# Written statement of employment particulars (employee)

This statement lists the terms and conditions (‘particulars’) of your employment with us as of 15/09/2020 which are required to be given to you under the Employment Rights Act 1996.

## Names of the employee and employer

You Marcus Bird began working for Kramer Martin Chase LLP.

## Start date and continuous employment

Your employment started on 15/09/2020.

Your previous employment does not count as part of a period of ‘continuous employment’ (working for the same employer without a significant break).

## Job title or a brief description of the job

### Job title

You’ll be employed as a Project Management Consultant.

### Brief description of the job

Your responsibilities are set out in the job description attached to this statement.

Your job description may be amended by us and, in addition to duties set out in the job description, you may be required to undertake additional or other reasonable duties as necessary to meet the needs of our business.

## Pay

Your pay will be £75,000 per annum

You’ll be paid monthly.

## Place of work

Your normal place of work is, Level 3, Michelin House, Adelaide Road, London, EC1 2AB.

### Working abroad

You may be required to travel outside of the UK for a total of up to 4 months in any 12-month period.

You’ll be paid in US Dollars (USD) while you’re working outside the UK.

While you're working outside the UK, in addition to your pay, you’ll be paid accommodation costs, food allowance and any agreed, reasonable expenses.

While you're working outside the UK, you’ll be entitled to use of a company vehicle.

The terms and conditions relating to your return to the UK are in the attached document.

## Working hours

Your normal working days and hours are 8 hours a day with a daily paid lunch break of 30 minutes.

## Holiday entitlement

Your holiday entitlement is 24 days. You will receive an additional days holiday for each 5 years of continuous employment.

## Other benefits

You’ll be entitled to health insurance, discounted gym, cycle to work scheme and season ticket loan. Your entitlement to these benefits will start on your first day after the completion of your probationary period.

You’re also eligible for other benefits, as set out in our benefits policy, if you meet the qualifying criteria. Our benefits policy can change over time. The benefits policy is available from Claire Dingle in the HR Department.

You’re not entitled to any benefits other than those set out in this statement.

## Absence and sick pay

If you’re absent for work for any reason, you must inform Jane Doe by telephoneas soon as possible, but no later than 2 hours prior to your work day start time.

For absences of 7 days or less, you can self-certify.

On your return to work you must complete and return a self-certification form to your manager. This must be returned before the end of your first day back at work.

For absences of 7 days or more because of sickness or injury, you must get a doctor’s certificate.

All sickness or injury absences will be added to your employment record.

### Sick pay

You may be entitled to be paid if you’re not able to work due to sickness or injury (‘incapacity’). Terms of pay as set out in Statutory Sick Pay guidance.

You may be eligible for contractual sick pay.

## Other paid leave

You may be eligible for statutory paid leave, including:

* maternity leave
* adoption leave
* paternity leave
* Shared Parental Leave
* time off for dependants
* bereavement leave]

You may be eligible for additional paid leave, including:

* compassionate leave
* sabbatical leave
* training and study leave]

Further information can be found in the respective policies, which are available on the Kramer Martin Chase intranet site.

## Pension arrangements

If you’re eligible, we’ll automatically enrol you into our occupational pension scheme in accordance with our obligations under Part 1 of the Pensions Act 2008. If you do not opt out of automatic enrolment, details of the scheme will be provided once you join.

## Training

We offer in-house training and in some cases time off work to undertake training, subject to certain eligibility requirements and other conditions.

We require you to complete a minimum number of 5 CPD courses per year. We will pay for the cost of this training.

## Probationary period

There is a probationary period of 6 months for new employees.

## Notice period

During your probationary period, the notice that you or your employer must give to end your employment is 1 week.

After your probationary period, the notice that you must give to end your employment is 4 weeks.

We may end your employment at any time by giving you 4 weeks or the statutory notice you’re entitled to, whichever is longer.

The notice you must give to end your employment is 4 weeks.

## Collective agreements

A 'collective agreement' is an agreement the employer has with employees’ representatives (including trade unions) that allow terms and conditions like pay or working hours to be negotiated on behalf of employees.

There are no ‘collective agreements’.

## Grievances

If you wish to raise a grievance, you should put it in writing to your manager, Jane Doe.

The grievance procedure which applies to you is attached to this statement.

## Disciplinary rules and procedures

The disciplinary rules which apply to you are attached to this statement.

If you’re unhappy with any disciplinary decision taken in relation to you, you can appeal by writing to Jane Doe.

Please sign and return the statement to confirm you’ve received and accepted these terms.

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| Employee’s signature: | Date: |
| Manager’s signature on behalf of the organization: | Date: |