

CONTRACT OF EMPLOYMENT

From: Spicerhaart Group Services Limited

Between: SARAH DICKENS (hereinafter called the Employee)

And: Spicerhaart Group Services Limited (hereinafter called the Company)

Contract issue date: 29 OCTOBER 2021

Contract effective date: 08 NOVEMBER 2021

Continuous employment date: 08 NOVEMBER 2021

JOB TITLE: PERSONAL MOVE ASSISTANT

The employee will be expected to undertake additional duties and tasks, outside their normal duties, routines or working hours, as required by their position. The Company expects that you will undertake all reasonable instructions in this respect.

SALARY

During their employment by the Company, the employee shall receive as remuneration a basic salary at the rate of **£9,975 per annum** paid at monthly intervals. See statement of terms & conditions for further information.

COMMISSION-DISCRETIONARY SCHEME – NON CONTRACTUAL

The Company operates a commission scheme in which you are able to participate.

Your commission will be supplied upon commencement.

- Commission is payable on monies banked, commission payments are paid one month in arrears.
- The Company reserves the right to amend or terminate any commission or bonus scheme at its absolute discretion giving one month's notice or to exclude you from participation at any time without notice, with reasonable cause.
- Upon termination of employment by either party, commission is paid up to the date of resignation only. Commission is not accrued during the notice period.
- The company reserves the right to claw back any overpayments

PLACE OF EMPLOYMENT

The employee will be based within our Head Office, Colchester.
See statement of terms & conditions for further information.

HOURS OF WORK

You are required to work four days per week on a rota as agreed. It will also be necessary for you to work Saturdays and Sundays on a rota basis.

For clarity you are required to work 21 hours per week, Monday to Wednesday 09:30 to 14:30 and Saturday 09:00 to 15:00 with no unpaid rest break.

The company reserve the right to change the working hours dependent on the branch opening hours / market conditions.

EMPLOYMENT AND CREDIT REFERENCING

Your employment is subject to satisfactory references and suitability checks. The Employer's decision is final as to whether the references and pre-employment checks meet our requirements. It is understood that your employment can be terminated in line with statutory notice period requirements in the event of such references or pre-employment checks falling short of our requirements. Every effort will be made to obtain references and results from the checks as quickly as possible.

PROBATIONARY PERIOD

Your appointment is subject to a **6 month** probationary period. During the probationary period the company disciplinary policy is not applicable.

ANNUAL LEAVE ENTITLEMENT

5.6 weeks paid annual leave per annum, inclusive of bank/customary holidays. The leave year runs from 1 January to 31 December, you will therefore receive a pro-rata allocation for 2021 based on your date of employment.

See statement of terms and conditions for further information.

RESTRICTIVE COVENANTS

See statement of terms and conditions

DISCIPLINARY & GRIEVANCE PROCEDURES

See Company Disciplinary Policy and Company Grievance Policy.

PERIOD OF NOTICE FOR TERMINATION OF EMPLOYMENT

During the probationary period the notice period is one week. After successful completion of the probationary period the notice period varies dependent on service.

See Statement of terms and conditions for further information.

I agree to the above Terms and Conditions of Employment and the statement of terms and conditions.

SIGNED:

DATE: