

# **CONTRACT of EMPLOYMENT**

Viamed Limited  
15 Station Road  
Cross Hills  
Keighley  
West Yorkshire  
BD20 7DT

and

Mr Joe Bloggs  
Anywhere

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## **1. Commencement:**

- 1.1 Your employment with Viamed Limited began on .....
- 1.2 Your employment since that date will be deemed as part of your continuing employment with the company.

## **2. Job Title and Description:**

- 2.1 You are employed as a ..... and your main duties will include .....

## **3. Place of Work:**

- 3.1 Your place of work is located within Viamed Limited - main office, at Station Road, Cross Hills.
- 3.2 You are not expected to work at any other location.

## **4. Hours of Work:**

- 4.1 You will work from Monday to Friday, inclusive; your hours are from 9.00am to 5.00pm with 30 minutes for lunch each day.
- 4.2 Your hours are fixed, however due to the nature of the position, flexibility is required to ensure completion of work.
- 4.3 There is no standard overtime worked within the Company.

## **5. Pay:**

- 5.1 Your rate of pay is £??.?? Per hour, payable each month, in arrears, on the last working day.

- 5.2 You will be paid by BACS system into your individual Bank or Building Society account.
- 5.3 There is no bonus system in place within the company, nor is there any allowances applicable to your employment.

**6. Holidays:**

- 6.1 Your holiday year runs from 1<sup>st</sup> January to 31<sup>st</sup> December each year, and you are entitled to 20 days holiday per year, to be booked in advance, and taken at such times as may be agreed with your immediate supervision. Your holiday pay forms part of your annual pay.
- 6.2 In addition you are also entitled to all the statutory / public holidays.
- 6.3 Holiday entitled may not be carried over to the following year.
- 6.4 You will not be entitled to payment in lieu of any holidays accrued, but not taken, unless agreed in advance with Senior Management.

**7. Absence from Work:**

- 7.1 If you are unable to attend work for any reason, you must contact the office and speak to a Director, before 10.00am of that day, explaining your absence.
- 7.2 If you are away sick, you must provide Viamed Limited with a medical certificate from your Doctor, explaining the reason for your absence. For short-term illness, over 3 days, you must provide Viamed Limited with a completed self-certified form.
- 7.3 You are not entitled to payment for absence from work due to illness or other such absence.

**8. Pension:**

- 8.1 Viamed Limited does not operate a pension scheme of any kind linked to your employment.
- 8.2 [Information is available for the services of a “Stake Holder” pension scheme](#)

**9. Ending the Employment:**

- 9.1 Your employment is subject to clauses 9.2 & 9.3, and to your general rights of termination.
- 9.2 The amount of notice of termination of your employment you are entitled to receive from Viamed Limited is “One Week / Month”.

- 9.3 The amount of notice of termination of your employment your expected to give Viamed Limited is “One Week / Month”.

**10. Disciplinary Procedures:**

- 10.1 The full disciplinary procedures are available for viewing in section 15 of the Company Personnel Manual, also electronically in “Paperport”.
- 10.2 If you are dissatisfied with a disciplinary decision, you should apply for a review, in the first instance, in writing, to a Director.

**11. Grievance Procedure:**

- 11.1 The full grievance procedures are available for viewing in section 22 of the Company Personnel Manual, also electronically in “Paperport”.
- 11.2 If you are dissatisfied with any aspect of your employment, job functions, personnel clashes, disputes etc, you should apply, in the first instance to your immediate supervisor.

For Viamed Limited:

Position:

Signed: .....

Date: .....

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Mr Joe Bloggs:

Signed: .....

Date: .....