

# EMPLOYMENT CONTRACT TEMPLATE – NEW SOUTH WALES

Employer:

Employee:

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## 1. Position and Duties

The Employer agrees to employ the Employee in the position agreed upon. The Employee agrees to diligently perform the duties and responsibilities customarily associated with this position and any other duties the Employer may reasonably assign from time to time, consistent with the Employee's skills and training.

## 2. Commencement

This Contract shall commence upon mutual agreement of the parties and shall continue until terminated in accordance with the terms herein.

## 3. Hours of Work

The Employee's ordinary hours of work shall be as agreed upon and may be varied by the Employer in accordance with applicable law and this Contract.

## 4. Remuneration

The Employer shall pay the Employee the agreed salary or wages, payable in accordance with the Employer's standard payroll practices, subject to deductions required by law. The Employee may be entitled to superannuation contributions as prescribed by law.

## 5. Leave Entitlements

The Employee is entitled to leave entitlements as prescribed by the National Employment Standards and applicable modern awards or agreements, including annual leave, personal/carer's leave, parental leave, and other leave types.

## 6. Confidentiality

The Employee must not at any time during or after the employment disclose any confidential information relating to the Employer's business except where required by law or with the Employer's prior written consent.

## 7. Intellectual Property

Any intellectual property created by the Employee in the course of employment shall be the property of the Employer. The Employee agrees to execute any documents necessary to give effect to this clause.

## 8. Termination

This Contract may be terminated by either party giving the other written notice as required by applicable law. The Employer may terminate the employment immediately for serious misconduct without notice or payment in lieu.

## 9. Workplace Policies and Procedures

The Employee agrees to comply with all workplace policies and procedures as amended from time to time and provided by the Employer.

**10. Health and Safety**

The Employee must take reasonable care for their own health and safety and that of others in the workplace and comply with all applicable health and safety laws and Employer policies.

**11. Dispute Resolution**

In the event of a dispute arising out of or in connection with this Contract, the parties will attempt to resolve the matter promptly and in good faith, including by mediation or other agreed alternative dispute resolution methods before resorting to formal legal proceedings.

**12. Entire Agreement**

This Contract, including any attachments or schedules, constitutes the entire agreement between the parties and supersedes all prior agreements and representations, whether oral or written.

**13. Governing Law**

This Contract shall be governed by and construed in accordance with the laws of New South Wales, Australia. The parties submit to the exclusive jurisdiction of the courts of New South Wales.

**EMPLOYER SIGNATURE**

**EMPLOYEE SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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