|  |  |  |
| --- | --- | --- |
| **NAME OF ORGANIZATION**  **CONTRACT of EMPLOYMENT** | | |
| 1. **THIS CONTRACT OF EMPLOYMENT IS MADE AND ENTERED INTO BETWEEN:** | | |
| **Name of Organization, whose address is physical address of organization**  **(Hereinafter referred to as “the Employer”)** | | |
| **Name:** | **XXXX** | |
| **Date of Birth:** | **XXXX** | |
| **Nationality:** | **XXXX** | |
| **Sex (M/F/Other):** | **XXXX** | |
| **Residential Address:** | **XXXX** | |
| **Mailing Address:** | **XXXX** | |
| **(Hereinafter referred to as “the Employee”)** | | |
| 1. **EMPLOYMENT DETAILS** | |  |
| **Position title:** | | **XXXX** |
| **Department:** | | **XXXX** |
| **Line Manager Title:** | | **XXXX** |
| **Start date:** | | **XXXX** |
| **Duration of Contract:** | | **XXXX** |
| **Probation period:** | | **XXXX** |
| **Grade:** | | **XXXX** |
| **Salary Step:** | | **XXXX** |
| **Location (Base/sub base):** | | **XXXX** |
| 1. **BASIC MONTHLY SALARY and BENEFITS** | |  |
| 1. **CONTRACT VALIDATION** | | Two (2) copies of this contract have been drawn up and signed, of which:  **a)**  the first (1st) copy is retained by the Employee  **b)**  The second (2nd) copy is retained by the Employer at the xxxx office in location. |
| 1. **TERMINATION OF CONTRACT OF EMPLOYMENT** | | This contract shall come to an end upon the expiry of the contract period as indicated in 2 above. Besides grounds enumerated in the name of organization Internal regulation & the labour laws shall be good cause for terminating this contract prior to the expiry of the contract duration. |
| 1. **DISPUTE SETTLEMENT** | | **a)** Any dispute shall, as far as possible, be solved through a process of discussion & conciliation. |
| 1. **SAFEGUARDING COMMITMENT** | | The employee is expected to adhere to conditions contained in the Safeguarding, Protection from Sexual Exploitation and Abuse Policies and Code of Conduct. Breaches in these policies will be dealt with in accordance with the name of organization policies and may lead to sanctions being imposed including termination of employment. |
| 1. **APPLICABLE LAWS** | | This contract of employment has been made and shall be interpreted in accordance with name of organization Internal Regulation and the Labour Laws of xxx country and amendments thereof.  Besides the following documents, which are annexed herewith, shall be integral parts of this agreement.   * 1. The employee’s Job Description   2. name of organization Charter   3. name of organization Code of Conduct   4. name of organization Safeguarding Policy   5. name of organization Protection from Sexual Exploitation and Abuse Policy   6. name of organization HR Manual   7. name of organization Security Regulation   list other organization policies as necessary |
| 1. **EFFECTIVE DATE:** | | This contract of employment shall be effective **dd/mm/yyyy** |
| **EMPLOYEE** | | **FOR THE EMPLOYER** |
| **Name:** | | **Name:** |
| **Position** : | | **Position**: |
| **Signature :**  **Date: dd/mm/yyyy** | | **Signature**:  **Date: dd/mm/yyyy** |

**Zero Tolerance Clause**

Any employee who suspects something is wrong should raise their concerns through the appropriate channels

Email: xxxx

All reports at all levels will be treated with utmost confidentially to the extent permissible by law. Any suspected violations can be submitted anonymously