
Ebbisham Farm Livery Stables

Ebbisham Lane, Walton on the Hill, Tadworth, Surrey KT20 7UP
Telephone: (01737) 812568 Facsimile: (01737) 819513

Statement of Terms and Conditions

The following statement sets out the terms and conditions upon which you are offered employment. It includes the particulars to be given to you by law.

1. **Name of Employer:** P C Rivett trading as Ebbisham Farm Livery Stables
2. **Name of Employee:**
3. **Place of Work:** Your place of work shall be Ebbisham Farm Livery Stables Ebbisham Lane, Walton on the Hill, Surrey, KT20 7UP. You may also be required to travel to and work at additional places in such manner and on such occasions as the Company may require.
4. **Job Title:**
5. **Duties and Responsibilities:**

Responsible to:
- Duties: Your duties will consist of all matters commensurate with the position of described in 'Job Title' and any associated matters that may be requested by your senior staff from time to time.
6. **Date of Commencement of Employment:**
7. **Date of Commencement of Continuous Employment:**
8. **Hours:** Your normal working day will be from 7.30am to 6.00pm with one hour for lunch, a half hour break to be taken in the morning – 9-hour day. Lessons are to be taken in your own time. No lessons are given at weekends. In any 7-day period you will be entitled to two days off. Due to the nature of your work, it may occasionally be necessary for you to work some additional time to complete your duties. You are, therefore, asked to sign the attached documents, which relate to the Working Time Regulations 1998.
9. **Examinations:** If requested Ebbisham Farm will deduct £10 per week from your pay in order to pay for the BHS exams. Any unused funds will be refunded on termination of your contract.

'Statement of Terms and Conditions 26 1 08'

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ESTABLISHMENT

P C Rivett trading as Ebbisham Farm Livery Stables VAT Registration No. 492 2638 28

10. **Rate of Pay:** Your pay will be based on your age and qualifications and is payable 4 weekly in arrears by bank credit transfer, i.e. 4-week period, Saturday 4th May to Friday 31st May would be received in your bank on Friday 7th June. Your rate of pay is subject to National Minimum Wage legislation. Based on an average of 180 worked hours every four-week period, at an hourly rate of £..... , your annual rate of pay will be £.....
11. **Probationary Period:** Employees will be employed on a probationary basis for the first four weeks of employment. During this time your work performance will be assessed and reviewed and we reserve the right to extend your probationary period should it be deemed necessary. During the first four weeks either party may terminate the agreement without notice.
12. **Holiday Entitlement:** Under the terms of the Working Time Regulations 1998, employees are entitled to 21 days paid leave per annum, (including normal bank and public holidays). If an employee is required to work on a bank or public holiday, a day off may be taken or a payment made in lieu. The "holiday year" commences on 1st April. You are entitled to payment in lieu of holidays accrued but untaken as at the date of termination of employment. We may recover from you a sum in respect of any holiday you may have taken in excess of your entitlement and may deduct this sum from any sums due to you at your termination of employment.
13. **Sick Pay:**
 - a) If you are absent from work due to illness or accident, you shall notify one of your senior staff as soon as possible on the first and each subsequent day of absence. If this incapacity continues for seven or more days, you shall submit a doctors' certificate. (If you are absent for less than seven days the Company will require you to provide a self-certificate as evidence of your illness or incapacity).
 - b) Providing that you comply with the rules relating to absences through sickness, injury or incapacity from time to time in force, you will receive statutory sick pay (SSP) to which you may be entitled in accordance with legal obligations. (Any other payment will be at the discretion of the Company). Subject to this, you are not entitled to continued payments of salary during any absence from work due to sickness, injury or other incapacity. For SSP purposes your qualifying days are Monday to Friday.
 - c) The Company may at its' own expense at any time, whether or not you are incapacitated require you to submit to such medical examinations and tests by doctor(s) nominated by the Company as it shall reasonably require.
14. **Late Cover/Locking Up:** Late cover and locking up at night, including checking of the horses and setting of alarms, will be done by all staff on a rota basis. Locking up times are, weekdays 9.00pm and weekends and bank holidays 7.00pm. The number of hours worked in the evening will be given off continuing from lunch time in the afternoon of the same day.
15. **Pension:** Details of Stakeholder Pension Scheme is attached.
16. **Notice Period:** After successful completion of the probationary period, four weeks notice is required by either party to terminate this agreement.
17. **Lessons:** Lessons are taken in your own time. The cost of lessons will be deducted from your salary. The cost of shared lessons will be apportioned.
18. **Pets:** No pets are allowed.
19. **Own Horse:** Subject to the availability of boxes, you may have your own horse at the Farm, which will then be charged together with any additional related

services (including VAT) by direct deduction from your pay slip. Any grooming, exercising, etc. must be done outside working hours.

20. **Dress Code:** Attached is a dress code, you are required to follow this at all times whilst at work.
21. **Disciplinary and Grievance Procedure:** Attached is the Company's Disciplinary and Grievance Procedure.
22. **Collective Agreements:** There are no collective agreements, which directly affect the terms and conditions of your employment.
23. **Accommodation:** If required, you will have the shared use of the Staff Lodge or Mobile Home, for which you will pay rent, currently at the rate of £21 per week for a single room, and £14 per week for a shared room; or exclusive use of The Managers Lodge or Mobile Home currently at the rate of £42 per week. The provision of water, electricity, gas, phone and Council Tax to the Lodge, Mobile Home, or Managers Lodge is paid by the Farm, and will be charged to you at a cost (including VAT where appropriate) by automatic deduction from your pay slip.
24. **Accommodation Cleaning:** Attached is an agreement regarding accommodation cleaning.
25. **Visitors to Ebbisham Farm:** Attached is a request form, which must be completed each time you have a visitor. Additional forms are available from the office.
26. **Yard Rules:** Attached is a copy of the yard rules.
27. **Hay Soaker Instructions:** A copy of the Hay Soaker Instructions is attached.
27. **Health and Safety at Work:** A copy of the General Statement of Policy is attached.
28. **Existing Staff:** This Statement replaces any former Statement issued, and acknowledges that you commenced employment at Ebbisham Farm Livery Stables on

If you agree to the above stated terms and conditions, please sign the attached copy and return it to us.

Peter Rivett

I agree to the above stated terms and conditions of employment, and acknowledge receipt of and agree to the following documents: Dress Code; Disciplinary and Grievance Procedure; Stakeholder Pension Scheme; Yard Rules; Working Time Regulations Agreement; Accommodation Cleaning & Repair; Hay Soaker Instructions, Health and Safety at Work

Signed..... Date.....