



SME Limited

Statement of Main Terms of Employment

This statement, **together with the Employee Handbook, forms part of your Contract of Employment** and sets out particulars of the main terms on which;

Employer 'the Company': SME Limited

of

Employer Address:

employs

Employee name:

of

Employee Address:

This document supersedes any other contract and discussions and outlines the terms and conditions of your employment with SME Limited.

At minimum, a contract of employment must contain the following clauses:

1. Position
2. Place of Work
3. Hours of Work
4. Rest Periods
5. Remuneration
6. Minimum wage reference period
7. Annual Leave (including protected leave)
8. Public Holidays
9. Pension
10. Retirement
11. Lay-off and Short-time
12. Confidentiality and Standards
13. Non-Compete Agreement
14. Intellectual Property
15. Training and Development
16. Grievance Procedure
17. Disciplinary Procedure
18. Notice of Termination
19. Compliance
20. GDPR and Data Protection
21. Changes to Conditions of Employment
22. Any additional express terms specific to your business

Please confirm your acceptance by signing below and returning this copy of the contract to us.

Signed: _____
Managing Director SME Ltd.

Date: _____

EMPLOYEE SIGNATURE:

Signed: _____

Date: _____

Please return a signed copy of this contract to the organisation to indicate your acceptance and for record keeping purposes. The second copy is for you to retain.