



# STATEMENT OF EMPLOYMENT

*PURSUANT TO SECTION 6 OF THE EMPLOYMENT ACT, 2000*

EMPLOYEE: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

EMPLOYER: **ISLAND CONSTRUCTION SERVICES Ltd**  
*79 Middle Road, Devonshire, DV 02*

**EMPLOYEE ADDRESS:**

House Name/ House No: \_\_\_\_\_

Street or Road: \_\_\_\_\_

Parish: \_\_\_\_\_

Postcode: \_\_\_\_\_

CONTACT TEL: \_\_\_\_\_  
\_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

## **TERMS OF EMPLOYMENT**

1. **WAGES:** The Gross Wages are:-

\$\_\_\_\_\_per hour -40 hours per Week

**2. START DATE OF EMPLOYMENT:** \_\_\_\_\_

**3. HOURS OF WORK:** 7.00am to 4.00pm Monday to Friday.

1 hour rest period 12.00 noon to 1.00pm.

Actual start and finish times may vary from time to time depending on the operational requirements of the business and as agreed with individual members of staff .

**4. PLACE OF WORK:** Varies due to nature of business. Individual sites or other locations as directed by management.

**5. PAID ANNUAL VACATION:** 10 days after 1 (one) year satisfactory and continuous employment.  
(In accordance with *Section 12 Employment Act 2000*)

**6. PAID PUBLIC HOLIDAYS:** As set out in Section 11 Employment Act and Schedule to Public Holidays Act 1947.

**7. PAID SICK LEAVE:** 6 days after one year continuous and satisfactory employment.

**8. BENEFITS & DEDUCTIONS:**

Amount Payable by Employee

- |                          |                        |
|--------------------------|------------------------|
| • National Pension       | \$ ____ /month____     |
| • Employer Pension       | \$ _ 5% of earnings.   |
| • Payroll Tax            | \$ _ 5.5% of earnings_ |
| • Medical Insurance      | \$ _____               |
| • Accidental Death Cover | \$ ____ 25,000.00____  |
| • Natural Death Cover    | \$ ____ 25,000.00____  |

**9. DISCIPLINE & GRIEVANCE PROCEDURE:**

- A formal discipline and grievance procedure does not exist and each individual case is assessed independently by the company management.

**10. PROBATIONARY PERIOD:** New employees are subject to a three (3) month probation period.

**11. DRESS CODE:** No formal dress code exists but employees are expected to dress appropriately for the job.

**12. COLLECTIVE AGREEMENT:** No collective agreement exists for employees.

**13. TERMINATION OF EMPLOYMENT:**

- one weeks notice
- or instant dismissal for acts of gross misconduct such as fighting, theft, fraud or similar.

**14. REST DAYS:**

I am willing to work my mandatory rest day if I am requested and if I am in agreement:

Yes / No

**15. OVERTIME:**

I agree to work overtime when requested at the following rate:

\_\_\_\_\_ Times normal hourly rate (unless otherwise agreed with management)

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Signature of Employer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**Confidentiality Agreement**

You are not permitted to allow any unauthorized person within or outside of the company to have access to books, letters, papers, electronic data, or information in any format belonging to or relating to the Company or our business. Nor may business information or the affairs of the Company be given orally, in writing, electronically or by any other means of extraction to any persons who are not employed by the Company.

Please ensure that any documents and correspondence that are authorized to be discarded are shredded or otherwise suitably destroyed. A breach of the confidentiality policy will lead to the appropriate disciplinary action being taken including that of possible dismissal.

[1.1]The employee shall not either during the continuance of his employment hereunder (otherwise than in the proper performance of his duties hereunder) or at any time after the determination thereof divulge to any person whomsoever and shall use his/her reasonable endeavors to prevent the publication or disclosure of any trade secret or other confidential information. Concerning the business, finances, accounts, dealings, transactions or affairs of the [Company or any Group Company] or of any of their respective clients entrusted to him or arising or coming to his/her knowledge during the course of his employment hereunder or otherwise.

[1.2]The employee shall upon the termination of his/her employment hereunder immediately deliver up to the Company all fee schedules, list of clients, correspondence and other documents, papers, and property belonging to the [Company or any group company] or related to any of the matters referred to in clause [1.1] which may have been prepared by him/her or have come into his/her possession in the course of his/her employment hereunder and shall not retain any copies thereof.

By signing below, I acknowledge that I understand the policies as contained herein.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_