



Contract of Employment

This Statement dated DD/MM/YYYY sets out the main terms of your employment with SnuggleMuffin Ltd which the Company is required to provide to you under the Employment Rights Act 1996. This Statement together with your Job Description and the Employee Handbook form your written contract of employment.

Employee Name:

XXX

Commencement of Employment:

Your employment with the Company commenced on DD/MM/YYYY

Job Title:

The title of the job which you are employed to do is XXXX

The Company may amend your duties from time to time and may require you to undertake other duties as necessary to see the needs of the business.

Employment Type:

Full Time

Place of Work:

Your usual place of work is XXXX

Pay:

Your salary is £20,000 per annum, / £X per hour - payable weekly on a Friday by credit transfer, in arrears.

Employee Handbook:

The Employee Handbook is available for you to consult in the office and a copy is available for you to view online through our shared staff documents folder.

Probationary Period:

Your employment is subject to satisfactory completion of a three-month probationary period. The Company reserves the right to extend this period at its discretion.

The Company will assess and review your work performance during this time and reserves the right to terminate your employment at any time during the probationary period.

During the first month of your probationary period, either the Company or you may give one day's notice to terminate your employment. After one month's service and up to satisfactory completion

of your probationary period, the Company or you may terminate your employment by giving one week's notice.

Deductions:

The Company reserves the right to deduct any outstanding monies you owe to the Company from your pay or, on termination of employment, from your final pay. This includes any previous error or overpayment, holiday or time off in lieu taken but not yet accrued, the costs of cash shortages from the till, and the cost of any unreturned uniform or equipment.

Hours of Work:

Your working hours are on a full-time basis at 45 hours per week. The hours you are required to work will vary depending on the needs of the business and will be organised according to the rota, which you will be notified of on a weekly basis. If necessary you may swap shifts with others in the same role as you, subject to approval from a manager.

You are entitled to rest breaks according to the hours you work as set out in the current regulations.

Availability and Time Off:

You may make requests for specific time off and for your preferred working days/hours. The Company will try to accommodate these requests, but do not guarantee the ability to honour them. Any availability requests must be submitted online by the Monday before the week in question.

Short-Time Working and Lay-Off:

The Company reserves the right to introduce short-time working or a period of temporary lay-off without pay where this is necessary to avoid redundancies or where there is a shortage of work. The Company will comply with any statutory guaranteed minimum payment obligations.

Annual Holidays:

The holiday year runs from 1st January to 31st December.

Your annual holiday entitlement in any holiday year is 28 days pro-rata including public holidays.

Annual holiday entitlement accrues at the rate of one twelfth of the full annual holiday entitlement, on the 1st of each month, in advance in the first year of employment.

Employees with no normal working hours will be paid their average pay in the 12 weeks prior to the holiday.

In the event of termination of employment, you will be entitled to holiday pay calculated on a pro-rata basis in respect of all annual holiday already accrued but not taken at the date of termination of employment.

If, on termination of employment, you have taken more annual holiday entitlement than you have accrued in that holiday year, an appropriate deduction will be made from your final payment.

Sick Pay:

If you are absent from work because of sickness or injury you will be entitled to Statutory Sick Pay, provided you meet the qualifying conditions. You must provide a sick line from your doctor within three days of your first day of absence.

Absence Reporting:

You are required to notify the Company as soon as possible of your sickness absence and the reasons for it. You should do this personally at the earliest opportunity to the manager on duty, no later than an hour before your shift is due to start.

Notice:

Following successful completion of your probationary period, you are required to give two weeks' notice in writing to terminate your employment with the Company.

Following successful completion of your probationary period, you are entitled to receive the following written notice of termination of employment from the Company:

End of probationary period but less than two years' continuous service - one week.
Two years' continuous service or longer - One week for each complete year of service up to a maximum of 12 weeks after 12 years' service.

The Company may exclude these notice provisions in the event of dismissal for gross misconduct.

The Company reserves the right to make payment in lieu of notice.

Disciplinary and Dismissal Appeals:

If you are dissatisfied with any disciplinary or dismissal decision taken respect of you, you have the right of appeal.

Grievance Procedure:

Your employer encourages all employees to settle grievances informally. If, however, you have a grievance relating to any aspect of your employment which you would like to be resolved formally, you must set out the grievance and the basis for it in writing and submit it to a manager.

Post-Termination Grievance:

Should you wish to raise a grievance after your employment has ended, you should submit the grievance in writing to a manager.

Dress and Appearance:

You are required to dress according to the appearance guidelines in the Employee Handbook. Should you turn up for work dressed inappropriately, the Company reserves the right to send you home.

Any uniforms or company clothing that is provided to you must be returned in reasonable condition upon termination of your employment.

Health and Safety:

You are required to gain an understanding of the Company's health and safety procedures, observe them, and ensure that safety equipment and clothing are always used. Then Company's health and safety information is available in the Company Handbook and in the office. Training will be given to ensure you meet the necessary standards.

Staff Discount:

The Company operates a staff discount scheme which you are entitled to take advantage of. Full details of the scheme and other employee benefits are outlined in the Employee Handbook.

Creative Rights:

The Company owns the rights to any creative project, products or designs made on Company property or on Company time and also any photographs or videos taken of these items, on or off the premises.

Non Disclosure:

You must agree not to disclose any of the Company's recipes, processes or trade secrets. You will be asked to sign a non disclosure agreement.

Changes to Terms of Employment:

The Company reserves the right to make reasonable changes to any of your terms and conditions of employment and will notify you in writing of such changes at the earliest opportunity, and, in any event, within one month of such changes taking effect.

Declaration:

I understand that during the course of my employment it will be necessary for the company maintain personnel records in relation to my employment. Any information held concerning my employment which is personal data and which is processed by the Company for these purposes shall be processed only in accordance with the Data Protection Act 1998.

Acknowledgement:

I acknowledge receipt of this Statement. I have been shown get eEmployee Handbook. I confirm that I have read the Statement and the Employee Handbook which set out the principal rules, policies and procedure relating to my employment and which together with my job description form my written contract of employment.

Signed by the employee Date

Signed for and on behalf on SnuggleMuffin Ltd Date