

THE ENFIELD CYCLE COMPANY LIMITED.

CONTRACTS OF EMPLOYMENTS ACT 1963.

(in pursuant of Section 4)

MONTHLY STAFF.

EMPLOYEES NAME.....

DATE OF COMMENCING EMPLOYMENT.....

This Statement sets out the information required by the Contracts of Employment Act 1963. It does not constitute a Contract.

1. GENERAL: The basic terms and conditions of your employment by this Company are covered by the Company's Staff Rules. They are in accordance with and subject to the Contracts of Employment Act 1963. Copies of the Staff Rules and Contracts of Employment Act 1963 are available for inspection on application to the Secretary. Any alterations in the terms of these Agreements, Rules and the Contracts of Employment Act 1963, will be duly recorded within one month of the date of any such alteration in all copies of the relevant documents which are available for your inspection. Any alterations to the basic terms and conditions affecting your employment with the Company will be notified to you by the Secretary.
2. SALARY: Your salary is specified on your Pay Slip. The full details of the make-up are available on application to the Secretary. Your Salary is paid monthly.
3. NORMAL WORKING HOURS: Your normal working hours are those prevailing within your Department of occupation and any alteration thereto will be notified by the Management. From time to time according to the exigencies of your employment you may be required to work further hours beyond those specified above without additional remuneration.
4. HOLIDAYS & HOLIDAY PAY: Details of your holiday entitlement and payment for holidays can be inspected in the Secretary's Office. Further discretionary days of holiday according to length of service up to a maximum of five days are allowed and details are available in the Secretary's Office.
5. SICKNESS & SICK PAY: The provisions regarding payment of salary during absence from work due to sickness are available for inspection in the Secretary's Office.
6. NOTICE: The length of notice required to terminate employment is one month on either side.

The foregoing particulars of this Statement are correct as at