



Viamed Limited – 15/17 Station Road - Cross Hills
Keighley -West Yorkshire BD20 7DT - United Kingdom
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Email: info@viamed.co.uk Website: www.viamed.co.uk

19th January 2015

Dear Emma Clark

The following are the main terms, including the salary of your employment with Viamed Limited. Initially offered on a three months probationary period, then subject to a satisfactory review will be offered on a full time basis.

Position	Warehouse Assistant
Start Date	17 th September 2014
Notice Period	One calendar month
Working Hours	8.55am to 2.55pm, three days a week. Tuesday, Wednesday and Thursday 16 hours 30mins less the 30mins for lunch. Whilst in the office: Half hour lunch break. A 15 minute refreshment break in the morning is offered.
Holidays	12 days paid holidays per annum, plus national holidays.
Conditions of Employment	All conditions and company rules are detailed in the company personnel manual found on the company's intranet system. Pay rises are not mandatory but maybe given in line with performance and profit.
Salary	Total salary £6495.06 per annum, paid monthly (£541.26) by bank transfer.

*Paid direct to the employee as a contribution towards a private pension scheme.

Signed emClark
Emma Clark

Date:

Signed HL
Helen Lamb - Director, Viamed Ltd.

20th January 2015

Meeting Date: 20/01/15 : Meeting Called by:

HL

Meeting Lasted

10

Minutes

Ad-Hoc Meeting - Ad-Hoc Meeting
#55945 Ad-Hoc Meeting

VST

VANDAGRAPH

VIAMED

<input type="checkbox"/> Catherine Spence	<input type="checkbox"/> Catrin Hird	<input type="checkbox"/> Derek Lamb	<input type="checkbox"/> Emily Hanson	<input checked="" type="checkbox"/> Emma Clark
<input type="checkbox"/> Helen Lamb	<input type="checkbox"/> Jean Lamb	<input type="checkbox"/> John Lamb	<input type="checkbox"/> Jonathan Connor	<input type="checkbox"/> Keith Taylor
<input type="checkbox"/> Linda Shearing	<input type="checkbox"/> Lisa Leggoe	<input type="checkbox"/> Michael Green	<input type="checkbox"/> Michael Lamb	<input type="checkbox"/> Philip Crossley
<input type="checkbox"/> Robert Connor	<input type="checkbox"/> Ruth Hardaker	<input type="checkbox"/> Ryan Swaine	<input type="checkbox"/> Sophie Lines	<input type="checkbox"/> Steve Hardaker
<input type="checkbox"/> Steve Nixon	<input type="checkbox"/> Xhibition			

swap Monday for Thursdays some
nows.

she is happy with us and
is happy to be made permanent

She is happy to swap her Thursday
to Monday and in September she
will consider more days.

she doesn't have any problems.

I told her she is doing well
(explained the new contract
and her pay rate. all signed.