

Sample – employment contract

What is an employment contract?

An employment contract describes the terms of employment. It describes the workers duties and responsibilities, and the employees obligations to the worker.



Employers must ensure that the contract meets legal requirements, such as minimum wages.

Employment contract

Name of the Company

Address of the Company

Introduction

This contract is between _____ ("the employer") having a registered address of _____

and

_____ ("the employee") with identification card No/ Passport number: _____

Citizenship: _____ Address of origin: _____

Gender: _____ Date of birth: _____

It is hereby agreed between both parties that the contracted worker is subject to terms of employment as follows:

Job placement

- The employee will be hired by _____ and the employee agrees to work with diligence and obedience as a _____

Employment contract period

- The duration of the contract will be for a period of _____ years commencing on the day of arrival of the employee until such time the contract is terminated in accordance to the term and conditions of this contract.

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Rate of salary and wages

Employee type	Salary breakdown	Benefit / allowance (if any)	Overtime entitlement
Daily rated worker • General • Field worker	1. Basic wage per day (e.g. RM30.77) 2. Basic wage per month – (e.g. RM800) month for 26 days (8 hours per day worked) 3. Additional work (after working hours) will be base on piece rated basis.	• Any allowance for full attendance	Double payment for overtime hours up to 4 hours a week.
Piece rated worker • Harvester	1. How is the wage of harvester in the company determined? 2. Any specific timing on when the piece rated work commence during the day	• Any bonus pay if reached certain target • Any rate differs from harvesting in steep / hilly area	Double payment for overtime hours up to 4 hours a week.

Payment method

- Weekly via cash.

Overtime Rate on Rest days

- An employee employed on piece rates who works on a rest day shall be paid twice his / her ordinary rate per piece.

Working hours

- Working hours: no more than 48 per week, 1 full rest day, not more than 12 hrs per day, overtime is compensated with double pay.

Rest day

- The employees are entitled to one day rest in a week.
- In the event the employee is requested to work on his / her rest day, payment shall be based in accordance with the payment for working on a rest day.

Workmen Compensation Insurance Scheme

- The company shall insure the employee with the workmen compensation insurance scheme under the Workmen Compensation Act 1952.
- Any injuries occurred during working hours will be compensated under the provisions of the Workmen Compensation Act 1952 for both temporary and permanent disablement caused by such injuries.

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Scheduled holidays

- For workers with less than 2 years service - 8 days during each year of service.
- For workers with more than 2 years but less than 5 years - 12 days during each year of service.
- 5 years or more - 16 days during each year of service.

Deceased Employee

- In the case of an employee who dies in the course of his / her employment, the company shall arrange for the deceased to be repatriated to his / her next of kin in his / her country of domicile. All expenses shall be borne by The Company.

Transport to workplace

- The company shall provide suitable transportation to fetch the employee from the housing area to the place of work and back.

Termination of contract

- In the event of contract's termination by the employer, a one month's notice or one month's wages in lieu will be given to the employee by the employer.
 - In the event of contract's termination by the employee, a one month's notice or indemnity one month's wages in lieu will be given to the employee by the employer.
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In WITNESS of this agreement the parties herein sign on the day and year as mentioned above:

SIGNED BY

Name:

Position:

ID/Passport No:

I understand and agree to the terms of services above (which have been described to me in _____ language) and have received a copy of the terms and conditions of the service. Should there be any changes to the above terms I will be notified by the employer in writing:

SIGNED BY OR THUMB PRINT OF EMPLOYEE

Name:

Position:

ID/Passport No:

WITNESS BY

Name:

Position:

ID/Passport No:

Sample – employment policy

What is an employment policy?

An employment policy describes the commitments that employers make towards their employees. These commitments should be available for all employees.



The site must follow the commitments made in the employment policy.

Employment policy

Name of the Company

Address of the Company

We recognise that human resources development and welfare is of utmost importance for success, and all the employees are considered as part of COMPANY NAME family.

Our employment policy ensures that:

- Selection is strictly on merit without any consideration for cast, creed, gender, religion, race, color, provincial or national origin, disability, sexual orientation, political opinion and other similar factors.
- Child labour is not allowed and appropriate safeguards are in place for young workers.
- Working hours and other service conditions are designed for better health, environment and social conditions of employees and are in accordance with the prevailing applicable laws of the country.
- Human resources development through further education and training is encouraged.
- Workers are free to leave at any time.
- Any kind of deposit will not be taken for employment.

Strength of workforce:

- Workforce recruited shall be within the permissible limit as specified in the factory licence.

Age and eligibility:

- In no circumstances will any person below 18 years of age be employed in hazardous activity.
- In no circumstances will any person below the age of 15 be employed.
- Young workers (15-17) shall only be employed in non-hazardous activities, and appropriate safeguards for their health, safety, development and education shall be in place.

Sample – employment policy

- The age shall be verified from:
 - (a) Birth Certificate of Municipality or Government Body.
 - (b) Educational Certificate of a Government recognized board showing the age of the person.
 - (c) Election Identity card showing a clear photograph of the person.
 - (d) Medical Certificate - The certification must be provided on the basis of a Radiological report. This can be X-Ray of teeth, elbow, Knee, etc. which is specified by the Doctor. The Certificate must be issued on Doctor's Letter-head and should have Doctor's Registrations Number written on it. The photo of the person who has been certified should be attached and should have Doctor's seal and signature. Name of the Company
- No person who has been convicted for a criminal offense or is mentally or physically unfit to perform the required job would be employed.
- Forced or Prison or Bonded labour will not be employed.
- The examination to ensure physical fitness will be arranged at the time of employment by the company.

Signature of person responsible within the company:

(Head of the Organisation)

Date DD/MM/YYYY