**Contract of Employment — True Fixed Term**



[Date]

[Employee First Name] [Employee Surname]

[Employee Address]

Dear [Employee First Name],

## Position: [Employee Position Title]

On behalf of [Company Name], I am pleased to offer you employment with [Company Name] on the terms and conditions in the Contract of Employment (‘the Contract’) set out below:

*Duration*

Your employment with [Company Name] commences on [Date New Contract Commences].

This Contract operates for a fixed term, expiring on [Expiry Date] (‘the Expiry Date’) (unless terminated earlier in accordance with the Termination clause below). At the close of business on the Expiry Date, this Contract and our employment relationship will automatically terminate by reason of the mutual agreement outlined in this document.

You acknowledge that [Company Name] is under no obligation to provide you with employment beyond the Expiry Date and that no representation has been made to you at any time that this Contract or your employment will be extended beyond the Expiry Date.

Conditional Offer of Employment

This offer of employment is conditional on:

* 1. You demonstrating as required by [Company Name], that you are eligible to work in Australia by the production of one of the following documents:
     1. evidence of Australian citizenship;
     2. evidence of permanent residency; or
     3. a valid temporary visa permitting you to work in Australia.

Copies of these documents will be taken and held by [Company Name]. If your eligibility to work changes during the course of your employment you must immediately inform [Company Name] of your change in circumstances. Should you be ineligible to work in Australia your employment will immediately cease from the date of such ineligibility.

* 1. There being no restriction upon your ability to commence employment with [Company Name] on the commencement date under the terms of employment specified in this Contract, by signing this Contract, you warrant:
     1. that there are no limitations on your ability to fully perform all of your duties and responsibilities for [ShortEmployerName], including, but not limited to physical or psychological limitations.
     2. that you will not breach continuing obligations arising from any prior employment in the performance of your duties and responsibilities for [ShortEmployerName], including confidentiality obligations.

By signing this Contract you agree that:

* 1. any breach of these warranties will constitute grounds for immediate termination of your employment or revocation of this Contract, as may be the case; and
  2. [Company Name] retains the right to terminate your employment immediately in the event that you are unable to commence employment with [Company Name] from the commencement date or continue such employment due to a limitation, restriction or restraint, that prevents you from commencing or continuing employment with [Company Name] under the terms of employment specified in this Contract.

*Position*

Your position is [Employee Position Title] (‘the Position’). You will be employed on a basis.

Your duties and responsibilities are set out in the position description in Schedule A, attached to this Contract.

You are required to carry out other duties reasonably required by [Company Name] that you are skilled and capable of performing.

You may also be required to perform duties from time to time for [Company Name]’s Related Entities.

[Company Name] may alter the position, position description and responsibilities in accordance with the needs of the business. You may also be redeployed to another position having regard to your skills, experience and competency. You agree that the terms of this Contract continue to apply to any altered position, unless varied in writing in accordance with this Contract.

*Reporting*

You will report to [Report To Full Name], [Insert Position (e.g. CEO/Director/Owner)]. However, [Company Name] may change your reporting arrangements in accordance with the needs of the business.

*Location*

Initially, your place of work will be [Work Location].

However, you may be asked to travel to and work at different locations to meet business needs from time to time, such as travel interstate or overseas for temporary periods. You agree to work at any of the different locations where [Company Name] requires you to do so.

You acknowledge that you may also be required to relocate to another place of work from time to time without compensation or additional payment in accordance with the needs of [Company Name]’s business.

*Remuneration*

Annual Salary

Your annual salary is [Salary Amount] gross. This includes any non-cash benefits which you may receive during your employment. If [Company Name] pays Fringe Benefits Tax on your behalf, this payment also forms part of your remuneration package.

The net cash amount of your salary will be paid monthly into the bank account of your choice.

You will appreciate that salary and other employment conditions are confidential and must not be discussed with other employees of [Company Name] or other persons outside [Company Name] (with the exception of your legal and financial advisers).

Potential bonus and incentive payments

You are eligible to participate in [Company Name]’s Discretionary Bonus and Incentive Payments Scheme, in accordance with [Company Name]’s policies and procedures and the terms of that bonus scheme, as varied from time to time.

[Company Name]’s Discretionary Bonus and Incentive Payments Scheme does not form part of your Contract. Bonus payments do not form part of your remuneration for any purpose associated with calculating other benefits, including but not limited to leave entitlements and severance payments.

Upon the termination date, your entitlement in respect of any and all amounts owing, will be governed by the terms of the Discretionary Bonus and Incentive Payments Scheme, as existing at that time.

[Company Name] reserves the right to alter or withdraw in part or in its entirety, the Bonus and Incentive Payments Scheme at any time without providing any compensation to you. [Company Name] also retains the ultimate discretion in assessing and determining bonus payments under the Discretionary Bonus and Incentive Payments Scheme.

*Superannuation*

[Company Name] will, where required, make compulsory superannuation guarantee contributions on your behalf in accordance with the relevant legislation and/or industrial instrument in force from time to time.

*Compensation for all Legal Entitlements*

Except as specifically provided for under this Contract, your annual salary compensates you for any legal entitlement arising under another award, NAPSA, collective/enterprise agreement, the Australian Fair Pay and Conditions Standard, the National Employment Standards or any other law or legal instrument (‘the Instruments’), such as, but not limited to, any periodic rate of pay, overtime payments, weekend and holiday penalties, shift allowance, vehicle allowance, travelling expense, penalty payments and annual leave loading.

You expressly agree that any remuneration you receive that is greater than the entitlement you would receive under the Instruments satisfies any other legal entitlements where you receive less than the minimum amount under the Instruments.

*Performance and Salary Reviews*

Your performance and remuneration may be reviewed annually. Reviews are based on your position within [Company Name], your performance and contribution to the effective functioning of [Company Name]’s business, and the market generally. Remuneration increases are not automatic, and any increase is within [Company Name]’s absolute discretion.

Hours of Work

You are employed on a and fixed term basis.

[Company Name]’s normal office hours are [Start Normal Hours] to [Finish Normal Hours] on Monday to Friday. You agree that your weekly ordinary hours of work are [Hours of Work Weekly] hours per week, averaged over a period of up to 26 weeks.

However, due to the nature of [Company Name]’s business and your position, you agree it is reasonable for you to work any additional hours necessary to achieve the efficient and effective performance of your duties. You will not receive any additional remuneration for any additional hours worked.

*Warranty*

You warrant that you have provided accurate information to [Company Name] on your physical and mental fitness, qualifications, professional accreditation, professional training and currency of all relevant licences, required to perform the position. You agree that [Company Name] may terminate your employment before the Expiry Date, should it discover the information you provided is inaccurate.

*Performance*

In the course of your employment with [Company Name], you are required to do the following:

* + 1. carry out all lawful and reasonable instructions given to you in relation to your employment;
    2. perform your duties and responsibilities in a proper, ethical, diligent, professional and efficient manner, including always acting in good faith and in the best interests of [Company Name];
    3. use your best endeavours to protect, enhance and promote the interests, welfare, profitability, growth and reputation of [Company Name]’s business;
    4. not engage in any business or activities which may conflict with or be harmful to the business interests of [Company Name], or any of its officers, employees, agents, contractors or consultants;
    5. perform your duties in a safe manner, respecting all workplace health and safety laws and policies (despite the fact these do not form part of your Contract).

Except in the case of absence by reason of ill health, incapacity, accident or approved leave, you will devote the whole of your time, attention and abilities during the hours you are present at work and such other hours as are necessary for you to perform your duties in a satisfactory manner, exclusively to the business of [Company Name] and its Related Entities.

[Company Name] may direct you to not attend work and not to undertake any of your work duties at any time, provided that [Company Name] provides you with payment of your entitlements under your remuneration package during the period of suspension.

*Employment Policies and Procedures*

You are directed to read and comply with the obligations imposed upon you within [Company Name]’s policies and procedures as they relate to your employment. These policies and procedures may be varied from time to time, and you are directed to comply with such variations. Such policies and procedures do not form part of your Contract.

A breach of your obligations under [Company Name]’s policies and procedures may result in disciplinary action, including the immediate termination of employment.

*Workplace Surveillance*

[Company Name] puts you on notice that surveillance in the workplace will be carried out by [Company Name] whilst you are at work and/or performing work. The purpose of workplace surveillance is to protect the general security of [Company Name]’s property and assets, operational needs, and for the protection and safety of employees and the general public.

[Company Name] will carry out surveillance and monitoring at working using the following:

* + 1. “camera surveillance”, which is surveillance or monitoring by means of a camera that monitors or records visual images or activities on premises or in any other place;
    2. “computer surveillance" , which is surveillance or monitoring by means of software or other equipment that monitors or records the information input or output, or other use, of a computer (including, but not limited to, the sending and receipt of emails and the accessing of Internet websites);
    3. “tracking surveillance" , which is surveillance or monitoring by means of an electronic device the primary purpose of which is to monitor or record geographical location or movement of a person or object (such as a Global Positioning System tracking device);
    4. “listening device surveillance", which is surveillance or monitoring by means of any device capable of being used to overhear, record, monitor or listen to a conversation or words spoken to or by any person in conversation, but does not include a hearing aid or similar device used by a person with impaired hearing to overcome the impairment and permit that person to hear only sounds ordinarily audible to the human ear.

The workplace surveillance referred to in this Contract will occur on a continuous and ongoing basis.

*Annual Leave*

You are entitled to annual leave in accordance with the provisions of the relevant legislation which applies to your employment with [Company Name]. However, such legislation is not incorporated into this Contract. For example, a full-time employee (who is not a shift worker) who works an average of 38 hours per week would be entitled to accrue 4 weeks annual leave for each year of service.

[Company Name] may direct you to take any annual leave accrued by you, in circumstances where there is a close down of that part of [Company Name]’s business in which you work. If you do not have enough accrued annual leave to cover all or part of the close down period, you agree that you will take leave without pay. Such leave without pay will still count as service and you will continue to accrue relevant leave entitlements during those periods.

Annual leave may be taken at such time as may be agreed between you and [Company Name] from time to time and in accordance with the relevant legislation which applies to your employment with [Company Name].

*Personal/Carer’s Leave*

You are entitled to accrue an amount of paid personal/carer’s leave, in accordance with the terms of the relevant legislation which applies to your employment with [Company Name]. However, such legislation is not incorporated into this Contract.

For the purposes of this clause and the relevant legislation, personal/carer’s leave is:

* + 1. paid sick leave that you take because of your personal illness or injury; or
    2. paid or unpaid carers’ leave that you take to provide care or support to a member of your immediate family, or a member of your household who requires care or support because of:
       1. a personal illness, or injury, of the member; or
       2. an unexpected emergency affecting the member.

Applications for leave must be made in accordance with the relevant legislation and [Company Name]’s policies as varied from time to time. If you are absent on sick leave, [Company Name] may:

* + 1. require you to provide to [Company Name] evidence to [Company Name]’s satisfaction, confirming the illness or injury (such as a statutory declaration or a medical certificate to [Company Name]’s satisfaction);
    2. require you to be examined by a medical practitioner nominated by [Company Name], to provide a report to [Company Name], on your current and future capacity to perform the duties of your role; or
    3. both a) and b).

If you are absent on carer’s leave, [Company Name] may require you to provide to [Company Name] evidence to [Company Name]’s satisfaction, confirming the illness or injury of the Person you are caring for (such as a statutory declaration or a medical certificate to [Company Name]’s satisfaction).

You are required to inform [Company Name] as soon as practicable of any absence on account of sickness or injury, and the reason for and expected duration of such an absence. This allows [Company Name] to make alternative arrangements if required.

Any accrued, untaken personal/carer’s leave to which you are entitled at the termination date will not be paid out by [Company Name].

*Other Leave*

You are also entitled to other leave including parental leave, community service leave, and compassionate leave entitlements in accordance with relevant legislation.

*Termination*

Except where your employment is terminated for reasons of serious misconduct or your failure to meet the items detailed in the clause titled ‘Conditional Offer of Employment’, your employment with [Company Name] will terminate on the Expiry Date.

[Company Name] may terminate your employment at any time before the Expiry Date in the case of serious misconduct. Serious misconduct will include, but is not limited to:

* + 1. serious or repeated breach of your obligations as set out in this Contract or [Company Name]’s policies;
    2. gross negligence;
    3. a refusal to follow a lawful and reasonable direction;
    4. performing your work in a manner reasonably considered by [Company Name] to be unprofessional;
    5. engaging in conduct which [Company Name] reasonably considers is likely to damage [Company Name]’s reputation;
    6. committing any act of dishonesty including acts of embezzlement, theft or fraud involving [Company Name]’s assets or property; or
    7. any conduct that would justify summary dismissal at common law or in accordance with the relevant legislation.

If your employment is terminated for any reason, you agree to resign all directorships, offices and positions that you may hold in relation to [Company Name], its Related Entities or any other entity in which you hold office in connection with your employment. You agree to do all things and execute all documents necessary to give effect to these resignations.

If:

* + 1. your employment is terminated by reason of the liquidation of [Company Name] for the purpose of reconstruction or amalgamation; and
    2. you are offered employment with any concern or undertaking resulting from such reconstruction or amalgamation on terms and conditions not less favourable than the terms of this document,

then you agree that you have no claim against [Company Name] in respect of the termination of your employment under this Contract.

*Return of Property*

On request by [Company Name] or prior to the termination date you must return to [Company Name] all property belonging to [Company Name] in your possession, custody or control, including, but not limited to Confidential Information, Intellectual Property, mobile telephones, computers, keys, data storage devices, cards, documents, diaries, records and papers, reports, working papers, training manuals, equipment, computer information and programs and all copies of such items. You may be required to declare that you have complied with this condition.

*Confidential Information*

You agree to respect the confidentiality of information and documents to which you have access in the course of or arising from your employment with [Company Name] or any of its Related Entities.

You must not, during your employment or after the termination date, directly or indirectly use or disclose (or attempt to use or disclose) any Confidential Information for any unauthorised purpose, including any benefit to you or any other Person.

You must ensure secure custody of Confidential Information in your control or possession, and use your best endeavours to prevent the use or disclosure of Confidential Information by any Person.

These restrictions do not apply to:

* + 1. information that is used or disclosed in the proper course of performing your duties for [Company Name];
    2. information that is used or disclosed with [Company Name]’s prior consent;
    3. information that is required by law to be disclosed; or
    4. information that is in the public domain, other than through your breach of this Contract.

Any Confidential Information which is disclosed by you in accordance with clause [Insert Clause], must only be done to the limited extent it is necessary, to Persons who:

* + 1. have been approved by [Company Name], to receive such information;
    2. are aware and agree that the Confidential Information must be kept confidential; and
    3. sign and agree to be bound by the terms of any confidentiality agreement, as may be required by [Company Name] to be signed, from time to time.

If you are uncertain about whether information is Confidential Information, you must immediately ask [Company Name]. Until you receive an answer, you must treat that information as Confidential Information.

You acknowledge and agree that:

* + 1. damages may be inadequate compensation for breach of your obligations contained in this ‘Confidential Information’ clause and subject to the Court’s discretion, [Company Name] may seek specific performance or may seek to restrain, by an injunction or similar remedy, any conduct or threatened conduct which is or will be in breach of this clause, in addition to any other remedy [Company Name] may wish to pursue;
    2. you will fully indemnify [Company Name] in respect of any and all loss, damage, claims, liability, cost and expenses, of any kind, suffered or incurred by [Company Name] as a result of your breach of this ‘Confidential Information’ clause, in any way, including, but not limited to, any disclosure by you of any Confidential Information to any Person(s), other than is authorised under this Contract.

*Intellectual Property and Moral Rights*

All intellectual property rights arising in relation to any works created or developed by you in connection with your employment with [Company Name] (whether alone or with others) will belong to [Company Name] and you agree to immediately disclose to [Company Name] all such Works.

You acknowledge and agree that all existing intellectual property rights, title and interest in all works created or developed by you in connection with your employment (whether alone or with others) are vested in [Company Name] and, upon their creation, all such future rights will vest in [Company Name]. You agree to execute all documents and do all acts and things required or desirable to secure any intellectual property rights of [Company Name].

You consent (for [Company Name]’s benefit) to any and all acts or omissions (whether occurring before or after this consent is given) in relation to all works made or to be made by you in the course of your employment which might otherwise infringe your moral rights in any or all of those works.

You warrant that you have given this consent and undertaking genuinely, and without being subjected to any duress by [Company Name] or any third party, and without relying on any representations other than those expressly set out in this Contract.

Post-Employment Obligations

You acknowledge and agree that:

* + 1. in the course of your employment, you will:
       1. have access to and knowledge of [Company Name]’s products, services, skills and techniques;
       2. become acquainted with the clients and suppliers and their special needs and requirements;
       3. become aware of the identity of prospective clients whose business [Company Name] is attempting to attract;
       4. generally be privy to Confidential Information concerning [Company Name], its clients, suppliers, and its methods of doing business.
    2. the only effective, fair and reasonable manner in which the interests of [Company Name] can be protected is by the restraints imposed upon you in this Contract;
    3. the duration, extent and application of the restrictions contained in this Contract are not greater than is reasonably necessary to protect [Company Name]’s legitimate business interests, including the preservation of its relationships with its clients, suppliers, employees, agents, directors, officers, partners, contractors, advisors and consultants, the goodwill of its business, its Confidential Information and intellectual property; and
    4. the level of your benefits, including remuneration and bonuses (if any) constitutes adequate consideration for the restraint obligations imposed under this Contract.

You agree that having regard to the circumstances set out in clause [Insert Clause], you will not, directly or indirectly, either as a principal, employee, agent, director, officer, partner, consultant, contractor, advisor or otherwise, for your own benefit or the benefit of any other Person, directly or indirectly, engage in any of the activities specified in clause [Insert Clause], within the geographical areas specified in clause [Insert Clause], for the periods after the termination date specified in clause [Insert Clause], without the prior written consent of [Company Name].

The activities are:

* + 1. canvass, solicit, or entice away (or attempt to do any of the foregoing), the business or custom of any client, or provide products or services to any client with whom you or a Person reporting to you, has performed work or had dealings with during the 12 months preceding the termination date;
    2. induce or encourage any client (or attempt to do any of the foregoing), with whom you or a Person reporting to you have performed work or had dealings with, during the 12 months preceding the termination date, to terminate or to not renew or maintain or alter, any business relationship, contract or arrangement, that client has with [Company Name] or disclose any Confidential Information;
    3. induce or encourage any supplier (or attempt to do any of the foregoing), with whom you have performed work or had dealings with, during the 12 months preceding the termination date, to terminate or to not renew or maintain or alter, any business relationship, contract or arrangement, that supplier has with [Company Name] or disclose any Confidential Information;
    4. induce or encourage (or attempt to do any of the foregoing), any employee, agent, director, officer, partner, contractor, advisor or consultant with [Company Name], with whom you or a Person reporting to you had dealings with, during the 12 months preceding the termination date, to terminate or to not renew or maintain or alter, any business relationship, contract or arrangement, they have with [Company Name], or disclose any Confidential Information.

The geographical areas are: [Insert Geographical Areas]

The periods are: [Insert Periods]

During the period from the termination date, until you are no longer subject to the restraints in this clause, you agree to disclose to all persons with whom you may directly or indirectly perform work, the fact that you are subject to the restraints imposed in this clause [Insert Clause].

The parties separately enter into each of the covenants resulting from the combination of all the activities specified in clause [Insert Clause], within the areas specified in clause [Insert Clause] and for the periods specified in clause [Insert Clause], and each of these covenants constitutes a separate covenant imposed upon you under this Contract.

If any of the restraints under this clause [Insert Clause] is or becomes void, invalid or otherwise unenforceable for any reason, by a Court of competent jurisdiction, that unenforceability does not in any way affect the enforceability of the other separate covenants.

If any of the covenants in this Contract are found by a Court of competent jurisdiction to be void, invalid or otherwise unenforceable, but would be valid and enforceable if:

* + 1. part of the wording was deleted; or
    2. the activities were reduced; or
    3. the geographical area was reduced; or
    4. the period was reduced; or
    5. any combination of the actions specified in sub-clauses [Insert Sub-Clause], [Insert Sub-Clause], [Insert Sub-Clause] or [Insert Sub-Clause] were undertaken,

the covenant applies with such modifications as may be necessary to make the covenant valid and enforceable.

*Definitions and General Provisions*

In this Contract, a reference to [Company Name] includes [Company Name]’s Related Entities.

‘Related Entities’ means any entity connected with [Company Name] by an interest in a common economic enterprise, including a Related Body Corporate (as that term is used in the federal Corporations Act 2001 (Cth)).

‘Client’ includes any Person who, at the termination date:

* + 1. is or was a Person to whom [Company Name] provides and/or provided Products or Services at any time during the 12 months prior to the termination date; or
    2. has entered into discussions or negotiations with [Company Name] at either the Person’s own initiative or at the initiative of [Company Name] at any time during the 12 months prior to the termination date with a view to receiving Products or Services provided by [Company Name]

But does not include a Person who had notified [Company Name] prior to the termination date that they did not wish to receive such products or services (other than through any act you have performed, indirectly or directly, in breach of the terms of this Contract, to induce a Person to not receive such products or services), and who did not continue to receive products or services continuing up to the termination date.

‘Confidential Information’ includes (but is not limited to) the following, [Company Name]’s: trade secrets; Intellectual Property; confidential know-how; policies, systems and protocols; information about the business and its affairs such as pricing and fee information, marketing or strategic plans, commercial and business plans, financial information and data, and operational information and methods; methodologies and supporting documentation; software products, manuals and associated tools; commercial information in relation to current and prospective operations; information about suppliers, dealers, clients or customers such as their specific requirements, arrangements and past dealings; dealer lists; customer, client or supplier lists; business cards and diaries, calendars or schedulers; reports; working papers; training manuals; equipment; computer information and programs; personal and financial information of which you become aware; and all other information obtained from [Company Name] or obtained in the course of your employment with [Company Name], that is by its nature confidential.

‘Intellectual property’ means all forms of intellectual property rights throughout the world including copyright, registered patent, design, trade mark and Confidential Information, including know-how and trade secrets.

‘Moral rights’ has the meaning given to it in the Copyright Amendment (Moral Rights) Act 1968 (Cth) and includes rights of integrity of authorship, rights of attribution of authorship and similar rights that exist or may come to exist anywhere in the world.

‘Person’ includes any natural person, Company, partnership, association, trust, business, or other organisation or entity of any description and a person’s legal personal representative(s), successors, assigns or substitutes.

‘Products’ means any products produced, manufactured, sold or distributed (and prospective products to be produced, manufactured, sold or distributed) by [Company Name].

‘Services’ means any services offered or provided by [Company Name].

‘Supplier’ means any Person:

* + 1. who supplied any products or services to [Company Name] and with whom you or a Person reporting to you had contact or dealings with; or
    2. who has entered into discussions or negotiations with you or a Person reporting to you on behalf of [Company Name], at either yours, or a Person reporting to you, own initiative or at the initiative of [Company Name], at any time during the twelve (12) months prior to the termination date, with a view to supplying products or services to [Company Name] and who had not notified [Company Name] prior to the termination date that they did not wish to supply such products or services.

‘Termination date’ means your last day of employment with [Company Name] however occurring.

‘Work(s)’ means all inventions, designs, drawings, plans, software, hardware, reports, documents, systems, improvements and other materials, and includes all literary, dramatic, musical and artistic works and cinematographic films in which copyright subsists.

Any amendment or addition to this Contract must be in writing, and signed by both parties.

Each provision of this Contract is severable from the others and the severance of a provision does not affect the remainder of the Contract.

This contract is governed by the laws of the State of Queensland.

You acknowledge and agree that the terms and conditions of your employment, as outlined in this Contract, are confidential and will not be disclosed by you to any Person(s) other than your own legal or financial advisers.

*Employer’s Discretion*

Where any provision of this Contract provides that the [Company Name] may exercise its discretion, this means that the [Company Name] may act arbitrarily, with any benefits provided being entirely gratuitous and voluntary.

***Entire Agreement***

This Contract sets out all of the terms of your employment contract with [Company Name]. This Contract supersedes and replaces all prior representations, contracts and agreements (whether oral or in writing) concerning your employment with [Company Name].

If there are any other matters that you have relied on in your discussions with any representatives of [Company Name] or other communications to date or there are any other matters you wish to discuss, please let [Company Name] know before you sign the Contract. [Company Name]’s representative may then consider them and discuss them with you. If agreed, the terms set out in this Contract will be amended, to ensure that it contains all the agreed terms.

Once you sign this Contract, you are confirming it is complete and no agreed terms are missing.

Please sign the attached copy of this Contract to acknowledge that you accept [Company Name]’s offer of employment on the terms and conditions set out in this Contract.

Yours sincerely,

[Salutations for goodbye],

[Company Name]

[Letter Signatory Name]

[Letter Signatory Position]

## Acceptance

I have read and understood this Contract and I accept the offer of employment with [Company Name] on the terms contained in it.

Signed: …………………………………………………

Date: ………………………….

**Schedule A: Position Description**

Position Title: [Employee Position Title]

Grade: [Employee Grade]

Reports to: [Insert Position (e.g. CEO/Director/Owner)]

Position Summary:

* [Position Summary]

Key responsibilities:

* [Key Responsibilities]

Competencies and Experience required:

* [Competencies And Experience Required]

Qualifications Required:

* [Qualifications Required]