redacted] . [redacted] , [redacted] .

21.3. The law gives you both rights and obligations in respect of these procedures. You now agree to [redacted] . [redacted] , [redacted] .

22. Notice of termination of employment

This is the period [redacted] :

22.1.	During your [redacted] :	[redacted]
22.2.	During your first weeks employment:	none
22.3.	After four week's employment:	one week
22.4.	After one year's employment:	[redacted] , [redacted] 12 [redacted]

22.5. If on the date you leave, money is owed [redacted] , [redacted]

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[redacted].

23. Arrangements during notice period

23.1. The Company expects you [redacted].

23.2. We reserve [redacted], [redacted] :-

23.2.1 terminate your employment before the expiry of the notice period and [redacted] ([redacted]);

23.2.2 require you [redacted];

23.2.3 require you to remain [redacted].

24. Procedure after termination

24.1. However this agreement [redacted], [redacted], [redacted]:

24.1.1 [redacted]; [redacted]

24.1.2 [redacted]; [redacted]

24.1.3 [redacted], [redacted]; [redacted]

24.1.4 [redacted].

24.2. If requested by the Company, you will:

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24.2.1 [redacted],

24.2.2 [redacted], [redacted], [redacted].

24.3. [redacted], [redacted], [redacted].

24.4. [redacted], [redacted].

25. Summary termination

[redacted]. [redacted]:

25.1. [redacted], [redacted]; [redacted]

25.2. physical violence; or

25.3. bullying or harassment; or

25.4. deliberate damage to property; or

25.5. serious insubordination; or

25.6. misuse of the Company's property or name; or

25.7. bringing the Company into disrepute; or

25.8. [redacted]/[redacted].

25.9. [redacted]; [redacted]

25.10. [redacted], [redacted]; [redacted]

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25.11. serious infringement of health and safety rules; or

25.12. breach of confidentiality; or

25.13. [redacted]

25.14. [redacted]

25.15. [redacted]

[redacted]

26. Reconstruction or Amalgamation

[redacted]

27. Miscellaneous matters

27.1. [redacted]

27.2. [redacted]

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[redacted].

27.3. [redacted], [redacted].

27.4. [redacted] [72] [redacted] [24] [redacted].

27.5. [redacted] ([redacted]) [redacted] 1999 / [redacted] ([redacted]) ([redacted]) [redacted] 2017 [redacted].

27.6. [redacted], [redacted] [[redacted] / [redacted]], [redacted].

Signed by [personal name] on behalf of [Company name] as its representative who personally accepts liability for the proper authorisation by [Company name] to enter into this agreement.

Signed by [Employee name]

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Schedule: Data Protection Act 2018 Compliance

1. Definitions

[redacted]:

[redacted] [redacted] 2018 .

[redacted]:

(a) the UK GDPR,

(b) the Act,

(c) regulations made under the Act

[redacted] ([redacted]) 2016 / 679 [redacted] 27 [redacted] 2016 [redacted] ([redacted]), [redacted] , [redacted] 3 [redacted] ([redacted]) [redacted] 2018 .

[redacted], [redacted], [redacted], [redacted], [redacted], [redacted] [redacted] [redacted] [redacted] [redacted] , [redacted] . [redacted] “[redacted]” [redacted] “[redacted]” [redacted] . [redacted] “[redacted]”.

[redacted], [redacted], [redacted] .

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2. Data Protection

2.1. [redacted].

2.2. [redacted], [redacted], [redacted]. [redacted].

2.3. [redacted] 1 [redacted].

3. Legal basis of processing your personal data

3.1. [redacted], [redacted], [redacted], [redacted]. [redacted].

3.2. [redacted], [redacted]. [redacted], [redacted]. [redacted], [redacted].

4. Change in the legal basis of processing

4.1. [redacted]. [redacted].

4.2. [redacted], [redacted].

4.3. [redacted], [redacted] [[redacted] - [redacted]].

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5. Disclosure and/ or sharing of your personal data

5.1. [redacted]

5.2. [redacted]

5.3. [redacted]

5.4. [redacted]

5.5. [redacted]

6. Your access request

6.1. [redacted]

6.2. [redacted]

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6.3. [redacted], [redacted]. [redacted], [redacted], [redacted]. [redacted], [redacted].

7. Removal of information

[redacted], [redacted]. [redacted], [redacted].

8. Who handles your data

8.1. [redacted]. [redacted], [redacted] [[redacted]] [redacted] [[redacted]].

8.2. [redacted], [redacted].

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Appendix 1 to Schedule

Data Processing Activities

What we or you may process in each category

1. We shall process this basic personal data

1.1. [redacted], [redacted], [redacted], [redacted].

1.2. all information you gave to us.

1.3. financial information processed through the banking system.

1.4. [redacted], [redacted], [redacted].

1.5. information relevant to the performance of your contract.

1.6. [redacted], [redacted]; [redacted], [redacted]; [redacted]; [redacted].

1.7. [redacted], [redacted].

1.8. [[redacted]]

2. [redacted]

[redacted]:

2.1. satisfy our obligations under this contract;

2.2. [redacted];

2.3. [redacted].

[redacted]. [redacted].

2.4. [redacted]/[redacted]/[redacted]/[redacted]/[redacted]/.

2.5. [redacted] ([redacted]).

3. Post termination

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3.1. [redacted], [redacted]:

3.1.1. [redacted]-[redacted].

3.1.2. [redacted], [redacted], [redacted], [redacted]. [redacted].

3.2. [redacted], [redacted]:

3.2.1. [redacted];

3.2.2. [redacted];

3.2.3. [redacted]

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Explanatory notes:

Employment contract: construction industry

General notes

1. The following materials contain the main legal sources to which you [redacted].

2. For ACAS information: https://www.acas.org.uk/advice

Employment Act 2008: http://www.legislation.gov.uk/ukpga/2008/24/contents

3. 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 [redacted], [redacted]:

SCHEDULE A2: Tribunal jurisdictions to which section 207A of the Trade Union and Labour Relations ([redacted]) [redacted] 1992 ("[redacted]")

Equal Pay Act 1970, S2 ([redacted]).

Sex Discrimination Act 1975, S63 (discrimination in [redacted]).

Race Relations Act 1976, S54 (discrimination in [redacted]).

TULRA, S145A (inducements relating to union [redacted]).

TULRA, S145B (inducements relating to [redacted])

TULRA, S146 (detriment in relation to union membership and activities)
Paragraph 156 of Schedule A1 to this Act ([redacted]).

Disability Discrimination Act 1995, S17A (discrimination in [redacted]).

Employment Rights Act 1996, S23 (unauthorised [redacted]).

Employment Rights Act 1996, S48 (detriment [redacted]).

Employment Rights Act 1996, S111 ([redacted]).

Employment Rights Act 1996, S163 ([redacted]).

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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, ■ ■ ■ ■ (■).

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 (■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■).

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), ■ ■ ■ ■ (■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■).

4. 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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5. The requirement set out in the Employment Act 2002, for provision of written terms, including detailed grievance and disciplinary procedures, is satisfied by a letter or a contract provided before the employment commences, [redacted] 2 [redacted].

6. Recognition of our copyright in this document

We assert our copyright in this document. When you downloaded it, you agreed to our terms and conditions, which set out in full how it may and may not be used. Without amending those terms, we remind you that you may not distribute it further or republish it in any way without permission from Net [redacted].[redacted],[redacted]-[redacted].

Once you have edited the document for final use, you may remove the [redacted].

7. Document review service

If you would like our legal team to check your edited version, we [redacted].

Please contact our support team at support@netlawman.co.uk for further information.

Paragraph specific notes

Notes following the numbered paragraphs

1. Start and continuity

It may be necessary to calculate the period of employment for any of several reasons. By stating it clearly, [redacted].

2. 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 [redacted] "[redacted]".

3. Job title and job description

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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 [redacted].

Provision for change is important. If it is not included in the contract, then any attempt by you to change the place or type [redacted].

4. Place of work

The main purpose of this paragraph is to give the employer the right to move the [redacted]. [redacted], [redacted].

5. 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 - [redacted]. [redacted].

6. Training

This is an optional paragraph. [redacted].

However, please note that if employee training is a legal requirement in your industry then you should keep it. In that case, the law [redacted]. [redacted], [redacted].

Mandatory training is required by law for health and safety purpose in the [redacted]. [redacted], [redacted]:

https://www.hse.gov.uk/toolbox/managing/providing.htm

7. Salary

Necessary provisions. The last enables [redacted].

8. Expenses

We have no comment.

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9. 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 [redacted] 28 [redacted] .

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 [redacted] .

You may find more details at: https://www.gov.uk/holiday-entitlement-rights

10. Sickness and sick pay

Edit to your requirement but take care [redacted] .

11. Work outside the UK

Another provision to enable you to move the employee [redacted] .

12. Pension

This paragraph covers the latest law which sets out rules of auto enrolment into a pension scheme. [redacted] :

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 [redacted] :

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

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13. Collective agreements

Delete if not required

14. Other business or employment

Edit to your exact requirement

15. 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 [redacted] . [redacted] , [redacted] . [redacted] , [redacted] , [redacted] .

16. Processing your personal data

Self explanatory provision.

This paragraph deals with the obligations [redacted] .

You may need to add other data, [redacted] , [redacted] .

We suggest leave this provision as is [redacted] .

17. Staff handbook and company policies

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. [redacted] , [redacted] . [redacted] .

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 [redacted] . [redacted]

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[redacted]

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 [redacted] 2002 , [redacted]

18. Confidentiality

Because this provision is so important to most organisations, your employees must be left in no doubt as [redacted]

19. 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 [redacted]

20. Garden leave

If you need to enforce this provision it is likely to [redacted]

21. Disciplinary and grievance procedures

Net Lawman has provided a very elegant, step-by-step approach to these [redacted]

22. Notice of termination

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The statutory provisions [redacted].

23. Arrangements during notice period

When an employee is under notice, the relationship suffers, [redacted].

24. 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 [redacted].

25. Summary termination

At Net Lawman we hate lists in legal documents. [redacted], [redacted] “[redacted]”, [redacted].

Despite this precise list, it is still essential to investigate in accordance with your disciplinary policy. It is important [redacted].

26. Reconstruction or amalgamation

This [redacted].

27. Miscellaneous

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A number of technically important [redacted] .

Rights of Third Parties Act - [redacted] . [redacted] .

Schedule

Paragraph [redacted] .

1. Definitions

Basic [redacted] . [redacted] .

2. Data protection

A [redacted] . [redacted] .

3. Legal basis of processing

The Act allows a person or business to process [redacted] , [redacted] " [redacted] " ([redacted] " [redacted] " [redacted] " [redacted] "). [redacted] :

- One or both of [redacted] .
- Less commonly, some [redacted] .

Where the data subject is an employee the most obvious basis [redacted] " [redacted] ". [redacted] . [redacted] .

You must make sure that when you ask specifically for [redacted] , [redacted] . [redacted] .

4. Change in the legal basis of processing

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You [redacted].

5. Disclosure and/ or sharing of personal data

You must say who gets to see or use your employee's [redacted] "[redacted]". [redacted].

6. Access to personal data

The Act provides that a data subject has [redacted], [redacted].

7. Removal of information

You should [redacted]. [redacted].

8. Who handles your data

This paragraph sets [redacted].

In any case, you must [redacted], [redacted]. [redacted].

Notes to the Appendix to the Schedule

We have separated these provisions into an appendix [redacted]. [redacted], [redacted].

The appendix is simply your [redacted], [redacted], [redacted].

The purpose of [redacted].

We have given you [redacted]. [redacted].

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Make [redacted] , [redacted] .

The third numbered heading is unlikely to require edit. [redacted] . [redacted] - [redacted] .

Basic UK law relating to limitation [redacted] , [redacted] , [redacted] .

End of notes

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