



**99-101 Duru House Commercial Road
London E1 1RD**

STAFF CONTRACT OF EMPLOYMENT

Contract of Employment between the employer Fintac College of Global Education and employee:

Name

Start Date:

Job Title:

Placement Address:

Hours of work:

Salary

- ☐ Salary will be paid by BACS monthly on the last working day of the month.
- ☐ Holiday will be the statutory period of 4 weeks (or pro rata) in our company year of January to December, along with the normal Bank Holidays.
- ☐ Sickness will be paid in line with the statutory SSP rates at the time of illness. On the first day of sickness, and each day sick after that, the employee must notify the employer by the time of 9.00am of non-attendance at the workplace. A self-certificate must be presented on the fifth day, and for further sickness in the same period a Doctor's certified sick note must be presented. There is no Company sick scheme.
- ☐ Statutory Maternity / Paternity/Adoption information is available on request.
- ☐ There is no Company Pension Scheme but you may have access to a Stakeholder Pension Scheme. (Employer contribution is not applicable)



FINTACT COLLEGE OF GLOBAL EDUCATION

- ☐ Both the Company and Employee are required to offer one months notice to terminate the employment after the initial six months probation period where a standard weeks notice is to be given by either party.

- ☐ A copy of the company Disciplinary Procedures and Grievance Procedures along with our Equal Opportunities Policy are attached for your information. In addition to the disciplinary procedures there must be no infringement of the undertaking of confidentiality.

- ☐ The work of **Fintac College of Global Education** should at all times be treated as confidential and protected from unauthorised disclosure. It is an express condition of employment that no employee divulge to a person outside **Fintac College of Global Education** any such information or aid in the outward transmission of any such information. The undertaking covers all information: Client and candidate details, data, statistical reports, policies, personal etc. (This list is not exhaustive) Any infringement of this undertaking will be regarded as gross misconduct and can lead to instant dismissal. Should you leave the employ of Fintac College of Global Education this understanding will still be effective for an additional six months period from your date of leaving.

- ☐ **Fintac College of Global Education** has a comprehensive Health & Safety Policy and this policy is available on request

Signed by Employee:
Name:

Date:

Signed on behalf of **Fintac College of Global Education**

Name:

Position:

Date:
