

Hourly paid employee starter form

Ethnic Origin - tick the one that is most like you

Asian/Asian British:	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Other Asian
Black/Black British:	<input type="checkbox"/> African	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Other Black/ Black British	
Chinese:	<input type="checkbox"/> Chinese			
Mixed Race:	<input type="checkbox"/> White & Asian	<input type="checkbox"/> White & Black African		
	<input type="checkbox"/> Other Mix	<input type="checkbox"/> White & Black Caribbean		
White:	<input type="checkbox"/> British	<input type="checkbox"/> Irish	<input type="checkbox"/> Other White	
Other:	<input type="checkbox"/> Other	<input type="checkbox"/> Prefer not to disclose		

Mitie welcomes both able bodied and disabled people. The Equality Act 2010 defines disability as 'a physical or mental impairment which has a substantial and long term effect on a person's ability to carry out normal day-to-day activities'.

Do you consider yourself to be disabled? No Yes (please provide details on a separate sheet)

Address Details – Please provide details of your permanent address. Give full details of other addresses on a separate sheet.

Home Address _____

 _____ Postcode _____

Home Phone Number _____ Mobile Number _____

email address _____

Emergency Contact Details – Please give us details of who we should contact in an emergency.

Name _____ Relationship to you _____

Address _____

 _____ Postcode _____

Home Phone Number _____ Mobile Number _____

Spouse Details

Spouse Name _____ Spouse date of birth _____

Marital Status

Unmarried Married Civil Partnership Divorced Separated

Widower

Bank Details

Bank / Building Society _____ Name on Account _____

Bank Sort Code - - Account Number

Where the online payslip solution is live, I wish to 'opt out' and receive paper payslips to my home address.

Hourly paid employee starter form

Proof of Right to work in the UK

Under the Immigration, Asylum and Nationality Act 2006 Mitie is required to obtain and copy original documentation proving every employee's right to work in the UK. Mitie can be liable for a fine of up to £10,000 if such documentation is not obtained. **You must therefore provide us with ONE original document (or set of documents, as appropriate) from the section relevant to you below before you start work.** Please tick the document (set of documents) you are providing below:

1) British & North Irish Citizens

- UK, North Irish or British Colonies Passport.
- A full adoption or birth certificate issued in the UK, Channel Islands, the Isle of Man or North Ireland which includes the name(s) of at least one of your parents, AND an official document issued by a government agency or a previous employer, giving your permanent National Insurance Number and your name. If you have taken your spouse's or partner's name, a marriage certificate needs to be provided.

2) Citizens of Austria, Belgium, Bulgaria, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Liechtenstein, Luxemburg, Malta, Netherlands, Norway, Portugal, Republic of Ireland, Romania, Spain, Sweden, Switzerland, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia or Slovenia

- Passport or National Identity Card (Biometric Residence Permit from November 2010) from one of the countries listed above.
- Residents permit, registration certificate or other approved document proving right to live & work in one of the countries listed above.
- A certificate of application issued by the Home Office, issued less than six months ago, to or for you as a family member of a national from one of the countries listed above stating you are permitted to take employment AND evidence of verification by the UK Border Agency Employer Checking Service.
- A residence card or document issued by the Home Office or the UK Border Agency to you as a family member of a national of one of the countries listed above.

3) Citizens of any other country not listed in sections 1 to 4 above (Outside EEA)

- A passport or other travel document endorsed showing you are allowed to stay indefinitely in the UK, have the right of abode in the UK, have no time limit on your stay in the UK or you are allowed to stay in the UK and are allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- An Immigration Status Document, or letter issued by the Home Office or UK Border Agency showing you are allowed to stay **indefinitely** in the UK, have no time limit on your stay in the UK or which indicates that you can stay in the UK & are allowed to do the work in question **AND** an official document issued by a government agency or a previous employer, giving your permanent National Insurance Number & your name.
- A biometric immigration document issued by the Border and Immigration Agency indicating that you are allowed to stay **indefinitely** in the UK, or have no time limit on your stay in the UK
- A certificate of Registration or Naturalisation as a British Citizen **AND** an official document issued by a government agency or a previous employer, giving your permanent National Insurance Number and your name.
- A work permit or other approval to take employment issued by the Home Office **AND** either a passport or another travel document endorsed to show you are allowed to stay in the UK and are allowed to do the work in question, or a letter issued confirming the same by the Home Office or the Border and Immigration Agency, addressed to you or Mitie.
- An application registration card issued by the Home Office or the UK Border Agency stating that the you are permitted to take employment, **AND** evidence of verification by the UKBA Employer Checking Service.
- An Immigration Status Document issued by the Home Office or the UK Border Agency to you with an endorsement indicating that you can stay in the UK, & are allowed to do the type of work in question, for a specified period of time **AND** an official document giving your permanent National Insurance Number & your name issued by a Government agency or a previous employer.
- A letter issued by the Home Office or the Border and Immigration Agency to you, or us as your employer, which indicates that you can stay in the UK and are allowed to do the work in question **AND** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.
- A passport or travel document endorsed to show that you are allowed to stay in the UK **for a limited time** and are allowed to do the type of work in question, provided that it does not require the issue of a work permit.

Hourly paid employee starter form

4) Students from any country

A valid student visa in a passport or travel document **AND** proof that you have registered with your college or university (NB. Employees on student visas may NOT work more than 10 or 20 hours per week during term time dependant on course, please see MG(G)512, Proof of right to work in the UK – a guide for more details).

Proof of Address

It is Mitie policy to obtain and copy a document proving you are living at your stated home address. Provide one of the following documents dated within the last 3 months - tick which one you are providing:

- | | | |
|--------------------------------------------------------|-----------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Current DVLA Driving Licence* | <input type="checkbox"/> Utility Bill | <input type="checkbox"/> Bank/building society letter/statement |
| <input type="checkbox"/> Letter from Doctor /Dentist | <input type="checkbox"/> Medical Card | <input type="checkbox"/> Letter from a government department |
| <input type="checkbox"/> Solicitor / Legal Letter | <input type="checkbox"/> Benefits Agency Book | <input type="checkbox"/> Typed letter from legal registered body |

*Your driving licence does not need to be dated within the last 3 months as long as it is still valid.

Employing Manager: check the validity of the documents according to company policy and complete:

Part 1 I have taken a copy of the ticked document and am satisfied it is proof of the employee’s address.

Part 2 I have taken a copy of all relevant pages of the ticked document and am satisfied that the employee is the rightful owner of the document and it proves their right to work in the UK.

Employing Manager:

Is the role subject to a DBS/PVG Scheme Check? No Yes, at _____ level

Is the role subject to any other security checks? No Yes _____

Signed _____ Job title _____ Date _____

Rehabilitation of Offenders Declaration

Mitie requires new employees to disclose details of all criminal convictions, cautions or bind-over orders that are not spent. You must disclose all such matters but you can be assured that only those deemed relevant to the appointment will be considered. Failure to disclose any convictions, cautions or bind-over orders may result in an offer of appointment being withdrawn, or dismissal following appointment.

This information will be treated with the utmost confidence. Please tick one of the following:

- I declare that I have no unspent criminal conviction, cautions or bind-over orders to disclose
- I declare below details of unspent convictions, cautions or bind-over orders as follows

Date (s)	Nature of Offences (s)	Outcomes (s)

Signed _____ Date _____

Hourly paid employee starter form

Work pattern

Full time Part time **Total weekly paid hours**

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Paid hours (hrs + mins)							
Break duration (hrs)							

Pay frequency Weekly Fortnightly Four Weekly

Hourly Rate of Pay £ **Weekly number for this pattern:**
 (For rotating shift patterns only)

Employee works on more than one hourly rate for this WBS No. – I have attached a work pattern change form
 Employee works on a rotating shift pattern for this WBS No. – I have attached a work pattern change form
 Employee works on more than one WBS No. (Multiple contract) – I have attached a work pattern change form
 Employee's hours of work are calculated on an annual basis (i.e. this is an annualised hours contract) – tick box as appropriate.
 NB: If employee is employed on an annualised hours basis his/her line manager must ensure that the minimum number of hours does not take the employee below national minimum wage over the year.

Working Time Directive

The Working Time Regulations 1998 provide that the average working week, including overtime, shall not exceed 48 hours.

Please tick to show:

- I have no other job I have another job, working on average hours per week

If you would like to opt out of the 48 hour maximum average working week, please complete below:

I, (insert name) _____, agree that I may work for more than an average Of 48 hours a week. If I change my mind, I will give my employer **one months** notice in writing to end this agreement.

Signed _____ Date _____

Tax

Please enclose your P45 or send it on as soon as you receive it. Please complete the relevant statement:

- I have attached my P45 I will not have a P45 and can provide the following information which is in my P46 (complete the P46 section on the next page)
 I will send my P45 as soon as I receive it and understand that I will be placed on OT tax rate until it is sent

P46 Present circumstances: Please read all the following statements carefully and tick the one that applies to you.

Please note that a P46 DOES NOT need to be completed in addition to this form.

- A - This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance or taxable Incapacity Benefit or a state or occupational pension.
 B - This is now my only job, but since last 6 April I have had another job, or have received taxable Jobseeker's Allowance or Incapacity Benefit, I do not receive a state or occupational pension.
 C - I have another job or receive a state or occupational pension.

I am handing in a Reduced Liability National Insurance Card or Age Exemption Card Yes No

Student Loans

If you left a course of UK Higher Education before last 6 April and received your first UK Student Loan instalment on or after 1 September 1998 and you have not fully repaid your Student Loan, tick box. (If you are required to repay your Student Loan through your bank or building society account do not tick box.)

Hourly paid employee starter form

Employee Documentation

Please read the information that has been provided to you, and provide us with a copy of your CV for your file.

- I have been issued with an employee handbook and read and understood the contents.
- I have been issued with a health and safety handbook and read and understood the contents.

- References received Health declaration completed Security checks completed

Contract Type - tick one

- Permanent Casual Temporary Review Date
- Apprentice Operator Fixed Term End Date

Terms and conditions

- Probationary Period Standard Different Holiday Entitlement Standard Different
- Notice Periods Standard Different Co. Sick Pay Entitlement Standard Different

If you have ticked any 'different' boxes, enter full details here:

Record of company property - NB Property needs to be ordered as per company policy

- Mobile Phone Laptop Blackberry / PDA* Printer PPE
- Keys / Fob* Security Code Satellite Navigation GRPS Card Tools
- Float Specialist Equipment

Recurring Payments

Payment Code	Weekly rate / %

PFI Employees only

Does the employee only work term time only? Yes No

If yes, please state how many weeks are worked per year _____

Data Protection - The Company processes information in relation to you and your employment with the Company for the purposes of staff administration and its business and for compliance with applicable procedures, laws and regulations in accordance with the Data Protection Act 1998. By signing this form you agree to the transfer, storage and processing of such data by the Company and Third Parties either inside or outside the European Economic Area for the above purposes. If your circumstances change at any time and your employer information needs to be updated or amended you should contact the payroll department of your Company as soon as possible in order to ensure that all information remains accurate. The details within this document are for record purposes only. They are not deemed to be incorporated within the Contract of Employment whose terms prevail in all cases.

I confirm that I understand if I do not provide the appropriate proof of right to work documentation, my employment will not be able to continue. If I have a right to work which expires and I fail to provide a new document proving my right to work in the UK, my employment will not be able to continue. I give permission for Mitie to contact the UK Border Agency to establish my immigration status and my eligibility to work in the UK, if required. I confirm that I understand that if I have a right to work in the UK for a specified period Mitie will require me to present my right to work documents at least once every 12 months, as required under the Asylum and Nationality Act 2006.

Employee's Signature: _____ Date _____

Manager's Signature: _____ Date _____

Hourly paid employee starter form

Introduction

These Terms and Conditions form the basis of your contract of employment with Mitie subject to paragraphs 1 and 2 below:

1. If the basis on which you are employed by Mitie is a TUPE transfer under the Transfer of Undertakings (Protection of Employment) Regulations 2006 then your existing terms and conditions will continue to apply.
2. If your existing terms and conditions are unknown or if they are considered by Mitie to fall below minimum statutory requirements, then these Mitie Terms and Conditions shall apply.

I acknowledge receipt of a copy of these Terms and Conditions and confirm that I have read them, understand them and accept them in their entirety.

Signed _____

Name (please write) _____

THIS IS AN IMPORTANT DOCUMENT - YOU SHOULD KEEP IT IN A SAFE PLACE

1. Joining our organisation

- (i) **Probationary period** – You join us on an initial probationary period of three/six months (*delete as appropriate. This does not prejudice our right to dismiss in accordance with the notice provisions or without notice for reasons of gross misconduct, should this be necessary. During this period your work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue. However, if your work performance is not up to the required standard or you are considered to be generally unsuitable we may either take remedial action or terminate your employment. At the end of your probationary period you will again be assessed and, if satisfactory, you will become a member of our regular staff. If you have not reached the required standard we may either extend the probationary period in order that remedial action can be taken or terminate your employment.
- (ii) You will NOT be paid, nor should you commence employment, until you have provided appropriate documentation under the Asylum and Immigration Act 1996 as amended from time to time to prove that you are entitled to work within the UK.
- (iii) **Job description** – Your line manager will set out your work schedule. Amendments may be made to your work schedule from time to time in relation to our changing needs and your own ability. At times due to business needs, it may be necessary for you to take over some duties normally performed by colleagues.
- (iv) **Employee training** – At the commencement of your employment you will receive training for your specific role, and as your employment progresses your skills may be extended to encompass new job activities within the business. Please note that you must not carry out any work or use any item of equipment or machinery unless you have received proper training to do so.
- (v) **Performance and review** – Mitie's policy is to continuously monitor your work performance so that we can maximise your strengths, and help you improve any possible weaknesses.
- (vi) **Mobility** – Mitie reserves the right to reasonably request you to transfer to or work from another site in relation to our changing needs or when circumstances necessitate.

2. Your wages are payable

- (i) 2 weekly / 4 weekly / monthly* (*delete as appropriate) paid directly into your bank or building society account. You will have no contractual entitlement to any payment or benefit not set out in these Terms and Conditions.
- (ii) Mitie reserves the right not to pay you for any hours that you do not work below your fixed contractual hours.

3. Hours of work

Hours of work are subject to variation and may include working at night, weekends and public holidays. Please refer to your new starter form for further information. Any overtime payments available must be agreed in advance with your line manager.

Annualised hours only - [Your hours of work are calculated on an annual basis, and the minimum number of hours you agree to work under these Terms and Conditions is [] per annum.*] (*Delete if this is not an annualised hours contract. If it is an annualised hours contract, you must ensure that the minimum number of hours does not take the employee below national minimum wage levels over the year).

4. Holidays

- (i) Unless local site arrangements differ, you will be entitled to the statutory minimum holidays plus statutory holidays.
- (ii) Your holiday will be based on your contractual hours. If you work irregular hours, such as you have no contractual hours, your holiday rate will be paid on your average earnings.
- (iii) Your holiday year runs from 1st April-31st March annually ("Holiday Year").
- (iv) You may not carry forward holiday entitlement from one Holiday Year to the next and no payment in lieu of holidays not taken will be made.
- (v) If you leave Mitie you will be entitled to be paid for any accrued holiday not taken during the Holiday Year in which your termination date falls. However, if you have taken more days that you are entitled to, then Mitie will deduct from any final payment due the excess of your entitlement.
- (vi) No more than two weeks' holiday may be taken at any one time. There are no provisions for extended leave.

Hourly paid employee starter form

5. Sickness

- (i) No special provision is made by Mitie and the statutory sick pay scheme will apply to you. You will not receive any pay for the first three days of any period of sickness absence (known as waiting days).
- (ii) You are required to produce the appropriate certificate for all periods of sickness.
- (iii) Mitie reserves the right to require the employee to see an appointed doctor at anytime during a period of sickness.
- (iv) If you are unable to attend work because of sickness, inform your supervisor immediately, preferably by telephone. Text messages are not an acceptable form of notification.
- (v) Any un-notified absence will be treated as unpaid unauthorised absence until communication is received from you.

6. Commencement

Your date of commencement is shown overleaf. No previous service under any other employer counts for the purpose of continuous employment.

7. Change of personal details

If you change your name and/or address, you must notify Mitie in writing immediately.

8. Other employment

If you take up other employment, you must inform Mitie in writing of the name and address of your other employer(s).

9. Right to search, security requirements and drug and alcohol testing

- (i) Mitie and our clients have the right to carry out random searches of our employees and their property (including vehicles) whilst they are on our or our clients premises or business. It is understood that such checks in themselves do not imply suspicion in relation to the individual concerned.
- (ii) If this should happen, if practicable you will be accompanied by a third party who is on the premises at the time a search is taking place, or at the time that any further questioning takes place.
- (iii) You may be asked to remove the contents of your pockets, bags, vehicles etc.
- (iv) You agree to co-operate with all requests for such searches, and where requested will provide full information and documentation about you for these purposes. Failure by you to comply with this clause may lead to disciplinary action being taken against you, up to and including dismissal if appropriate.
- (v) We reserve the right to call in the police at any stage.
- (vi) Due to the nature of Mitie's business, you may require security clearance, vetting, screening and/or licensing before you will be permitted by Mitie or and/or its clients to work on its or their sites. You may also be subject to drug and/or alcohol testing in the circumstances set out in clause 9(vii) below. You agree to co-operate with all requests for such security clearance, vetting, screening, licensing and testing, and where requested will provide full information and documentation about you for these purposes. Failure by you to comply with this clause or achieve the requisite security clearance, vetting, screening and/or licensing, or if you test positively for drugs and/or alcohol, may result in disciplinary action being taken against you, up to and including dismissal if appropriate.
- (vii) Mitie strives to help provide a safe, drug- and alcohol-free environment for its employees, clients, visitors and other partners. Mitie will conduct drug and/or alcohol testing in one or more of the following situations:
 - i. **Random testing:** You may be selected at random for drug and/or alcohol testing at any time determined by Mitie in its absolute discretion (acting reasonably);
 - ii. **For cause testing:** Mitie may ask you to undergo a drug and/or alcohol test at any time if it considers that you may be under the influence of drugs or alcohol, including but not limited to the following situations: (i) evidence of drugs or alcohol on or about your person, (ii) evidence of drugs or alcohol in the vicinity which Mitie reasonably attributes to you, (iii) unusual conduct on your part that suggests impairment or influence of drugs or alcohol; and
 - iii. **Post-accident testing:** If you are involved in an accident or injury at work (whether you were the person who was injured or you could have contributed to the accident or injury in any way) in circumstances that suggest you are under the influence of drugs or alcohol, you may be asked to submit to a drug and/or alcohol test.

10. Equal opportunities procedure

Mitie undertakes that no actual or potential employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, sex, religion, marital status, age, or is disadvantaged by any condition or requirements which cannot be shown to be justifiable on operational grounds. All employees will be given equal opportunities and will be encouraged to progress within Mitie.

11. Retirement

The decision as to whether Mitie will retire you will be based upon the role you occupy and your capability in that role at the time the decision is made.

12. Statutory parental, paternity, maternity and adoption leave

Please refer to your HR Manager for details and eligibility to receive these benefits.

13. Health and safety

- (i) You have a duty while at work to take reasonable care for the health and safety of yourself and of others who may be affected by your acts or omissions.
- (ii) You must acquaint yourself with the health and safety rules at your place of work. These are described in a handbook obtainable

Hourly paid employee starter form

from your supervisor or will be communicated to you by other means.

- (iii) These rules must be complied with at all times, and form a part of your terms and conditions of employment.
- (iv) Children and other persons are forbidden to enter your place of work. Mitie accepts no liability for accidents etc. if this rule is contravened.
- (v) Your line manager can advise you on contact details for your local Health and Safety Team
- (vi) You should inform your supervisor of any known allergies
- (vii) Mitie reserves the right post-offer and during your employment to seek medical reports on your prior medical history and/or to ensure that you are fit to perform your role, and/or in order to assess whether any reasonable adjustments are required to enable you to carry out your role.
- (vii) In the event of pregnancy, Mitie must be notified at the earliest opportunity to ensure that a health and safety assessment is carried out at the workplace.

14. Disciplinary procedure

The disciplinary procedure which is applicable to you is available from your line manager. This procedure is provided for guidance only and is non-contractual.

15. Grievance procedure

The grievance procedure which is applicable to you is available from your line manager. This procedure is provided for guidance only and is non-contractual.

16. Suspension pending investigation

Mitie shall have the right to suspend you on full pay and benefits pending the conclusion of any investigation and/or the resolution of any stage under any grievance, capability or disciplinary procedure initiated in respect of you. Mitie has the right to demote you if so decided following a disciplinary hearing or capability meeting.

17. Termination of employment

- (i) The minimum notice period the employee must give is one week after four weeks service.
- (ii) The minimum notice period Mitie shall give is:
 - 1 week where the employee has completed 4 weeks and up to 2 years' continuous employment.
 - 2 weeks where the employee has completed 2 years' and up to 3 years' continuous employment
 - Thereafter 1 week for every additional year's service up to a maximum of 12 weeks after 12 years' service
- (iii) Mitie reserves the right to deduct any outstanding sums owed by the employee on termination from any monies due.
- (v) Mitie may have no alternative but to terminate your employment if you are refused entry to the client's premises.
- (vi) Nothing in these Terms and Conditions prevents Mitie at any time from terminating your employment by notice in writing with immediate effect and without payment in lieu of notice or compensation if you commit an act of gross misconduct or gross negligence or if there are any other circumstances justifying an immediate dismissal. Acts which constitute gross misconduct are those resulting in a serious breach of the terms of your employment and examples are set out in Mitie's disciplinary procedure. The list in the disciplinary procedure is not intended to be exhaustive.
- (vii) Mitie shall have the right during your period of notice or any part thereof to place you on leave paying you during this period your normal salary and benefits.

18. Purchases

You may not purchase machinery or materials, nor enter into arrangements of any description on behalf of Mitie, unless the transaction has been appropriately authorised by Mitie before it takes place.

19. Use of equipment

- (i) The use of Mitie vehicles, equipment materials etc. for private work is strictly forbidden.
- (ii) Only authorised use of the client's phone/equipment is permitted.
- (iii) Please follow the Instructions carefully for use of machinery. Report any breakdowns. Do not carry out repairs yourself.
- (iv) Do not use any faulty equipment.

20. Confidentiality and restrictions

- (i) "Confidential Information" includes without limitation all information (relating to the business, finances or organisation of Mitie or any company within the Mitie Group of companies ("Group Company")), its systems, techniques or know-how, its suppliers or customers) which is not readily ascertainable other than to persons employed by Mitie and any information in respect of which Mitie owes an obligation of confidentiality to any third party.
- (ii) You shall not (either during your employment, or after it has ended) except in the proper performance of your duties disclose, or cause any unauthorised disclosure of, or use for your own purposes any trade secrets or Confidential Information (whether contained in documents or otherwise) provided that these obligations shall cease to apply to any information or knowledge which has come into the public domain, otherwise than by way of breach of your obligations.
- (iii) Upon termination of your employment, you shall forthwith deliver to Mitie (without retaining copies of same), all plans, designs, specifications, tender information, correspondence, manuscripts, records, documents, accounts and papers of any description and any property of Mitie or

Hourly paid employee starter form

- other Group Company within your possession or under your control and relating to the affairs or business of Mitie or any Group Company.
- (iv) You will not at any time, either during the continuance of your employment, or for a period of six months following its termination for any reason knowingly engage, employ or solicit for employment, interfere with, or endeavour to entice away from the Employer or any Group Company any employee or former employee of the Employer or any Group Company with whom you have worked (whether directly or indirectly) during your employment.
 - (v) You will not for the period of six months from termination, for any reason, of your employment, canvass or solicit either on your behalf or on behalf of any other person, firm or corporation custom for goods or services of the kind supplied by the Employer during the period of six months preceding the termination of your employment from any person, firm, or corporation which has during that period been a customer of or in the habit of dealing with the Employer and with whom you have worked or had contact (whether directly or indirectly) during your employment.
 - (vi) Each of the obligations contained in this clause 20 is an entirely separate and independent restriction upon you, despite the fact that it may be contained within the same phrase or sub-clause, and if any part is found to be unenforceable, the remainder will remain valid and enforceable. The restrictions contained in this clause 20 are considered by you and the Employer to be reasonable, but in the event that any such restriction is held to be void or ineffective, but would be valid and effective if some part were deleted, then that restriction will apply with whatever modification may be necessary to make it valid and effective.

21. Alterations to particulars of employment

These Terms and Conditions may be changed from time to time, in which case you will be advised in line with the statutory requirements.

22. Pension

- (i) You may join the Mitie Group PLC Salary Saver Stakeholder Pension Scheme from the commencement of your employment. However, Mitie does not contribute to this scheme.
- (ii) The Mitie Group PLC Salary Saver Stakeholder Pension Scheme is a contracted in, defined contribution scheme. There is no contracting out certificate in place for this scheme. Further information on this scheme is available from your HR Manager.