



GENERAL TERMS AND CONDITIONS FOR EMPLOYMENT

DURATION OF CONTRACT

Contract will be based on project by project, trade by trade basis subject to periodic reviews. At the end of the project your employment will be automatically terminated. Every employee will need to re-apply for another project

HOURS OF WORK

The Employee is required to work 5 days in a week and 45 hours. The work will be based on 9 hours per day for 5 days. Further to this if company requires your services apart from 5 days and 45 hours for emergency purposes you will be paid with your normal rate as per your contract. Transport will be provided with meal for overtime only.

NOTICE OF TERMINATION BY EMPLOYER OR RESIGNATION BY EMPLOYEE

Should the Employer wish to terminate the employee's employment for any reason (*other than grounds, which warrant instant dismissal*) the Employer shall provide one weeks' notice **OR** the payment or forfeiture of one week's remuneration is required. Should the employee's action warrant instant dismissal, then no notice or payment in lieu of notice will be given.

The employee has to pay full cost of loss incurred, in case if the employee participates in:

- ▶ *Bribery*
- ▶ *Burglary of company tools & materials*
- ▼ *Any involvement in damaging of company property*
 - ▶ *Company vehicles, heavy plant & machinery*
 - ▶ *Company materials & tools*
- ▶ *Releasing of confidential company information*

If the offence is serious, the disciplinary committee may terminate the employee on spot without Notice. If in case the employee fails to make payments, the employer will withhold the employee's dues for outstanding payments and take further action to recover full sum.

PROBATION AND TERMINATION OF EMPLOYMENT

The employment is subject to a probation period of one month in which the Employee will be assessed as to his ability & suitability to the job. In case of breach of Contract Or termination of the Contract by any parties involved, considering his/her position in the company at the time of breach/termination, the employee will claim maximum of salary to date only. There will be NO secondary claims against the employer by the employee and his agents on his behalf.

DISCIPLINARY AND GRIEVANCE PROCEDURE

A worker who considers that he or she has grounds for an employment grievance may submit the grievance to the employer or representative of the employer. The grievance must be submitted within a period of 6 months and the employer needs to respond to the employee not later than the 7th day after the day on which the employer receives the worker's written statement. All employment grievances must be first referred for mediation services if the worker is not satisfied with the employer's response to the grievances

TRANSPORTATION TO LONG DISTANCE SITES

Transportation to sites will be discussed upon your interview

OTHER TERMS AND CONDITIONS

- ▼ *Your remuneration will be based on the following*
 - ▶ *Formal application letter for the position you are applying for.*
 - ▶ *Relevant qualification certificates, trade certificates are required.*
 - ▶ *Relevant experience reference from previous employers.*
 - ▶ *If employed you will need to provide a copy of your birth certificate, FNPF card, copy of marriage certificate and children's birth certificate (if applicable), TIN and WBC account number (if you have a account).*
 - ▶ *Complete tool list and the tool listed should be maintained in the duration of the project.*
 - ▶ *Employee Personal Record Form to be correctly filled.*
- ▶ *OHS regulations are to be followed at all times*
- ▶ *The employer will not aspect the employee failing to perform as a team player due family issue whereby the workmate is a family and they had family disputes.*
- ▶ *The employer will not provide soft loans to the employee.*
- ▶ *Medical report*
- ▶ *Police clearance report*

I understand and hereby agree with all the terms and conditions of my employment upon which I am hired.

Name : _____

Signature :

Date : _____