

Labor Contract

City _____

Date: _____

_____ in face of _____
(Name of the Company)

(hereinafter referred to as Employer"), on one hand and the citizen _____ (Full Name.) Passport N _____, issued _____, authority _____, (hereinafter referred to as Employee), (hereinafter referred to as "Parties") on the other hand, have concluded the present contract about the following:

1. General provisions

1.1 The Employer hereby agrees to employ the employee and the employee is obliged to take over the job and perform his duties honestly, conscientiously and professionally in accordance with the terms of this Contract, the Employer's internal regulations and instructions, and RA law provisions.

1.2 The employee is hired for the job in the _____ subdivision, as a _____ and his responsibilities are:

- _____
- _____

1.3. The present work is regulated by the present contract and is considered as the primary employment for the Employee.

2. Contract validity, probation period, place, working hours and holidays

2.1. The employee starts working from 201__ __ until 201__.

2.2. According to this contract the starting date of the work is _____ 20__.

2.3 In accordance with this Contract the place of work for the employee is considered to be the office located on _____.

2.4. A five-day working week is established for the employee, fixed working hours from from 9: 00 to 18: 00 , except for the cases when the performance of the assignment is conditioned by the urgent task and can have a negative impact on the final positive results and quality of the work. In such cases, work can also be performed out off working days and hours as specified in this paragraph.

2.5. One hour lunch-time from 13:00-14:00 is established for the Employee during the working day.

2.6. The days off are Saturday and Sunday.

2.7. The Employee's weekly working time is set 40 (forty) hours if a shorter duration is not specified by the legislation of the Republic of Armenia.

2.8. The Employee has the right on having at least 20 working days paid annual leave. The annual leave is given by the Employer to the Employee due to the approved annual leave schedule. Annual leave can be given partially due to the desire of the Employee in order to ensure the smooth progress of the work, the Employer provides the unused part of the annual leave when it does not prevent the Employer's normal activity.

2.9. According to this contract at the will of the Employer _____ probation period is established for the Employee. Until the expiration of the Probation period the Employer can dismiss the Employee informing the latter in a written form 3 days prior.

2.10. If the Employee continues working after passing the Probation period, he is considered as passed the Probation period and the Employer can terminate the present Contract only on the basis of the Labour Code.

3. The Rights and Obligations of Parties

3.1. The Employer is obliged to:

3.1.1. Provide normal working conditions for the Employee provided by the Contract, by Labour Code and by other normative legal acts containing norms of labor rights.

3.1.2. Give work assignments to the Employee in time.

3.1.3. Provide the Employee with information connected to his work activity, with documents and materials.

3.1.4. Introduce the Employee to the internal rules of the company and to their changes. (Signing the present Contract confirms this fact).

3.1.5. Pay salary to the Employee according to the point 4.1.

3.2. The Employer has the right to:

3.2.1. Demand a fulfillment of requirements of acting legislation, internal rules, other internal legal acts as well as a proper, qualitative and timely performance of working duties from the Employee established by the present Contract and in case of their failure to impose disciplinary penalties established by the Labor Code of RA.

3.3. The Employee is obliged to:

3.3.1. Do the assigned work personally, in a properly manner and within time frames.

3.3.2. Get acquainted with the internal working rules of the company, to work according to the rules and following their updates.

3.3.3. Keep proper hygienic rules in the workplace and in its surroundings.

3.3.4. Keep information containing official secrets which become known to the Employee and not to share any information or documents concerning to the company's and its clients' property and production secrets with the third party. The breach of this duty by the Employee can bring him to responsibility according to RA legislation (including financial), even can cause termination of the labor contract.

3.3.5. Use the Employer's property carefully and properly and to do his best to keep it from damage and theft.

3.3.6. Compensate the Employer or other Employees for the damages caused in the result of his illegal activities (inactivity).

3.3.7. The Employee might be sent to various business trips for fulfillment of his work assignments according to the acting legislation.

3.3.8. In case of absence from the work for any reason the Employee must inform the Employer (director) or his direct supervisor about it.

3.4 The Employee Has the Right to:

3.4.1 Demand the Employer to fulfill the obligations of paying the salary on time according to this Contracts.

3.4.2. Other responsibilities defined by the present Contract, the company's internal regulations and by the RA legislation.

4. Salary

4.1. The Employer must pay a monthly salary to the Employee in the amount of _____ AMD which includes all taxes and duties set by the legislation, in the terms established by Labor Code

4.2. The Employer may pay bonuses and use other motivating measures taking into account the quality of the work done by the Employee and his work discipline,.

5. Other Conditions

5.1. The Employee confirms that he was explained his work responsibilities and understands them.

5.2. The Employee confirms that he has been acquainted with the internal regulations and with the organizational structure of the employer related to his work (by signing this Contract).

5.3. The Employer is not responsible for the damages which may be incurred by the employee while performing his duties.

5.4. Any condition of the Contract may be amended, supplemented or terminated at any time by mutual written agreement, which is an integral part of this Contract.

5.5. By the mutual agreement of the parties the Contract can be prematurely terminated by sending a written notice to the other party not later than 30 days prior.

5.6. Due to the expiration of the labor Contract the Employer may terminate this Contract by sending a written notice to the other party not later than 10 days prior.

5.7. The arguments raised between Parties are to be solved by means of direct negotiations of the Employer and the Employee. In case the argument is not solved, it will be resolved by the competent courts of the Republic of Armenia.

5.8. The contract can be terminated or annulled by the Employer unilaterally if:

- When the Employee continuously doesn't perform his duties without any reasonable excuse.
- When the Employee continuously is late for the work (if within a month the total duration of the delays are 8 hours or more), or within a month in the case of inexcusable absence of 3 days for the work.
- In other cases established by the Labour Law of RA.

6. Final Provisions

6.1. This Contract enters into force since signing of the Contract.

6.2. The present Contract is made of 2 copies in Armenian language which are equally legal. Each Party has one copy.

6.3. According to this Contract all unregulated issues are being solved by means of acting legislation.

The Addresses and Signatures of Parties

Employee:

Full Name _____

Address _____
Passport _____ N _____
Issued on date: "____" _____
Permanent Address _____
Telephone _____
Signature _____

Employer:

Name _____
Taxcode _____
Address _____
Director _____
Signature _____

