**STATEMENT OF MAIN TERMS OF EMPLOYMENT**

This Statement, together with the Employee Handbook, forms part of your Contract of Employment (except where the contrary is expressly stated) and sets out particulars of the main terms on which

Employs

Your employment began on , no previous employment counts as part of your period of continuous employment.

**JOB TITLE: Security Officer**

**PROBATIONARY PERIOD**

You join us on an initial probationary period of three months. During this period your work performance and general suitability and screening to satisfy the client requirement and if it is satisfactory, your employment will continue. However, if your work performance is not up to the required standard, you fail to meet the requirements or you are considered to be generally unsuitable, we may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time.

We reserve the right not to apply our full contractual capability and disciplinary procedures during your probationary period.

**PLACE OF WORK**

You will be working as Security Officer**.** You will not be required to work outside the United Kingdom.

**HOURS OF WORK**

You have zero hour’s contract. The Company does not guarantee a minimum working hours per week. Your hours of work will vary according to the site(s) to which you are assigned.

Breaks are in accordance with working time regulations. You may be required to work additional hours when authorised and as necessitated by the needs of the business. Breaks are not paid.

**REMUNERATION**

Your wage is currently per hour and it may increase wherever over time applicable.

**COLLECTIVE AGREEMENTS**

No collective agreements directly affect your terms and conditions of employment.

**ANNUAL LEAVE AND PUBLIC/BANK HOLIDAYS**

Your holiday year begins on 1st April and ends on 31st March each year. You will receive a paid annual leave entitlement of 5.6 weeks pro-rata basis (Statutory entitlement is capped at 28 days).

In your first holiday year your annual leave entitlement will be proportionate to the amount of time left in the holiday year. Conditions relating to the taking of annual leave are shown in the Employee Handbook to which you should refer. No annual holidays will be carried forward to next year.

However, because of the nature of our business you may be required to work on any of the public/bank holidays listed below, and it is a condition of employment that you work on these days when required to do so which will be paid at your normal rate.

The public/bank holidays each year are:

New Year's Day The last Monday in May

Good Friday The last Monday in August

Easter Monday Christmas Day

The first Monday in May Boxing Day

In the event of termination of employment holiday entitlement will be calculated as 1/12th of the annual entitlement for each completed month of service during that holiday year and any holidays accrued but not taken will be paid for. However, in the event of you having taken any holidays in the current holiday year, which have not been accrued pro-rata, then the appropriate payments will be deducted from your final salary.

**SICKNESS PAY AND CONDITIONS**

There is no contractual sickness/injury payments scheme in addition to SSP.

**CAPABILITY AND DISCIPLINARY PROCEDURES**

The disciplinary rules that form part of your contract of employment and the procedures that will apply when dealing with capability or disciplinary issues are shown under the headings “Capability Procedures” and “Disciplinary Procedures” in the Employee Handbook to which you should refer.

**CAPABILITY/DISCIPLINARY APPEAL PROCEDURE**

Should you be dissatisfied with any decision to take action or dismiss you on capability/disciplinary grounds, you should apply, either verbally or in writing, to a Director within five working days of the decision you are complaining against. Further information can be found in the Employee Handbook under the heading “Capability/Disciplinary Appeal Procedure” to which you should refer.

**GRIEVANCE PROCEDURE**

Should you feel aggrieved at any matter relating to your employment, you should raise the grievance with a Director in writing. Further information can be found in the Employee Handbook.

**NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYER**

Under 1 month’s service - Nil.

1 month up to successful completion of your probationary period - 1 week.

On successful completion of probationary period - 1 month.

**NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYEE**

Under 1 month’s service - Nil.

1 month to successful completion of your probationary period - 1 week.

On successful completion of your probationary period - 1 month.

We reserve the contractual right to give pay in lieu of all or any part of the above notice by either party.

**PENSION AND PENSION SCHEME**

There is a Workplace Pension (Defined Contribution) scheme applicable to your employment. A Pensions Scheme contracting-out certificate is not in force in respect of your employment.

...................................................................... .......................................... (Date)

For and on behalf of the Employer

I acknowledge receipt of this statement and agree that, for the purpose of the Working Time Regulations, any applicable entitlements and provisions constitute a Relevant Agreement.

...................................................................... (Employee) .......................................... (Date)