

EMPLOYMENT CONTRACT

Contract No. EMP-2024-UK-001

Effective Date: January 1, 2026

Expiration Date: December 31, 2028

THIS AGREEMENT IS ENTERED INTO BETWEEN THE FOLLOWING PARTIES

PARTY A (FIRST PARTY)

Tech Innovations Ltd

45 Queen Street
London
EC1V 9DS
United Kingdom

Contact: contact@techinnovations.co.uk | +44 20 7946 0123

AND

PARTY B (SECOND PARTY)

John Smith

78 Baker Street
London
NW1 6XE
United Kingdom

Contact: john.smith@email.com | +44 7712 345678

This Employment Contract (the "Contract") is entered into between Tech Innovations Ltd (the "Employer") and John Smith (the "Employee"). This Contract outlines the terms and conditions of employment.

TERMS AND CONDITIONS

1. Start Date and Continuous Employment

1.1 Your employment with the Employer commenced on **2024-01-01**.

1.2

Your previous employment does not count towards your period of continuous employment.

If applicable, your continuous employment began on **2023-06-01**, including previous employment with **ABC Consulting Ltd**.

2. Job Title and Duties

2.1 Your job title is **Software Engineer**.

2.2 Your duties and responsibilities include those set out in your job description, as amended from time to time.

2.3 You may be required to undertake additional or alternative duties that are reasonably consistent with your role, skills, and experience to meet the needs of the business.

3. Place of Work

3.1 Your normal place of work is:

123 Innovation Street
London EC1A 1AA

3.2 You may be required to work at other locations on a temporary or permanent basis, as reasonably required by the Employer.

3.3 You may be required to travel outside the United Kingdom for up to **3** months in any 12-month period.

3.4 Where you are required to work outside the UK for more than one month, the following terms will apply:

- Salary will be paid in **GBP**
 - Additional payments or allowances:
None
 - Additional benefits:
None
 - Terms relating to return to the UK:
Standard company relocation policy applies.
-

4. Hours of Work

4.1 Your normal working hours are **Monday to Friday, 9:00am to 5:30pm**, with a **unpaid** lunch break of **60 minutes** each working day.

4.2 Your working hours or days may vary in accordance with the needs of the business. Any variation will be implemented reasonably and with appropriate notice.

5. Remuneration

5.1 Your salary is **£65000** per **year**, payable **monthly** in arrears by bank transfer.

5.2 The Employer may deduct from your pay any sums owed by you to the Employer, including overpayments or outstanding expenses, in accordance with the law.

6. Holiday Entitlement

6.1 Your annual holiday entitlement is **25** days per holiday year, inclusive of statutory public holidays.

6.2 Holiday accrues pro rata during your first year of employment.

6.3 Holiday requests must be approved in advance in accordance with the Employer's holiday policy.

7. Other Benefits

7.1 You will be entitled to the following benefits:

Private health insurance; Pension contribution; Learning budget

7.2 Eligibility for benefits may be subject to qualifying criteria and may be amended or withdrawn at the Employer's discretion.

8. Sickness Absence and Sick Pay

8.1 If you are unable to attend work due to sickness or injury, you must notify **HR Manager** as soon as reasonably practicable and no later than **9:30am** on the first day of absence.

8.2 For absences of seven calendar days or less, you may self-certify. For absences longer than seven days, you must provide a valid medical fit note.

8.3 You may be entitled to Statutory Sick Pay (SSP) subject to eligibility.

8.4 Contractual sick pay applies: true

9. Other Paid Leave

9.1 You may be entitled to statutory paid leave, including maternity, adoption, paternity, shared parental, and bereavement leave, in accordance with UK legislation.

9.2 The Employer may also offer additional paid leave, including:

Compassionate leave; Study leave

9.3 Further details are available in the relevant policies.

10. Pension

10.1 If eligible, you will be automatically enrolled into a qualifying pension scheme in accordance with the Pensions Act 2008.

10.2 Pension scheme details are available at:

Company intranet

11. Training

11.1 Mandatory training is required: true

11.2 Mandatory training includes:

Health & Safety induction

12. Probationary Period

12.1 This role is subject to a probationary period of **3** months.

12.2 During probation, modified terms apply as set out in company policy.

13. Notice of Termination

13.1 During probation, either party may terminate employment by giving **1** weeks' written notice.

13.2 After probation, the Employee must give **4** weeks' written notice.

13.3 The Employer may terminate employment by giving **4** weeks' notice or statutory notice, whichever is greater.

14. Collective Agreements

14.1 Collective agreements apply: false

If applicable, details:

None

15. Grievance Procedure

15.1 Grievances should be submitted in writing to **HR Manager**.

15.2 The grievance procedure can be found at:

Company handbook

16. Disciplinary Procedure

16.1 The disciplinary procedure applicable to your employment is set out in:

Company handbook

16.2 Appeals should be submitted in writing to **Operations Director**.

17. Entire Agreement

17.1 This Contract constitutes the entire agreement between the Parties and supersedes all prior agreements or understandings.

18. Governing Law

18.1 This Contract is governed by and construed in accordance with the laws of England and Wales.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT

PARTY A

PARTY B

Jane Doe
HR Director

Date: January 1, 2026

John Smith
Employee

Date: January 1, 2026

WITNESS

Emily Clark

Date:

NOTARY PUBLIC

Notary Public Registration No. 123456