

**(COMPANY LOGO)**  
**STANDARD EMPLOYMENT CONTRACT**  
**FOR VARIOUS SKILLS**

This employment contract is executed and entered into by and between

Employer : **(COMPANY NAME)**  
Address : **(COMPANY ADDRESS)**  
P.O.Box No. :  
Tel No. : **(COMPANY TEL NO.)**

Represented in the Philippines by:

Name of Agent/Company: **HUMAN AGGREGATES PHILIPPINES, INC.**  
**Address: Unit 1106 Pearl of the Orient Towers 1240 Roxas Boulevard., Ermita, Manila Philippines**

Employee :  
Civil Status :  
Passport No. :  
Date & Place of Issue :  
Address :

Voluntarily binding themselves to the following terms and conditions

1. Site of Employment **(COMPANY SITE LOCATION)**
2. Contract Duration commencing from employee's departure from the point of origin to the Site of employment. **(YEARS OF EMPLOYMENT)**
3. Employee's Position **(JOB POSITION)**
4. Basic monthly Salary **(SALARY)**
5. Regular Working Hours: **(WORKING HOURS)**
6. Leave with Full Pay
  - a. Vacation Leave
  - b. Sick Leave
  - c. Public Holiday
7. Food inclusive to the salary
8. Free accommodation.
9. Free transportation
10. Round trip airfare ticket (MNL-**(COUNTRY OF JOB SITE)**-MNL); after 2 years contract)
11. Medical insurance provided by the company.
12. Workmen's compensation benefits for service-connected illness or injuries or death in accordance with the pertinent laws of **(COUNTRY OF JOB SITE)**.

13. In the event of the Employee's death during the terms of this agreement, his remains and personal belongings shall be repatriated to the Philippines at the expense of the Employer. In case the repatriation of remains is not possible, the same may be disposed of upon prior approval of the Employee's next of kin and/or by the Philippines Embassy/Consulate nearest the jobsite.
14. The Employer shall assist the Employee in remitting a percentage of his salary through the proper banking channel or other means authorized by law.
15. Termination: Neither party may unilaterally cancel the contract except for legal, just and valid cause(s):
  - a. Termination by Employer – the Employer may terminate this contract on grounds of closure or cessation of operation of the establishment/undertaking or due to retrenchment to prevent losses, by serving a written notice to the employee at least one (1) month before the intended date thereof or payment of separation / termination pay equivalent to one (1) month salary. The Employer may also bear the repatriation expenses of the employee. The Employer may also terminate this Contract on the following just causes: serious misconduct, willful disobedience of Employer's lawful orders, habitual neglect of duties, absenteeism, insubordination, revealing secrets of establishment, engaging in trade union activities, when Employee violates customs, traditions, and laws, of trade union activities, when Employee violates customs, traditions, and laws of **(COUNTRY OF JOB SITE)** and/or terms of this Agreement. The employee shall shoulder the repatriation expenses.
  - b. Termination by the Employee - The Employee may terminate this Contract by serving one (1) month in advance written notice to the employer. If no notice is served, the employee shall shoulder all expenses relative to this repatriation back to his point of origin. The employee may also terminate this Contract without serving any notice to the employer for any of the following just causes serious insult by the employer of his representative; inhuman and unbearable treatment accorded the employee by the employer or his representative; commission of a crime/offense by the employer or his representative in violation of the terms and conditions of the employment contract by the Employer or his representative. Employer shall pay the repatriation expenses back to the Philippines.
  - c. Termination due to illness: Either party may terminate the contract on the ground of illness, diseases or injury suffered by the employee. The employer shall shoulder the cost of repatriation.
16. Settlement of Disputes: All claims and complaints relative to the employment contract of the employee shall be settled in accordance with Company policies, rules and regulations. In case the employee contests the decision of the Employer, the matter shall be settled amicably with the participation of the Labor Attache or any authorized representative of the Philippine Embassy/Consulate nearest the site of employment. In case the amicable settlement fails, the matter shall be submitted to the competent or appropriate government body in (host country) or in the Philippines if permissible by host country laws at the option of the complaining party.
17. The Employee shall observe Employer's company rules and abide by the pertinent laws of the host country and respect its customs and tradition.
18. Applicable Law: the pertinent laws of **(COUNTRY OF JOB SITE)** shall govern other terms and conditions of employment, which are consistent with the above provision.

IN WITNESS WHEREOF, we hereby sign this contract this 25<sup>th</sup> day of March, 2011.

**(NAME OF REPRESENTATIVE WITH POSITION)**  
**EMPLOYER**

\_\_\_\_\_  
**EMPLOYEE**

**ISMAELITO G. RAMA – GENERAL MANAGER**  
Philippines Representative

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness