EMPLOYMENT CONTRACT

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| 1. | THE PARTIES | Employer and address | | | | Business ID |
|  | | | |  |
| Employee’s name | | | | Social security number |
|  | | | |  |
| Employee’s email address | | | | Phone number |
|  | | | |  |
| Employee’s address | | | | |
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| 2. | VALIDITY OF EMPLOYER CONTRACT | Start date of work | | | | |
|  | | |  | |
| Duration | Grounds for fixed-term employment contract | | | |
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| 3. | TRIAL PERIOD |  | | | | |
| 4. | WORKING HOURS AND ANNUAL HOLIDAYS |  | | | | |
| The length of the annual holiday and all other terms and conditions related to it are determined in  accordance with the Annual Holidays Act and the collective agreement. | | | | |
| 5. | TASKS AND PLACE OF WORK | The employee’s principal duties. If necessary, the employee is also required to perform other duties specified by the supervisor. | | | | |
|  | | | | |
| 6. | SALARY, PAY DAY AND PAY PERIOD |  | | | | |
| BANK INFORMATION | IBAN bank account and BIC code | | | | |
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| FRINGE BENEFITS |  | | | | |
|  | | | | |
| 7. | APPLICABLE COLLECTIVE AGREEMENT |  | | | | |
| Other terms and conditions | | | | |
|  | | | | |
| 8. | NON-DISCLOSURE AGREEMENT | The employee shall not disclose confidential information or trade secrets during or after employment. | | | | |
| 9. | DATE AND SIGNATURES | Two identical copies of this employment contract have been drawn up, one for each party. | | | | |
| Date and place | | | | |
|  | | | | |
| Employer’s name and signature | | Employee’s signature | | |
|  | |  | | |

Instructions

1. Employer information

Employee information

1. Enter a justified reason why the employment contract is made for a fixed term. Reasons can be, for example, project-based work, pay subsidy, substitution or seasonal work.
2. Trial period may not exceed 6 months. In the case of fixed-term contracts, the length of the trial period and any extensions may not exceed half of the duration of the contract. During the trial period either party may cancel the employment relationship without notice. However, the employment relationship may not be cancelled even during the trial period on discriminatory grounds or grounds inappropriate in view of the purpose of the trial period.
3. Working hours / seasonal work / works contract  
   Annual holidays may be added here
4. Enter the employee’s primary place of work or an account of the principles according to which the employee will work at various work locations or be free to determine their place of work. If the employee is required to work elsewhere, travel expenses must be compensated.
5. Gross salary, pay period and pay day  
   Fringe benefits can include such as telephone subsciption, car benefit and meal benefit.
6. The applicable collective agreement if there is one in the sector. If there is none, the the current laws are applied.

Exceptional employment benefits: according to the terms on wage subsidies, the employment contract must state that the subsidised person may terminate the employment relationship in the middle of the contract period if he/she is offered a job or training position that is longer than the remaining period of the wage subsidy.

1. Non-disclosure agreement
2. Date and signatures