Ashford Business Services Ltd

Employment Agreement

A general-purpose employment contract: role, pay, leave, notice, confidentiality, and signing.

9 November 2026 **This agreement is made on** 9 November 2026 **between** Ashford Business Services Ltd **of** 14 Oakfield Road, Birmingham B17 9JH **(the Company) and** Sarah Mitchell **of** 14 Oakfield Road, Birmingham B17 9JH **(the Employee). This template sets out general employment terms. Read it in full before signing and seek independent advice if you need it.**

Key terms Employee: _____ **Job title:** _____

Department: _____ **Reports to:** _____

Start date: _____ **Place of work:** _____

Working hours: _____ **Gross salary:** GBP £45.00 **per year**

Pay frequency and pay date: £45.00 **on** 9 November 2026 **Probation period:** _____

Notice period: _____

Annual leave: Annual leave entitlement as agreed at the meeting. **each year, plus** Public holidays

1. Role and duties The Employee is employed as Office Manager **in** Operations**, reporting to** James Patel**,** Office Manager**. The Employee will carry out the duties set out in** Job description **and any other reasonable duties asked of them by** James Patel**.**

2. Start date and place of work The employment starts on 9 November 2026**. The normal place of work is** Place of work**. The Company may ask the Employee to work at** Boardroom, 12 Church Street, Birmingham **when needed for the role.**

3. Hours of work The normal working hours are Working hours**. The Employee will also work such additional hours as are reasonably needed to carry out the role. The Employee is entitled to the rest breaks set out in** Rest break details as agreed at the meeting**.**

4. Salary and payment The gross salary is GBP £120.00 **per year, paid** £120.00 **on** 9 November 2026**, before deductions, into the bank account nominated by the Employee. The Company will review the salary on** 9 November 2027**. A review does not guarantee an increase.**

5. Benefits The Employee is entitled to the benefits set out in Benefits summary as agreed at the meeting**. Benefits may be changed or withdrawn on** November 2026 **notice, as set out in** Benefits terms**.**

6. Annual leave and other leave The Employee is entitled to Annual leave entitlement as agreed at the meeting. **of paid annual leave each year, plus** Public holidays**. Annual leave must be agreed in advance with** James Patel**, as set out in** Leave policy**. The Employee is also entitled to leave for** Other leave types**, as set out in** Leave policy**.**

7. Probation period The probation period is November 2026 **from** 9 November 2026**. During probation, the Company will review progress with the Employee. The Company may extend probation by** November 2026 **if needed, by giving written notice before the probation period ends. During probation, either party may end the employment by giving** November 2026**.**

8. Notice period and termination After probation, the notice period is November 2026 **for both parties, unless a longer period is set out in** Notice terms**. The Company may choose to pay the Employee in place of working the notice period. The Company may end the employment without notice in the case of serious misconduct, as set out in** Disciplinary policy**. On the employment ending, the Employee will return all Company property, as set out in** Return of property details as agreed at the meeting**.**

9. Confidentiality Confidential information means Confidential information description**. The Employee will not share confidential information during or after the employment, except as needed for the role or with written permission from** Authorised person**. This duty continues after the employment ends.**

10. Intellectual property Anything created by the Employee in the course of employment, including Work products**, belongs to the Company. The Employee will sign any further documents reasonably needed to give effect to this clause.**

11. Data protection The Company will use the Employee's personal data only for employment purposes, as set out in Data protection policy**. The Employee will keep any personal data they handle in line with** Data handling rules**.**

12. Company rules and policies The Employee will follow the Company's rules and policies, including Policy document 1 **and** Policy document 2**. Copies of the policies are available from** Policy contact**.**

13. Changes to terms Any change to this agreement must be agreed in writing and signed by both parties.

14. General terms If any part of this agreement cannot be enforced, the rest of the agreement still applies. This agreement is governed by Governing law and place**. This agreement, together with** Other agreement documents**, sets out the full terms agreed between the parties.**

Signing Each party signs below to confirm agreement to the terms set out above.

For the Company: Signature: _____ Name: Helen Morris Job title: Office Manager Date: 9 November 2026

For the Employee: Signature: _____ Name: Sarah Mitchell Job title: Office Manager Date: 9 November 2026