

THE ENFIELD CYCLE COMPANY LIMITED.

CONTRACTS OF EMPLOYMENTS ACT 1963.

(in pursuant of Section 4)

WEEKLY STAFF.

EMPLOYEES NAME..... STAFF NO.....

DATE OF COMMENCING EMPLOYMENT.....

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

Copies of these terms and conditions and the Contracts of Employment Act 1963, are available for inspection in the Salaries Office, by prior appointment, and the details of your salary make-up as specified on your Wages Slip, at the Salaries Office. 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. Staff Rules are posted on the Staff Notice Board.

1. SALARY: Details of the make-up of your salary are available for your inspection on application at the salaries Office.
2. NORMAL WORKING HOURS: Your normal working hours are those prevailing in your Department for your occupation, details of which, and any alterations thereto, will be notified to you by the Management and will be posted on the Company's Notice Boards.
3. HOLIDAYS & HOLIDAY PAY: Details of your holiday entitlement and payment for holidays can be inspected at the Salaries Office. Further discretionary days of holiday according to length of service up to a maximum of five days are allowed and details are available for inspection in the Salaries Office.
4. SICKNESS & SICKNESS PAY: The provisions regarding payment of salary during absence from work due to sickness are available for inspection in the Salaries Office.
5. NOTICE: During the first twenty-six weeks continuous employment with the Company, the notice required to terminate the employment is in accordance with and subject to the National Agreements currently in force between the Engineering Employers' Federation and the Confederation of Shipbuilding and Engineering Unions.

After twenty-six weeks continuous employment with the Company the notice required to terminate the employment is in accordance with and subject to the Contracts of Employment Act 1963.

The particulars of this Statement are correct as at .....