

Thames Hightech Ltd

Template Staff Contract 2025/26

Registered address: Hurlingham Studio, Ranelagh Gardens, London SW6 3PA

Parties

This contract is made between Thames Hightech Ltd, a company incorporated and registered in England and Wales with company number 11655103 whose registered office is at Hurlingham Studio, Ranelagh Gardens, London SW6 3PA (the "Company"), and:

Employee name: _____

Address: _____

1. Commencement and continuous employment

Employment starts on: _____.

Continuous employment starts on: _____.

Employment continues unless terminated in accordance with this contract.

2. Job title and reporting line

Job title: _____

Reports to: _____

The employee may be required to undertake other duties reasonably consistent with the role and the needs of the Company.

3. Place of work

Normal place of work: _____.

The employee may be required to work at other reasonable locations within the UK as required by the Company.

4. Probationary period

The first _____ months of employment will be probationary. During probation, performance, conduct and suitability will be reviewed. The probationary period may be extended where appropriate.

Notice during probation: _____ week(s).

5. Pay

Salary: £ _____ gross per annum.

Payment frequency: Monthly in arrears by bank transfer.

The Company may make lawful deductions from salary where permitted by law or where the employee has given written agreement.

6. Hours of work

Normal working hours: _____.

Additional hours may be required where reasonably necessary for the proper performance of duties. Unless otherwise agreed, salary includes payment for the normal duties of the role.

7. Holiday entitlement

Holiday year: _____.

Paid annual leave entitlement: _____ days per holiday year, plus/public holidays as applicable.

Holiday must be requested and approved in advance.

8. Sickness absence

The employee must notify the Company as soon as reasonably possible of sickness absence and comply with reporting requirements. Statutory Sick Pay and any other contractual arrangements will apply as relevant.

9. Other leave

The employee may be entitled to statutory family-related leave and pay in accordance with current legislation and Company practice.

10. Notice

After successful completion of probation, either party may terminate employment by giving _____ month(s) written notice, unless dismissal without notice is justified by gross misconduct or other lawful reason.

11. Safeguarding, conduct and policies

The employee must comply with all relevant Company policies and procedures, including the Safeguarding and Child Protection Policy, Safer Recruitment Policy, Staff and Homestay Code of Conduct, Data Protection Policy, Low Level Concerns Policy, Whistleblowing Policy and any relevant handbooks or procedures in force from time to time.

12. Right to work and vetting

Employment is conditional upon the employee being legally entitled to work in the UK and, where relevant, upon satisfactory safer recruitment and vetting checks, including references, identity checks, right to work checks and DBS checks where required.

13. Pension

The employee may be enrolled into an eligible workplace pension arrangement in accordance with current pension legislation and scheme rules.

14. Data protection and confidentiality

The employee must handle personal data and confidential information in accordance with Company policy and legal requirements. Unauthorised disclosure or misuse may result in disciplinary action.

15. Company property

All Company documents, records, devices and other property remain the property of the Company and must be returned on request or on termination of employment.

16. Disciplinary and grievance

The Company's disciplinary and grievance procedures do not form part of this contract unless expressly stated otherwise.

17. Changes to terms

The Company reserves the right to make reasonable changes to terms and working arrangements, subject to legal requirements.

18. Entire agreement and governing law

This contract sets out the main terms of employment and is governed by the law of England and Wales.

Signed for and on behalf of Thames Hightech Ltd

Name: Yuhong Li

Position: Director

Signature: _____

Date: _____

Signed by Employee

Name: _____

Signature: _____

Date: _____