

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 Fox Group (Moving & Storage) Limited, Head Office, 10 Somerset Road, Cwmbran, Gwent, NP44 1QX.

Employs:

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

JOB TITLE

You are employed as and your duties will be as advised by the Directors.

PROBATIONARY PERIOD

You join us on an initial probationary period of months. During this period your work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue. However, if your work performance is not up to the required standard, 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. You will be informed of the outcome of your probationary period by your Manager and you should not consider your probationary period to have passed until such notification has been received.

PLACE OF WORK

You will normally be required to work at the Depot. You may be required to work outside the United Kingdom but not for a period, or periods, exceeding one month.

HOURS OF WORK

You have no guaranteed hours of work in any given week and any hours of work provided will be variable. In some weeks you may not be required to work any hours. Payment will only be made for actual hours worked and therefore no payment will be made for weeks where you are not required to work. Breaks are unpaid and in line with the Working Time Regulations.

Your actual hours to be worked each week will be as necessitated by the needs of the business, usually notified to you by your Line Manager one week in advance, although there may be times where you will be given shorter notice of your hours of work.

The days on which you are required to work are Monday to Friday. When work is offered on a given day, it will be between the hours ofam and pm. You will not be required to work for more than hours per day, or hours per week, or on more than days per week.

REMUNERATION

Your wage is currently £ per hour payable weekly in arrears in BACS as detailed on your pay statement.

COLLECTIVE AGREEMENTS

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

BENEFITS

There are no benefits which apply to your employment.

ANNUAL LEAVE AND PUBLIC/BANK HOLIDAYS

Your holiday year begins on 1st May and ends on 30th April each year, during which you will receive a paid holiday entitlement of 5.6 weeks inclusive of public/bank holidays. Entitlements are pro-rata for part-time employees. In your first holiday year your entitlement will be proportionate to the amount of time left in the holiday year.

Your holiday pay will be based on your average earnings over the previous 52 weeks in which wages were payable.

Number of hours worked/100 x 12.07 = Time accrued as annual leave.

Your holiday entitlement will accrue at the rate of 12.07% of your hourly rate for each hour worked, holidays will be paid your normal hourly rate. The holiday element of your payments will be separately identified on your payslip. As holiday payments will be included each time you receive payment, you are strongly advised to set aside and save up the holiday element in order that you have funds to draw on at the time you take holidays. You will be expected to plan and to take your 5.6 weeks of holiday entitlement each year.

Conditions relating to the taking of holidays are shown in the Employee Handbook to which you should refer.

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

Entitlements are pro-rata for part-time employees.

Payment for Public/Bank holidays will not be made unless both your working day preceding and following the holiday have been worked, except where these are part of your annual holiday or are covered by an authorised medical statement. Payment will only be made if you would have been contracted to work on the holiday.

In the event of you working on one of the above days, in addition to the holiday pay, you will either be paid at a normal day rate or you may take one day off in lieu, at Management's discretion. The date when the day off in lieu is to be taken is to be mutually agreed with Management.

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

OTHER PAID LEAVE

You are entitled to the following types of paid leave subject to any qualifying criteria and notification requirements:

- i) Maternity, paternity, adoption, shared parental leave with pay in line with statutory entitlements in place from time to time.
- ii) Qualifying parents are entitled to parental bereavement leave and pay in line with statutory entitlements in place from time to time.

SICKNESS LEAVE, PAY AND CONDITIONS

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

Conditions relating to the above are shown in the Employee Handbook to which you should refer.

TRAINING

At the commencement of your employment, you will receive training for your specific job, and as your employment progresses your skills may be extended to encompass new job activities within the business. It is a condition of your employment that you participate in any training deemed necessary by us for you to reach the required levels of attainment standards.

No further training entitlement is offered by the Company.

CAPABILITY AND DISCIPLINARY PROCEDURES

The disciplinary rules and procedures 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 must apply, either verbally or in writing, to a Director within five working days of the decision you are complaining against. The Company will exercise discretion in hearing appeals which are submitted outside of this timeframe. 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, raise a grievance promptly with your Manager, either verbally or in writing. Whilst there is no deadline by which grievances must be lodged, it may be more difficult for the Company to effectively deal with your grievance if the complaints relate to something which took place a long time ago. 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 but less than 2 years’ service – 1 week.

2 years’ service or more - 1 week for each completed year of service to a maximum of 12 weeks after 12 years.

NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYEE

Under 1 month’s service - Nil.

1 month’s service or more – 1 week.

PAY IN LIEU OF NOTICE

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

We operate a contributory pension scheme to which you will be auto-enrolled into (subject to the conditions of the scheme). Further details are available from a Director.

SIGNATURE:	_____
	For and on behalf of the Employer
DATE:	_____

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.

SIGNATURE:	_____
	Employee
DATE:	_____