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| **Core terms of your employment, in writing, within 5 days of starting your job:** | **Have** | **Do not have** |
| 1. The full names of the employer and employee |  |  |
| 2. The address of the employer |  |  |
| 3. The place of work, or where there is no fixed or main place of work, a statement stating that there are various places or you are free to set your own place of work or to work at various places |  |  |
| 4. The date the employment started |  |  |
| 5. The job title, grade or nature of the work (such as a brief job description) |  |  |
| 6. The expected duration of the contract (if the contract is temporary or fixed-term) |  |  |
| 7. The rate or method of calculating your pay, and the ‘pay reference period’ (for example, whether you are paid weekly, fortnightly or monthly) |  |  |
| 8. What the employer reasonably expects the normal length of your working day and week to be (for example, 8 hours a day, 5 days a week) |  |  |
| 9. The duration and conditions relating to the probation period (if there is one) |  |  |
| 10. Any terms or conditions relating to hours of work, including overtime |  |  |
| **Employee must also receive a written statement of terms of employment within one month of commencement of employment. This should include:** |  |  |
| 1. Pay intervals (for example, weekly or monthly) |  |  |
| 2. Paid leave, including your annual leave and public holiday entitlements |  |  |
| 3. Sick pay |  |  |
| 4. Pension and pension schemes |  |  |
| 5. Period of notice to be given by employer or employee |  |  |
| 6. Details of any collective agreements that may affect your terms of employment |  |  |
| 7. Any training to be provided by your employer |  |  |
| 8. For temporary agency contracts, the identity of the person or firm hiring the agency worker |  |  |
| 9. If the work pattern is entirely or mostly unpredictable, information about the number of guaranteed hours, the hours and days you may be required to work and the minimum notice of a work assignment |  |  |
| 10. The identity of the recipient agency for social security contributions and any protection relating to your social security arrangements |  |  |
| **Additional terms which should be included:** |  |  |
| 1. Absence Policy |  |  |
| 2. Medicals |  |  |
| 3. Retirement Age (Objective Justification) |  |  |
| 4. Short time/Lay off |  |  |
| 5. Garden Leave clause |  |  |
| 6. Security/CCTV Clause |  |  |
| 7. Data Protection |  |  |
| 8. Changes |  |  |
| 9. Confidentiality / Restrictive Covenants 10.Grievance/Disciplinary Procedures policy referral 11.Right to disconnect referral 12.Whistleblowing policy referral |  |  |
| 10. Grievance/Disciplinary Procedures policy referral |  |  |
| 11.Right to disconnect referral |  |  |
| 12.Whistleblowing policy referral |  |  |