



**CONTRACT EMPLOYMENT AGREEMENT**

*Between:*

**Acteon Oil and Gas Company**

Ferry Road Norwich Norfolk, NR1 1SW UK

**Tel:** +44-1224459387

**Website:** <http://www.acteon.com/>

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(Full Name)

Of

Nationality with Passport Number \_\_\_\_\_

**Background:**

*The employer is lawfully established business, duly incorporated and operating the laws of United Kingdom. It is the belief of the employer that the employee possesses those skills, qualification and abilities necessary to contribute to and further the aims of the Acteon Oil and Gas Company.*

**Business**

*Both the employee and employer accept the terms and conditions set forth within this agreement.*

*There will be a mandatory probationary period of four months which shall commence after your Job Training for 6 months before commencing at your duty post. At any time during the probationary period and after training the employer will have the right to terminate the employee without notice. In such event, the only compensation will receive will be for six salary owed for hours of work completed prior to termination.*

*Notwithstanding termination during the probationary period or as otherwise provided in this agreement, the duration of employment under this Agreement, shall be for a period of Three (3) years beginning on the commencement date, provided the performance and conduct have been satisfactory. A formal confirmation of employment shall be made in writing.*

**Position and duties:**

*The employee shall carry out all lawful and legitimate duties assigned by the employer.*

**Working Hours:**

*The Company's workings hours are from 8am to 4pm. (Monday-Saturday). You are entitled to one hour of lunch in break every day. But there must be shifting schedule.*

*You may be required to work beyond the normal working hours to discharge your duties at the sole discretion of the Company.*

**Contract Duration:**

*Three (3) Years.*

**Salary:**

*Your starting basic monthly/ take home salary will be (6900 GBP) per Month after deducting tax and insurance which maybe received before 22nd of every Month. Salary can be transferred to any Bank or Country of your choice.*

**Accommodation:**

*Accommodation on arrival and throughout the contract duration will be provided in our reserved rooms at Acteon Oil and Gas Company Staff quarters in UK and duty post respectively.*

**Visa Procurement:**

*The Acteon Oil and Gas Company shall send all your essential documents and appoint a United Kingdom Immigration Attorney to assist you in getting your entry clearance to United Kingdom.*

The company policy entails that you shall bear the cost of securing your entry clearance Immigrant Visa while the Company provides your (Air Ticket). The company shall re-imburse the cost incurred during your visa processing after submitting the receipts as evidence of payment.

**Annual Leave:**

You will be entitled to thirty (30) days paid leave annually. The first such leave becomes due after the completion of three (3) months continuous service. The Company shall bear the cost of Air fare for vacation trip for employee as well as his/her family.

**Public Holidays:**

All government gazette public holiday may be observed depending On the exigencies of work. The management may decide to operate on a holiday on overtime paid hours. Employee may not proceed on any holiday(s) without an official statement from the company.

**Sick Leave:**

You must notify the Company and/or your immediate supervisor as soon as practicable if you are unable to work for medical reasons. Such notice shall be given within the first four (4) hours of the working day. In a case of emergency situation, an employee will be flown to his home country or any country suitable for the best medical attention. Employee is entitled to Health Insurance Scheme under the law of state of United Kingdom.

You are entitled to fourteen (14) days of paid sick leave annually.

**Conduct/Conflict of Interest:**

Personal conduct is particularly important and you are expected to maintain proper decorum at all times. During your assignment with us, you must devote your entire time and attention to services of the company and may not be or become involved in any services occupation or business with prior written consent of management.

**Confidentiality:**

You shall not without the consent of the company reveal, disclose or share information which is deemed confidential and trade secrets by the company to any third party.

**Governing law:**

This Letter of Contract shall be governed in accordance with the law of United Kingdom.

Please confirm your acceptance of the above terms and conditions by signing on the lower right hand side and returning to us the duplicate copy of this Letter within three (3) days from the date that is been issued.

Please feel free to revert back to us on any questions about the offer.

Wishing Success in your new assignment

I confirm that I have read and agreed with this offer letter.

Name \_\_\_\_\_ Signature \_\_\_\_\_  
(Employee's Name) (Employee's Signature and date)

Best Regard,  
Mr. Richard Higham... (Hr Manager)  
Tel. +44-1224459387  
Web: <http://www.acteon.com/>

