



Employment Contract Policy Template

1. Introduction

This employment contract policy outlines the terms and conditions of employment for all new hires at our organization. It is important for both the employer and employee to understand and agree to these terms before starting employment.

2. Job Description

The job description for each position will be provided to the new hire before they start employment. It is important for the new hire to review and understand the responsibilities and expectations of the role.

3. Compensation and Benefits

Details regarding compensation, benefits, and any additional perks will be outlined in the employment contract. This includes salary, bonuses, health insurance, retirement plans, and any other benefits offered by the organization.

4. Working Hours and Schedule

The working hours and schedule for each position will be clearly defined in the employment contract. This includes the number of hours expected to work per week, as well as any flexibility or remote work options.

5. Confidentiality and Non-Disclosure

All new hires will be required to sign a confidentiality and non-disclosure agreement to protect sensitive company information. This includes proprietary information, trade secrets, and any other confidential data.

6. Termination and Resignation

The terms for termination and resignation will be outlined in the employment contract. This includes notice periods, severance packages, and any other relevant information regarding the end of employment.

7. Acknowledgement

By signing the employment contract, the new hire acknowledges that they have read, understood, and agreed to all the terms and conditions outlined in the policy.

8. Additional Policies

New hires are encouraged to review all other company policies and procedures, which can be found in the employee handbook or on the company intranet.

We look forward to welcoming you to our team and are confident that you will find this employment contract policy beneficial for a successful onboarding process.

Source: *[U.S. Department of Labor - Employment Contracts]*(<https://www.dol.gov/general/topic/contracts>)