

Sample Employment Agreement

For candidate review only - not an offer of employment. Final terms are set out in any formal offer.

1. Parties

This agreement is made between Tekt Consulting Services Pty Limited (ABN 66 620 575 082), trading as Tekt Industries, of Level 2, 351 Elizabeth Street, Melbourne VIC 3000 (the Company) and the Employee named in the letter of offer.

2. Position and duties

The Employee is engaged in the position set out in the letter of offer and the accompanying position description. The Employee will perform the duties of the position and such other duties consistent with their skills as the Company may reasonably require, and will comply with Company policies including the Code of Conduct and quality procedures under the Company's ISO 9001 certified management system.

3. Commencement and probation

Employment commences on the date stated in the letter of offer and is subject to a probationary period of six (6) months, during which either party may end the employment with two (2) weeks written notice.

4. Hours and location

Ordinary hours are 38 per week, worked between 9.00am and 5.30pm (AEST) Monday to Friday, at the Company's Melbourne premises or, where the role permits and by agreement, partly from home. Reasonable additional hours may be required and are compensated within the remuneration package.

5. Remuneration

The Employee will be paid the annual salary set out in the letter of offer, inclusive of superannuation contributions at the statutory rate, paid monthly. Salary is reviewed annually.

6. Leave

The Employee is entitled to annual leave, personal/carer's leave, compassionate leave, parental leave and long service leave in accordance with the National Employment Standards and applicable Victorian legislation.

7. Confidential information

The Employee must not, during or after employment, use or disclose confidential information of the Company or its clients - including designs, schematics, firmware, source code, manufacturing processes, client identities and commercial terms - except in the proper performance of their duties or as required by law.

8. Intellectual property

All intellectual property created by the Employee in the course of employment, including inventions, designs, code and documentation, vests in the Company on creation. The Employee assigns all such rights and will do all things reasonably required to perfect the assignment. Moral rights are addressed in the letter of offer.



9. Termination

After probation, either party may end the employment by giving the notice set out in the letter of offer (not less than four (4) weeks). The Company may terminate without notice for serious misconduct. On termination the Employee must return all Company property and data.

10. Governing law

This agreement is governed by the laws of Victoria, Australia, and the parties submit to the jurisdiction of its courts.

SAMPLE ONLY. This document is provided to help candidates understand our standard terms. It is not legal advice and does not constitute an offer. Any offer of employment will include a complete agreement for review before signing.

Tekt Industries - Tekt Consulting Services Pty Limited - ABN 66 620 575 082
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