

# Employment agreement

6 months trial period – indefinite period of time. Not entitlement to paid overtime.

## Parties

- Company name , organisational number , address , city – (“**the Company**”) and
- Employee name , personal number , address , city – (“**the Employee**”)
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## General

1. The Employment’s starting date:
2. The Employment begins with a probationary period (Sw. provanställning) for six (6) months. The employment will automatically convert into an employment for an indefinite term (Sw. tillsvidare anställning). The probationary employment may be terminated or discontinued in advance, according to section 6 of the Swedish Employment Protection Act (Sw. lagen om 1982:80) om anställningsskydd).
3. The Employee is employed as and the main work tasks are: .
4. The Employee shall perform work duties at the Company’s premises and/or in other location in Sweden where the Company might carry out its business. The employment may from time to time require business travels within Sweden or abroad.
5. The Employment is a full-time position and the regular working hours are per week. If profound changes in work hours will occur, the Company will inform the Employee two weeks prior, according to section 12 Working Hours Act (Sw. arbetstidslagen 1982:673).
6. The Employee is not entitled to overtime compensation. The Employee may from time to time need to work overtime. Regulations regarding overtime can be found in section 7-9§§ and 10b§ Working Hours Act (Sw. arbetstidslagen 1982:673).

## Outside business activity

7. The Employee is not allowed to have an outside business activity such as secondary employment or other occupation (sw. bisyssla) if it:
  - a. Is obstructive of work
  - b. Constitutes an activity which may be competitive or
  - c. In any other way may damage the Company
8. The Employee is obliged to always inform the Company if the Employee have or will take on a secondary employment or other occupation/engagement. This information shall be in writing and the Employee shall wait for the Company’s decision to grant or deny this assignment prior to starting this activity.

### Salary and other benefits

9. Salary is            SEK/month. The salary is paid monthly, the            each month. The Salary shall be subject to revision first time, year            and there after each year per            .
10. The Employee is not entitled to compensation for overtime, traveling time or compensation for working inconvenient hours. The Employee is entitled to compensation for compensations for costs occurring during travel - according to the Company's policy, applicable at that time.
11. The Employee is entitled to            (specify, voluntary but common with: wellness allowance, pension benefits according to the Company's policy, applicable at that time). The Company pays employer's contribution to the Swedish Tax Agency (Sw. Skatteverket) in accordance with the Social Insurance Contributions Act (Sw. socialavgiftslagen 2000:980) and other social protection such as sick pay according to Sick Pay Act (Sw. sjuklönelagen 1991:1047) and other social benefits according to the Company's policy.
12. The Company is not bound by any collective agreement.

### Vacation

13. The Employee is entitled to            days paid vacation per year. (according to the Annual Leave Act (1977:480). (25 days per year is stipulated. It is common to offer 30 days paid vacation days per year when the Employee is not entitled to overtime compensation.)
14. The Vacation year according to law is 1st of April to 31st of March the year after. The Employee is entitled to paid vacation days, year two – according to the Annual Leave Act (1977:480).

### Confidentiality

15. The Employee is bound by confidentiality. All information and projects relating to the Company is considered confidential. The Employee undertakes to not disclose any company-related information of confidential nature, i.e. information that is not publicly known. This confidentiality is applicable during the employment and for an indefinite period of time after. This confidentiality clause is applicable regardless of the Employee has obtained information or created this information within the employment.
16. The Employee is obliged to return all information, computer, phone and company equipment including e-mails, pictures, videos, transcripts, letters, investigations etc belonging to the Company upon termination of this Agreement.

## Termination

17. During probation period: the employment may be ceased or interrupted during the probationary period according to section 6 the Employment Protection Act (Sw. lag (1982:80) om anställningsskydd). During this period of time, rules below regarding termination are not applicable.
18. Employment for indefinite period of time:
- Regulations regarding notice period, section 11 the Employment Protection Act (Sw. lag (1982:80) om anställningsskydd).
  - If a party wishes to terminate the employment, one or more of the following sections are applicable: 4§ 5st, 4b, 6, 7-10, 18-20, 29, 30, 31,32, 33 a-c, 34, 35, 37, 40-42 the Employment Protection Act (Sw. lag (1982:80) om anställningsskydd).

## Signature

Place      Date

Place      Date

\_\_\_\_\_  
Name

The Company

\_\_\_\_\_  
Name

The Employee