



STATEMENT OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

In accordance with the Employment Rights Act 1996, this statement has been issued to comply with legislation currently in force and sets out the main terms and conditions of employment between:

MISWA CHEMICALS LIMITED [‘the company’] (the employer referred to as “we”, “us”, “our” etc.)

and

LAURA KURTUL [‘you’] (the employee referred to as “you”, “your” etc.)

This supersedes any earlier written or oral arrangement between you and ourselves.

1. COMMENCEMENT DATE:

Date of Commencement of Employment: Thursday 18th June 2026

No previous employment counts as part of your period of continuous employment.

2. JOB TITLE:

You are employed as: **Personal Assistant**

You may be required to undertake work of a similar nature as the workload requires. Your workload may be modified from time to time to suit the needs of the business.

3. LOCATION:

Your main place of work will be Miswa Chemicals Limited, 53-54 Caswell Road, Brackmills Industrial Estate, Northampton, NN4 7PW but you may be required to travel to other company premises on a daily basis as part of your job, which we consider to be reasonable travelling distance on a temporary or permanent basis.

If for operational reasons it is necessary to relocate your place of work, on a temporary or permanent basis, then this will be mutually agreed with you but in the event of an agreement not being reached, then we have the right as a term of your employment to transfer your place of work to an alternative location.

4. HOURS OF WORK

Your basic hours of employment are 20 hours per week, to be worked Monday, Tuesday, Thursday and Friday.

Your starting and finishing times are as detailed below:

Monday, Tuesday, Thursday and Friday : 08:30 to 13:30

Your normal working hours are 5 hours per day. As you are not required to work more than 6 hours in a working day, you are not entitled to the statutory rest break provided under Regulation 12 of the Working Time Regulations 1998.

We reserve the right to change your working pattern from time to time upon reasonable notice with you. This flexibility is required to meet business needs.



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5. OVERTIME

You are required to work the hours necessary to carry out your duties that may include hours additional to your basic hours stated in 'Hours of Work' above. Unless otherwise stated you will not receive overtime pay and/or an enhanced rate of pay for any additional hours worked.

6. REMUNERATION

6.1 Pay

Your basic gross salary will be £21,840.00 per annum which is equivalent to £21.00 per hour.

6.1.1 Payment Method and Frequency

Your salary will be paid in 12 equal monthly instalments via BACS on the 28th of each month or the Friday before should the 28th fall at a weekend, directly into a bank or building society of your choice.

6.2 Deductions

6.2.1 We have the right to deduct from your pay, or otherwise require repayment by other means, any sum or sums which you owe to us. This includes, without limitation;

any overpayment of or advancement on wages, bonuses, commission or expenses; loans made to you by us; annual leave taken as at the date of termination of employment which has not been accrued; any financial losses; insurance excess payments or insurance premium increases sustained by us as a result of loss, damage or unauthorised use of company property, vehicles or personal protective equipment (PPE); fines; charges; penalties or other monies payable by us to a third-party for any act or omission on your part; costs relating to abuse of company fuel and/or credit cards; training course costs, or a proportion of the cost, if your employment ends during the course or within 18 months of completion of the course; the market value of any unreturned company property; or any other items identified in this statement and/or the employee handbook.

6.2.2 If, on termination of your employment, your final payment of wages is not sufficient to meet your debt due to us you agree you will repay the outstanding balance to us within one calendar month of the date of termination of your employment. Such payment to be made as agreed by us.

7. PROBATIONARY PERIOD

7.1 The first 3 months of your employment, or any other period agreed by us will constitute a probationary period. During this period your work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue.

7.2 If at any time during your probationary period we consider you, your performance and/or your conduct to be unsatisfactory, we reserve the right to extend your probation period or to terminate your employment (by giving the appropriate notice).



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- 7.3** If you are absent from work due to incapacity during your probationary period for a period which exceeds one week, your probationary period will be extended by the period of your absence to allow adequate monitoring of performance.
- 7.4** At the end of the probationary period, or any extension, you will be informed in writing if you have successfully completed your probationary period. If you do not receive any written confirmation, you should assume that your probationary period continues.

8. LAY-OFF AND SHORT TIME WORKING

If we are faced with a temporary shortage of work situation or are unable to provide you with work for any reason, every attempt will be made to ensure your continuing employment. We reserve the right to lay you off or put you on short-time working where the needs of the business make this necessary. If we are unable to provide you with allocated work you will be paid in accordance with the actual hours worked or, if you qualify, you will be paid guaranteed payments at the prevailing statutory rate or in accordance with any other schemes or provisions as may be in place from time to time, during any appropriate period.

9. HOLIDAY ENTITLEMENT AND PAY

- 9.1.1** The holiday year begins on 1st January and ends on 31st December each year.
- 9.1.2** For a full-time employee, annual holiday entitlement in a complete holiday year will be 33 days (inclusive of bank/public holidays). Holiday entitlement is pro-rata for part-time employees irrespective of actual days worked. Annual leave equates to 6.6 weeks leave for a five-day working week.
- 9.1.3** For a part-time employee, the holiday entitlement is pro-rata the entitlement for a full-time employee of 33 days. For part-time employees, holiday entitlement will be calculated based on the normal weekly hours worked multiplied by 6.6 weeks and confirmed in hours.
- 9.1.4** In addition to clause 9.1.3, you will be entitled to an additional eight (8) days or 40 hours of annual leave to be taken during periods specified by the family when they are taking annual leave. These additional days must be reserved exclusively for this purpose, and you will be notified of the relevant dates in advance. No payment in lieu will be made in the event that some of all of these holidays are not taken.
- 9.1.5** During your first and last year of working, you will accrue annual leave based on the number of complete weeks worked in the holiday year.
- 9.1.6** You are required to submit all holiday requests via the ADP portal and additionally notify the family of your request through the WhatsApp group.
- 9.1.7** We reserve the right to require you to take any unused holiday during your notice period or to refuse to grant you leave during your notice period.
- 9.1.8** Due to the nature of our business, you may be required to work on any of the public/bank holidays and it is a condition of employment that you work on these days when required to do so.



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- 9.1.9** If you leave, you will either be entitled to receive payment in lieu of any outstanding holiday entitlement or be required to pay to us pay received in respect of holiday taken in excess of your accrued entitlement.
- 9.1.10** You may not normally take more than two working weeks consecutively. In exceptional circumstances you may be permitted to take annual leave in excess of two weeks at the sole discretion of the company.
- 9.1.11** Holiday pay will be calculated on the basis of your average remuneration paid over the 52 weeks (or another appropriate reference period) immediately prior to the holiday.

10. SICK PAY / ABSENCE REPORTING

Employees with less than three months continuous service:

You may be entitled to receive statutory sick pay (SSP) if you are absent because of sickness or injury provided you meet the statutory qualifying conditions. SSP relates to your absence for sickness or incapacity and not for other dependents or family members. Any payment over and above SSP will be made at our absolute discretion and will be inclusive of SSP. For further details of absence reporting and SSP eligibility please refer to the company handbook.

Employees with more than three months of continuous service

You may be entitled to receive 4 days Company Sick Pay (CSP) within a 12-month rolling period, if you are absent because of sickness or injury provided you meet the qualifying conditions. CSP relates to your absence for sickness or incapacity and not for other dependents or family members. No more than four days or four occasions (whichever comes first) of CSP will be paid within a 12-month rolling period. CSP is inclusive of SSP and any payment over and above CSP will be made at our absolute discretion and will also be inclusive of SSP. Once CSP has been exhausted, employees will revert to statutory sick pay for any remaining absence until they have fallen below the absence trigger point of 4 occasions. For further details of absence reporting and CSP eligibility please refer to the company handbook.

- 10.1** Absence and lateness must be reported by notifying a member of the family either verbally or via the WhatsApp group at the earliest opportunity and no later than 15 minutes following your scheduled start time.
- 10.2** The company reserves the right to make a deduction from your monthly pay in respect of lost time resulting from lateness.

11. PENSION

We operate a qualifying workplace pension scheme which is a personal pension scheme and meets the requirements of automatic enrolment. Eligible employees will be automatically enrolled into the scheme after 3 months from the start of your employment. You may opt out of the scheme but you will be re-enrolled every 3 years.

By enrolling into the scheme, you agree to us deducting such contributions from your salary each month. Contribution amounts are set out within part 1 of the pensions Act 2008 and are subject to change (currently 5% employee contribution and 3% employer contribution).



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The scheme is operated on the salary sacrifice/exchange basis as a default. This means that your pension contribution will be deducted prior to tax and national insurance and will be paid over as an employer contribution.

12. OTHER BENEFITS

12.1 You are not entitled to any benefits other than those set out in this contract.

13. ENTITLEMENT TO PAID LEAVE

13.1 Subject to eligibility, qualification and any applicable legislation you may be entitled to paid leave for the following reasons:

- Family friendly leave (including, but not limited to, maternity and paternity leave, adoption leave, and shared parental leave).
- Antenatal appointments.
- Acting as a companion for a colleague who is attending a formal meeting.
- Suspension from work.
- Compassionate leave.

13.2 Unless otherwise stated, the rate at which you are entitled to be paid is determined by appropriate legislation in place from time to time. You will be advised separately of any policies or rules relating to your entitlement to paid leave.

14. 14. INDUCTION & TRAINING

On joining us, you will normally receive an induction, which may include:

- A Health & Safety Induction
- General Housekeeping Rules & Procedures
- Training in any systems required to perform your role
- Manual Handling

14.1 You will be advised separately of the details of any training provided by us and where we agree to meet the cost of training you may be required to complete a separate agreement to consent to the deduction of training fees upon termination of employment, details of which are provided separately.

15. DISCIPLINARY AND GRIEVANCE MATTERS

Rules and procedures for dealing with issues of capability, disciplinary, dismissal, appeals and grievances can be found in the employee handbook.

If you wish to appeal against any disciplinary decision or decision to dismiss you, you should set out the reasons for your appeal in writing and send them to your line manager.

If you wish to raise any grievance relating to your employment you should set out in detail the circumstances of your complaint and send it to your line manager.



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16. CONFIDENTIAL INFORMATION AND COMPANY PROPERTY

You should not at any time during your employment (except so far as is necessary and proper in the course of your employment) or at any time after your employment has terminated, disclose to any person or competitor of ours any information as to the practice, business dealings or affairs of the company or any of our customers, clients or suppliers, or as to any other matters which may have come to your knowledge by reason of your employment. Such disclosures, which could have a detrimental effect on the Company's business, include but are not limited to:

- a) Manufacturing processes
- b) Product formulae (including testing methods and results)
- c) New product information
- d) Product release dates
- e) New technologies
- f) Lists of customers
- g) Lists of distributors

16.1 All correspondence, documents, papers, notes, customer contacts or records (individually held or in list form); (including any of the aforementioned contained in electronic or other data storage) and where applicable: company clothing, safety equipment, general tools and equipment relating to your job, keys, company credit cards, company mobile phones, company laptops and other electronic devices, DVD's/videos/tapes or any other property belonging to us or our customers and/or clients, concerning the business of the company or any of our suppliers, agents, distributors, or customers/clients which shall be acquired, received or made by you during the course of your employment shall be our property. This list is not exhaustive.

16.2 You shall not at any time lend, damage, destroy, copy or remove any company property from your place of work (except in the proper course of your duties) and it must be surrendered by you to us at our request at any time during the course of your employment. You must not allow the same to be used by anyone else before returning the property to us nor make or retain any copies of it. Furthermore, at the termination of your employment, regardless of the reason for your termination, any company property in your possession must be returned to the HR department and not reallocated to other members of staff.

16.3 Information regarding the business and clients must not be disclosed either orally or in writing to unauthorised persons. It is particularly important that you should ensure the authenticity of telephone enquiries using the procedures that we have in place.

16.4 You are required to keep safe all documentary (or other) material containing confidential information and shall at the time of termination of your employment with us, or at any other time upon demand, return to us such material in your possession.

16.5 Conversations relating to confidential matters affecting the business, its employees and clients should not take place in situations where they can be overheard. This includes but is not limited to; corridors, reception and canteen areas.

16.6 You must familiarise yourself with our data protection policy in relation to data security and ensure strict adherence to the provisions at all times. Personal data regarding our



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employees, clients, suppliers etc. is to be handled with extreme care and you must ensure compliance with our data protection policy. If you become aware of a data breach, you must inform our Data Protection Officer immediately. Further details are available within the employee handbook.

- 16.7** Any breach of your duties under this clause during employment will be viewed as gross misconduct and after investigation, if substantiated, will result in your dismissal.

17. INTELLECTUAL PROPERTY

17.1 You may make or create intellectual property rights in the course of your duties under this contract and you have a special obligation to further the interests of our business in this respect.

17.2 You must promptly disclose to us in writing all intellectual property rights originated, conceived, created, written or made by you alone or jointly with others which may be of benefit to us or which relate directly or indirectly to the business of the company (except only those intellectual property rights originated, conceived, created, written or made by you wholly outside your normal working hours and which are completely unconnected with your normal job duties or with job duties specifically assigned to you by us).

17.3 To the extent permitted by law, you accept that such intellectual property rights as are required to be disclosed shall be owned absolutely by us and will so vest in the company and we shall be entitled to make such additions, deletions, alterations or adaptations to or from any such intellectual property rights as we shall in our absolute discretion determine. Otherwise, you agree to hold in trust for us any such intellectual property rights.

17.4 You also agree, at our request and expense, to enter into all such documents and do all such things necessary, or as we may require to ensure, whether by assignment or otherwise our ownership of the intellectual property rights and/or to obtain patent or similar protection for the intellectual property rights in such parts of the world as we may specify and you agree to waive all moral rights to them. You will not seek to register your own ownership of any such rights and neither will you be entitled to receive any additional payment in respect of any intellectual property rights.

17.5 These provisions on intellectual property rights contained above remain in force notwithstanding the termination of your employment.

18. RESTRICTIONS

18.1 You are expected to devote your whole time, skill and attention during working hours to your work for us and to act at all times in the best interests of the company.

18.2 Without the prior written permission of management you must not engage in any other work outside working hours, paid or unpaid, which we believe to be in direct or indirect competition with our business or which in our view does or might impair your ability to perform your duties for us fully and efficiently.



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- 18.3** If you are already engaged in other work, paid or unpaid, upon an offer of employment being made and are considering continuing to work following commencement of employment, you must declare this prior to the acceptance of any employment offer. The additional employment permitted, combined with your employment with us, should not result in a breach of the Working Time Regulations 1998.
- 18.4** If you drive a company car, or your own vehicle, on company business then you are required to hold a full valid driving licence. In these circumstances, it is a condition of your employment that when requested you provide us with permission and/or a check code to access your current driving licence details with the DVLA either online through the DVLA gov.uk portal or by telephone. Additionally, in order that we may check this information periodically you are required to provide this information to us when requested.
- 18.5** You are also required to keep us up to date with any driving prosecutions/points or any other restrictions affecting your driving licence.
- 18.6** If it is an essential requirement of your role that you are required to drive on company business, in the event that you are prosecuted or convicted of a driving offence which results in a period of disqualification, then after consideration of alternative vacancies within the company we will terminate your employment with appropriate notice.

19. TERMINATION OF EMPLOYMENT

19.1 Termination by us

- 19.1.1** Unless otherwise stated, we are required to give you the following notice according to your length of continuous service:

Length of Service	Notice Period
Less than 1 month	Nil
1 month or more but within the probationary period	1 week
Following successful completion of the probation period	4 weeks
9 years or more	1 weeks' notice per year of continuous employment, up to a maximum of 12 weeks

- 9.1.2** We reserve the right to terminate your employment without notice in appropriate circumstances. Such circumstances would be covered by gross misconduct, breach of contract, frustration of contract or insolvency.
- 9.1.3** Where we give you notice of dismissal, the effective date of termination of employment will be the date you were verbally informed of your termination or where no verbal termination was given the date specified in the letter either emailed or posted to you, or in the email itself. Where an actual date of dismissal is not specified in any letter or email notification, then the date of the letter or the email will be taken and count as the date that the notice period will run from.



19.2 Termination by you

19.2.1 After one month's continuous service but during the probationary period, termination of employment by you shall be with one week's written notice. Following successful completion of the probationary period you are required to give us four weeks' notice in writing, stating the reason for your resignation.

19.2.2 If you terminate your employment without providing or working the notice period stated, you will have an amount equal to any additional costs incurred by the company covering your duties throughout your notice period. You will also forfeit any contractual holiday pay due to you over and beyond your statutory holiday pay, if you fail to provide or work the correct notice period.

19.3 Payment in lieu of Notice (PILON)

19.3.1 We reserve the right, at our absolute discretion, to make a payment in lieu of notice for all or any part of your notice period on the termination of your employment. This applies whether notice to terminate employment is given by you or us.

19.3.2 For the avoidance of doubt, the payment in lieu of notice shall not include any element relating to:

- any payment in respect of benefits, e.g., pension contributions, which you would have been entitled to receive during the period for which the payment in lieu is made; and
- any payment in respect of any annual leave entitlement that would have accrued during the period for which the payment in lieu is made.

19.3.3 We may pay any sums due under this clause in equal monthly instalments until the date of the period for which the payment in lieu is made.

19.4 Exclusion from Company Premises (Garden Leave)

19.4.1 In the event of termination of your employment by either party, for whatever reason, we may require you not to perform all or any of your duties and exclude you from our premises during your notice period which is commonly referred to as 'garden leave'. In all other respects you will remain bound by the contract of employment including the duty of good faith and receive pay and all other contractual benefits during any period of garden leave.

20. DATA PROTECTION

20.1 We will collect and process personal data relating to you, during and after termination of employment, for specific periods. Confidential records will be kept manually and/or electronically. We have a legal basis for processing this personal data to enable it to enter into and to maintain the employment relationship and in some cases to comply with legal obligations.



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20.2 Details of whom your personal data will be shared with and how personal data is stored and accessed is detailed in our privacy notice and the data protection policy.

20.3 You are responsible for informing us of any changes to your personal data during your employment.

21. POST TERMINATION OBLIGATIONS

21.1 You shall abide by any post termination restrictions and obligations applicable to your role, which shall be contained within a separate agreement.

22. COLLECTIVE AND SEPARATE AGREEMENTS

22.1 Collective Agreements

There are no collective agreements in force which directly affect the terms and conditions of your employment with us.

22.2 Separate Agreements

If you are to participate in training or a course of study either mandatory or non-mandatory and for which we have agreed to pay the whole or part of the cost, you will be required to sign a separate training agreement that will form part of your contract of employment with us.

23. DECLARATIONS

23.1 Employee:

I have read and understood the terms and conditions of employment contained within this written statement of employment particulars and accept that these form part of my contract of employment with the company. The information contained in this statement meet the requirement for a written statement under section 1 of the Employment Rights Act 1996. There are no particulars applicable to my employment relating to: non-permanent or fixed-term employment, working outside the United Kingdom for more than one month.

Signed _____

Date: _____

Laura Kurtul

23.2 For and on Behalf of Miswa Chemicals Limited:

Signed _____

Date: 09/06/2026

Leon Patel-Champion
Director