

## EMPLOYMENT CONTRACT TEMPLATE

This Contract of Employment is made on the [Day] day of [Month], [Year]

### **BETWEEN:**

1. **[Your Cleaning Company Name]** (Company Registration No: [Your Company Reg No, if Ltd] / Sole Trader Name: [Your Name, if Sole Trader]) of [Your Company Registered Address / Business Address] (hereinafter referred to as "the Employer").

### **AND**

2. **[Employee Full Name]** of [Employee Full Address] (hereinafter referred to as "the Employee").

## **1. COMMENCEMENT OF EMPLOYMENT**

- 1.1 Your employment with the Employer commenced on [Date of Commencement].
- 1.2 Your continuous employment with the Employer for the purposes of the Employment Rights Act 1996 and any other legislation will be deemed to have commenced on [Date of Commencement].

## **2. JOB TITLE AND RESPONSIBILITIES**

- 2.1 Your job title is [e.g., Cleaner / Senior Cleaner / Cleaning Operative].
- 2.2 Your primary responsibilities include:
  - \* [e.g., Performing cleaning duties at client premises as assigned.]
  - \* [e.g., Adhering to cleaning schedules and checklists.]
  - \* [e.g., Ensuring high standards of cleanliness and hygiene.]
  - \* [e.g., Handling cleaning equipment and products safely and correctly.]
  - \* [e.g., Communicating effectively with clients and management.]
  - \* [e.g., Reporting any damage or issues at client premises promptly.]
  - \* [List other key responsibilities as per job description]
- 2.3 You may be required to undertake other duties as may be reasonably requested by the Employer, which are consistent with your skills and abilities.
- 2.4 Your primary place of work will be [e.g., Client premises within [City/Region] / The Employer's office at [Address] and various client premises]. You may be required to travel to different client locations as part of your duties.

## **3. PROBATIONARY PERIOD**

- 3.1 Your employment is subject to a probationary period of [e.g., 3 / 6] months starting from your Commencement Date.
- 3.2 During this period, your performance and suitability for the role will be assessed.
- 3.3 The Employer may, at its sole discretion, extend the probationary period.

3.4 During the probationary period (or any extension thereof), the notice period for termination of employment by either Party shall be [e.g., 1 week].

#### **4. HOURS OF WORK**

4.1 Your standard working hours will be [e.g., X hours per week / variable hours as per schedule].

4.2 Your typical working pattern will be [e.g., Monday to Friday, 9:00 AM - 5:00 PM / variable days and times as required by client bookings].

4.3 You may be required to work additional hours as reasonably necessary to meet the demands of the business. Such additional hours may be paid at [e.g., your standard hourly rate / overtime rate of X] or compensated by [e.g., time off in lieu], as mutually agreed.

4.4 Your working hours will be tracked using the Company's [e.g., mobile app clock-in/out system / timesheet system].

#### **5. REMUNERATION**

5.1 Your gross basic pay will be [e.g., £X per hour / £X per week / £X per month / £X per annum].

5.2 Your pay will be reviewed [e.g., annually] at the Employer's discretion.

5.3 Payment will be made [e.g., weekly / fortnightly / monthly] in arrears, by [e.g., bank transfer] on or around the [e.g., Friday / 28th] of each [e.g., week / month].

5.4 The Employer will make all statutory deductions from your pay, including Income Tax and National Insurance contributions.

#### **6. HOLIDAY ENTITLEMENT**

6.1 Your holiday year runs from [Start Date of Holiday Year, e.g., 1 January] to [End Date of Holiday Year, e.g., 31 December].

6.2 Your annual holiday entitlement is [e.g., 28 days, including bank holidays / X days plus bank holidays] in a full holiday year (pro-rata for part-time employees or those joining mid-year).

6.3 Details on how to request holidays and the Company's holiday policy are set out in the Company Handbook [if applicable].

#### **7. SICKNESS ABSENCE AND SICK PAY**

7.1 If you are unable to attend work due to sickness or injury, you must notify [e.g., your Line Manager / the Office] by [e.g., 9:00 AM] on your first day of absence.

7.2 You must provide a self-certification form for absences up to 7 days. For absences longer than 7 days, you must provide a Statement of Fitness for Work (fit note) from a doctor.

7.3 You may be entitled to Statutory Sick Pay (SSP) in accordance with government regulations. The Employer does not offer any contractual sick pay beyond SSP [or specify Company sick pay policy if applicable].

7.4 Further details are in the Company Handbook [if applicable].

#### **8. PENSION**

8.1 The Employer operates a workplace pension scheme in accordance with its statutory

obligations.

8.2 You will be automatically enrolled into the scheme if you meet the eligibility criteria.

8.3 Further details about the pension scheme are available from [e.g., the Pension Provider / HR Department].

## **9. CONFIDENTIALITY**

9.1 During and after your employment, you must not disclose any confidential information relating to the Employer's business, clients, employees, or operations to any third party, except as required by law.

## **10. COMPANY PROPERTY**

10.1 All equipment, uniforms, keys, mobile devices, and other property provided to you by the Employer remain the property of the Employer and must be returned upon termination of employment.

## **11. HEALTH AND SAFETY**

11.1 You are required to comply with all health and safety policies and procedures of the Employer, including those specific to client premises.

11.2 You must report any accidents, incidents, or hazards immediately to [e.g., your Line Manager].

## **12. GRIEVANCE AND DISCIPLINARY PROCEDURES**

12.1 The Employer has formal grievance and disciplinary procedures. These are designed to ensure fair treatment and resolve workplace issues.

12.2 Details of these procedures are set out in the Company Handbook [if applicable].

## **13. NOTICE PERIODS**

13.1 After successfully completing your probationary period, the notice period required to terminate your employment shall be:

\* By you: [e.g., 1 week for less than 2 years' service, 1 month for 2 years' or more service / 1 month / 4 weeks].

\* By the Employer: [e.g., 1 week for less than 2 years' service, 1 week per year of service up to 12 weeks / 1 month / 4 weeks].

13.2 For long-term employees, statutory notice periods as per the Employment Rights Act 1996 will apply.

## **14. TERMINATION OF EMPLOYMENT**

14.1 Your employment may be terminated by either Party in accordance with the notice periods set out in Clause 13.

14.2 The Employer reserves the right to terminate your employment with immediate effect for gross misconduct, as defined in the Company's disciplinary policy.

14.3 The Employer may, at its discretion, pay you in lieu of notice (PILON) instead of requiring you to work your notice period.

#### **15. COMPANY HANDBOOK (if applicable)**

15.1 This Contract sets out the main terms of your employment. Further details of the Company's policies and procedures are contained in the Company Handbook. You are required to read, understand, and comply with the Company Handbook.

#### **16. GOVERNING LAW AND JURISDICTION**

16.1 This Contract shall be governed by and construed in accordance with the law of England and Wales / Scotland / Northern Ireland [Choose relevant part of UK].

16.2 Both Parties agree that the courts of England and Wales / Scotland / Northern Ireland [Choose relevant part of UK] shall have exclusive jurisdiction to settle any dispute arising out of or in connection with this Contract.

#### **AGREED TERMS:**

I have read and understood the terms and conditions of my employment and agree to abide by them.

#### **FOR THE EMPLOYER:**

Signature:

Print Name:

Position:

Date:

#### **FOR THE EMPLOYEE:**

Signature:

Print Name:

Date: