

CONTRACT OF EMPLOYMENT

This statement dated 20th May 2020 meets the requirements of the Employment Rights Act 1996. It is the Statement of Initial Employment Particulars relating to the Contract of Employment of the person named below and supersedes any previous such statements or contracts.

Name of Employee: *Jessica Holdham*
Name of Employer: **JMS Specialist Joinery Limited**
Address of Employer: Kineton Road Industrial Estate
Southam
Warwickshire
CV47 0NA

Start date: **26/05/20**

Job title: **Labourer**

The Company may from time to time require you to undertake additional or other duties as necessary to meet the needs of the business on a short term basis e.g. holiday or sickness cover.

Probationary period

New employees join the Company on a three month probationary period.

During and/or at the end of your probationary period you may be asked to attend employment reviews to discuss your overall work performance. Absence, timekeeping and general attitude may also be taken into account. If the Company is satisfied that you have reached the required standards your permanent status will be confirmed.

If you have not reached the required standards, your employment will be terminated with the required notice.

The Company reserves the right in borderline cases to extend the probationary period, in the hope that a further period will enable you to reach the required standard. A subsequent employment review will be held and a decision made. Your employment will then either be confirmed or terminated with the required notice.

Continuous employment

The date on which your continuous employment began is the same as shown above.

Place of work

Your normal place of work is at the address shown above.

You may be required to work in other locations to meet the needs of the business.

You will not be required to work outside the UK.

Pay arrangements

Your rate of pay is £ 8.72 an hour.

Payment is made weekly, in arrears, directly into your bank/building society on the Friday of each week.

If a mistake is made in the payment of any monies due, the Company expects to be notified immediately. The error will normally be corrected at the next available opportunity.

In addition to your holiday entitlement you may take and be paid for the bank/public holidays each year.

The bank/public holidays are: New Year's Day, Good Friday, Easter Monday, the first Monday in May, the last Monday in May, the last Monday in August, Christmas Day and Boxing Day, or such other days as may be substituted.

Part-time employees are entitled to pro-rata holidays.

A more detailed explanation is contained in the Employee Handbook.

Holiday pay

Payment for holidays will be at your normal basic rate under your terms and conditions of employment for your normal hours of work.

On termination of employment holidays will be calculated in proportion to the full entitlement. If you have taken less than this entitlement the surplus holiday pay will be added to your final pay. If you have taken more than this entitlement the excess holiday pay will be deducted from your final pay.

Sickness absences

The Company is required to pay Statutory Sick Pay for certain periods of sickness absence. Payment may be made to eligible employees for periods of absence of four days or more. There is a maximum period of 28 weeks payment in one period of incapacity for work.

A more detailed explanation is contained in the Employee Handbook.

Disciplinary procedure and rules

Should your conduct or performance fall below the standards required then disciplinary action may be taken. This procedure is designed to help and encourage employees to achieve and maintain the Company's standards of conduct and performance and should be looked upon as a corrective process.

A more detailed explanation of the procedure and rules is contained in the Employee Handbook.

Disciplinary appeal procedure

You have the right to appeal at any stage in the disciplinary procedure if you are dissatisfied either with a disciplinary decision made against you or the level of penalty imposed. You should do this in writing to a Director who has not previously been involved in the disciplinary process within five days of receiving your confirmation of discipline letter.

A more detailed explanation of the procedure is contained in the Employee Handbook.

Grievance procedure

If you have any grievance relating to your employment, you should raise it with your Line Manager in the first instance. If you want the grievance to be dealt with formally, you must raise it in writing.

A more detailed explanation of the formal procedure is contained in the Employee Handbook.

Pension scheme

The Company operates a pension scheme through Aviva and you will be enrolled into this scheme if there is a legal requirement to do so under the current pensions legislation. If you are not automatically enrolled into the scheme you may still be entitled to join. Further details will be provided separately.

termination of your employment has been a customer or client of the Company and with whom you had business dealings on behalf of the Company, where such solicitation enticement or acceptance of custom relates to the provision of services similar to those which are, could be, or have been, provided by the Company.

You shall not for a period of six months from the termination of your employment have any business dealings with or act for or provide services to or be employed by any customer or client who at any time during the period of 12 months prior to the termination of your employment has been a customer or client of the Company.

You shall not for a period of six months following the termination of your employment (either on your own behalf or for any other person, firm or company and whether directly or indirectly) approach any other employee of the Company who is at the termination of your employment employed as an employee or who has over 12 months continuous employment with the Company, with a view to encouraging him or her to leave the Company and/or employing him or her.

Conflict of interest

During your employment you will be expected to devote the whole of your working time and attention to the Company's business and to use your best endeavours to promote the Company's general interest.

If required to do so you must provide details of any relationships with any of the Company's customers or suppliers and comply with any reasonable instructions given to you by the Company on such relationships.

Other terms and conditions of employment

Any agreed amendments that materially alter the terms and conditions contained in your contract will be notified to you in writing and shall take precedence over the terms in this statement.

I have read, understood and am willing to abide by the terms and conditions laid down in the Employee Handbook and accept that they form an integral part of this Contract of Employment.

Issued by PAUL BENNETT (for Employer)

Signed [Signature]

Date 20/05/2020

Received by Jessica Holdham (Employee)

Signed [Signature]

Date 9/6/20

Employee Handbook receipt

This Handbook has been drawn up by the Company to provide you with information on employment policies and procedures. It is important for you to read the Handbook carefully as this, together with your Contract of Employment, sets out your main terms and conditions of employment.

The information covers a wide range of subjects relating to your employment and in the event that information in this Handbook conflicts with terms and conditions as stated in your Contract of Employment, the Contract will take precedence.

If you have any questions or any part of the Handbook is unclear to you, please do not hesitate to raise any queries with Management.

It is important that you do this before signing that you have read, understood and are willing to abide by all the Company's terms and conditions.

I acknowledge receipt of this Employee Handbook, which is the property of the Company, and which forms an integral part of my Contract of Employment.

Received by Jessica Holdham (Employee)

Signed 

Date 9/6/20



1	Employer PAYE reference Office number Reference number 475 / BB00987	5	Student Loan deductions <input type="checkbox"/> Student Loan deductions to continue
2	Employee's National Insurance number JP543484A	6	Tax code at leaving date 1250L If week 1 or month 1 applies, enter 'X' in the box below. Week 1/month 1 <input checked="" type="checkbox"/>
3	Title - enter MR, MRS, MISS, MS or other title MISS Surname or family name HOLDHAM First name(s) J A	7	Last entries on the Payroll record/Deductions Working Sheet. Complete only if tax code is cumulative. If there is an 'X' at box 6, there will be no entries here. Week number 08 Month number <input type="text"/> Total pay to date £ <input type="text"/> p Total tax to date £ <input type="text"/> p
4	Leaving date DD MM YYYY 31 05 2020		

To the employee

This form is important to you. Take good care of it and keep it safe. Copies are not available. Please keep Parts 2 and 3 of the form together and do not alter them in any way.

Going to a new job

Give Parts 2 and 3 of this form to your new employer, or you will have tax deducted using the emergency code and may pay too much tax. If you do not want your new employer to know the details on this form, send it to your HM Revenue & Customs (HMRC) office immediately with a letter saying so and giving the name and address of your new employer. HMRC can make special arrangements, but you may pay too much tax for a while as a result of this.

Going abroad

If you are going abroad or returning to a country outside the UK fill in form P85, 'Leaving the United Kingdom', go to www.gov.uk/government/publications/income-tax-leaving-the-uk-getting-your-tax-right-p85

Becoming self-employed

You must register with HMRC within 3 months of becoming self-employed or you could incur a penalty. To register as newly self-employed, go to www.gov.uk/topic/business-tax/self-employed

Claiming Jobseeker's Allowance or Employment and Support Allowance

Take this form to your Jobcentre Plus office. They will pay you any tax refund you may be entitled to when your claim ends, or at 5 April if this is earlier.

Not working and not claiming Jobseeker's Allowance or Employment and Support Allowance

If you have paid tax and wish to claim a refund, fill in form P50, 'Claiming tax back when you have stopped working', go to www.gov.uk/government/publications/income-tax-claiming-tax-back-when-you-have-stopped-working-p50

Help

If you need more help, go to www.gov.uk/topic/personal-tax

To the new employer

Check this form, record the start date and report it to HMRC in the First Full Payment Submission for your employee. Prepare a Payroll record/Deductions Working Sheet. Follow the instructions at www.gov.uk/payroll-software



HM Revenue & Customs

P45 Part 3 New employee details For completion by new employer

Use capital letters when filling in this form

1 Employer PAYE reference Office number Reference number <div>475 / BB00987</div>	5 Student Loan deductions <div><input type="checkbox"/> Student Loan deductions to continue</div>
2 Employee's National Insurance number <div>JP543484A</div>	6 Tax code at leaving date <div>1250L</div> <p>If week 1 or month 1 applies, enter 'X' in the box below.</p> <p>Week 1/month 1 <div>X</div></p>
3 Title - enter MR, MRS, MISS, MS or other title <div>MISS</div> <p>Surname or family name <div>HOLDHAM</div></p> <p>First name(s) <div>J A</div></p>	7 Last entries on Payroll record/Deductions Working Sheet. Complete only if tax code is cumulative. If there is an 'X' at box 6, there will be no entries here. Week number <div>08</div> Month number <div></div> <p>Total pay to date £ <div></div> p <div></div></p> <p>Total tax to date £ <div></div> p <div></div></p>
4 Leaving date DD MM YYYY <div>31 / 05 / 2020</div>	

To the new employer You will need these details to fill in your Full Payment Submission.

8 New employer PAYE reference Office number Reference number <div></div> / <div></div>	15 Employee's private address <div></div> Postcode <div></div>
9 Date new employment started DD MM YYYY <div></div> / <div></div> / <div></div>	16 Gender. Enter 'X' in the appropriate box Male <div></div> Female <div></div>
10 Works number/Payroll number and Department or branch (if any) <div></div> <p>Enter 'P' here if employee will not be paid by you between the date employment began and the next 5 April. <div></div></p>	17 Date of birth DD MM YYYY <div></div> / <div></div> / <div></div>
12 Enter tax code in use if different to the tax code at box 6 <div></div> If week 1 or month 1 applies, enter 'X' in the box below. Week 1/month 1 <div></div>	18 I have prepared a Payroll record/Deductions Working Sheet in accordance with the details above. Employer name and address <div></div> Postcode <div></div> Date DD MM YYYY <div></div> / <div></div> / <div></div>
13 If the tax figure you are entering on the Payroll record/Deductions Working Sheet differs from box 7 please enter the figure here. <div>£ <div></div> p <div></div></div>	
14 New employee's job title or job description <div></div>	