

STATEMENT OF MAIN TERMS OF EMPLOYMENT

This Statement, together with the Employee Handbook, forms part of your Contract of Employment (except where the contrary is expressly stated) and sets out particulars of the main terms on which
Health Assured Limited,
The Peninsula, Victoria Place, Manchester M4 4FB

employs

Darren Neal

Your employment began on 15th June 2015 and no previous employment counts as part of your continuous period of employment.

JOB TITLE Internal Business Development Executive

PLACE OF WORK

You will normally be required to work at The Peninsula, Victoria Place, Manchester M4 4FB. You will not be required to work outside the United Kingdom.

REMUNERATION

Your salary is currently £20000 per annum payable monthly by credit transfer as detailed on your pay statement. There is a commission scheme applicable to your employment, details of which are issued separately.

Failure to achieve performance/bonus or other notified targets will result in action being taken under our capability/disciplinary procedures.

HOURS OF WORK

Your hours of work are those required to carry out your duties and achieve sales targets to the satisfaction of the company and is based on the minimum core hours of 9.00am to 5.15pm Monday to Friday with an unpaid lunch break of 45 minutes each day.

ANNUAL HOLIDAYS

Your holiday year begins on 1st January and ends on 31st December each year. You will receive a paid holiday entitlement of 25 days during a complete holiday year. For part years of service your entitlement will be calculated as 1/12th of the annual entitlement for each completed month of service during that holiday year.

You will be required to reserve part of your annual entitlement to take during the Christmas/New Year period. If you have not accrued sufficient holiday entitlement to cover this period you will be given unpaid leave of absence. Other conditions relating to the taking of annual holidays are shown in the Employee Handbook to which you should refer.

PUBLIC/BANK HOLIDAYS

In addition to the annual holiday entitlement you are allowed the following Public/Bank holidays each year with pay or alternative days as decided by us:-

New Year's Day	The last Monday in May
Good Friday	The last Monday in August
Easter Monday	Christmas Day
The first Monday in May	Boxing Day

Payment for Public/Bank holidays will not be made unless both your working day preceding and following the holiday have been worked, except where these are part of your annual holiday or are covered by an authorised medical statement. Payment will only be made if you would have been contracted to work on the holiday. In the event of you working one of the above days you may take one day off in lieu. The date when the day off in lieu is to be taken is to be mutually agreed with us.

SICKNESS PAY AND CONDITIONS

There is no contractual sickness/injury payments scheme in addition to SSP, although you may receive discretionary payments.

CAPABILITY AND DISCIPLINARY PROCEDURES

The disciplinary rules that form part of your contract of employment and the procedures that will apply when dealing with capability or disciplinary issues are shown under the headings "Capability Procedures" and "Disciplinary Procedures" in the Employee Handbook to which you should refer.

CAPABILITY/DISCIPLINARY APPEAL PROCEDURE

Should you be dissatisfied with any decision to take action or dismiss you on capability/disciplinary grounds, you should apply, either verbally or in writing, to your Manager/Director within five working days of the decision you are complaining against. Further information can be found in the Employee Handbook under the heading "Capability/Disciplinary Appeal Procedure" to which you should refer.

GRIEVANCE PROCEDURE

Should you feel aggrieved at any matter relating to your employment, you should raise the grievance with your Manager/Director, either verbally or in writing. Further information can be found in the Employee Handbook.

NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYER

Under 1 month's service - Nil.
1 month but less than 2 years service - 1 week.
2 years service or more - 1 week for each completed year of service to a maximum of 12 weeks after 12 years.

NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYEE

Under 1 month's service - Nil.
1 month's service or more - 1 week.

PENSION AND PENSION SCHEME

We have a contributory pension scheme which operates in line with legal requirements under the Pensions Act 2008. Further details are available from our independent pensions advisor, whose contact details are available upon request.

Any amendments to this statement will be agreed with you and confirmed in writing within one month.

..... For and on behalf of the Employer

12/6/15..... (Date)

I acknowledge receipt of this statement and have read and agree to the terms and conditions contained above and in the documents to which this statement refers. In particular, I agree that the company has the right to make deductions from my pay in accordance with the provisions contained in the Sales, Commission & Bonus Schemes Rules as modified from time to time. I also agree that, for the purpose of the Working Time Regulations, any applicable entitlements and provisions constitute a Relevant Agreement.

..... (Employee)

ONEAL..... (Print Name)

15/06/15..... (Date)