

EMPOWERING PEOPLE.

BUILDING SKILLS.

CREATING OPPORTUNITY.

UNDERSTANDING YOUR EMPLOYMENT CONTRACT



**KNOW YOUR RIGHTS.
UNDERSTAND YOUR TERMS.
START WITH CONFIDENCE.**

Your employment contract is a legal agreement between you and your employer. It sets out your job, your pay, your rights and your responsibilities. Always read it carefully and ask questions if you're unsure.

EMPLOYMENT CONTRACT



*Building a fair and
successful working
relationship.*



**KNOW IT.
UNDERSTAND IT.
PROTECT YOUR
RIGHTS AND
YOUR FUTURE.**



WHY IT MATTERS

Understanding your contract helps you know what to expect, what you're entitled to and what is expected of you. It protects you and helps build a positive working relationship.

KEY THINGS TO LOOK FOR IN YOUR CONTRACT



JOB TITLE AND DESCRIPTION

- Make sure your job title and duties are clearly explained.
- Understand what is expected of you.
- Speak up if anything is unclear.



Clarity today prevents confusion tomorrow.



PAY AND BENEFITS

- Check your pay rate and how often you will be paid.
- Look for any overtime, bonus or commission details.
- Understand your benefits such as pension or healthcare.



Know your worth and what you're entitled to.



HOURS OF WORK

- Check your normal working hours and days.
- Look for any flexibility arrangements.
- Understand if overtime is required and how it is paid.



Balance is important – know your hours.



HOLIDAY ENTITLEMENT

- Check how much annual leave you get.
- Understand how holiday is calculated and approved.
- Look for details on bank holidays.



Rest, recharge and make the most of your time off.



NOTICE PERIOD

- Check how much notice you need to give if you leave.
- Check how much notice your employer must give you.
- Understand any payment in lieu of notice.



Notice periods protect both you and your employer.



PROBATION PERIOD

- Check if you have a probation period and how long it lasts.
- Understand the review process.
- Know your rights during this time.



A probation period helps you both succeed.



CONTRACT TYPE

- Is it permanent, fixed-term, part-time or zero hours?
- Understand what this means for your job security.
- Check any end dates or conditions.



Know your contract type, know your rights.



TERMS AND CONDITIONS

- Read any company policies you're expected to follow.
- Check rules about confidentiality, dress code or social media.
- Understand expectations and standards.



Know the rules to feel confident and secure.



ASK QUESTIONS – IT'S YOUR RIGHT

If there is anything you don't understand, ask your employer for clarity. It's better to ask now than face problems later.



Ask for clarity.



Get it in writing.



Keep a copy for yourself.



**INFORMED TODAY.
EMPOWERED
TOMORROW.**



REMEMBER

Your contract is there to protect you. Take the time to read it, understand it and keep it safe. A clear understanding today leads to a stronger working relationship tomorrow.



**KNOW YOUR CONTRACT.
KNOW YOUR RIGHTS.
BUILD YOUR FUTURE.**



NEED HELP OR WANT TO LEARN MORE?

We can help you understand your employment rights and build your confidence with our resources, guidance and training. Get in touch with Drae & Dre Collective CIC for support.



VISIT OUR WEBSITE
www.draeanddre.com



**BETTER KNOWLEDGE
BETTER CONFIDENCE
BETTER OPPORTUNITIES**