

Permanent Employment Agreement

1. Position and Duties

- 1.1. Employee agrees to serve as [Job Title] for the Company.
- 1.2. Employee shall report to [Supervisor/Manager] and perform duties as described in Exhibit A.

2. Compensation and Benefits

- 2.1. Salary: The company agrees to pay Employee a salary of [Salary], payable in accordance with the Company's standard payroll schedule.
- 2.2. Benefits: Employee will be eligible for Company-sponsored benefits, as outlined in Exhibit B.

3. Confidentiality and Non-Compete

- 3.1. Employee agrees to maintain confidentiality of all Company proprietary information as outlined in Exhibit C.
- 3.2. Non-compete clauses, if applicable, are described in Exhibit B.

4. Performance Reviews

- 4.1. Employee's performance will be reviewed at least annually, and salary adjustments may be considered at that time.

5. Termination

- 5.1. Termination by either party must be provided in accordance with the Company's standard termination policies and procedures.
- 5.2. Severance: Details concerning severance, if applicable, are outlined in Exhibit D.

6. Governing Law

This Agreement shall be governed by the laws of the State of [State].

7. Amendments

Amendments to this Agreement must be in writing and signed by both parties.

8. Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes all prior oral agreements concerning the subject matter.

Exhibit A – Duties

Employee Duties

1. **Performance of Duties:** To perform all tasks and responsibilities associated with the [Job Title] position diligently and to the best of their abilities.
2. **Adherence to Policies:** To comply with all company policies, procedures, and codes of conduct.
3. **Reporting:** To regularly report to their immediate supervisor or manager on job performance, updates, and any relevant issues.
4. **Professional Development:** To engage in continuous learning and professional development activities as required by the employer or relevant to the job role.
5. **Confidentiality:** To protect all confidential and proprietary information related to the company, clients, or coworkers.
6. **Communication:** To maintain open and respectful communication with colleagues, supervisors, and clients.
7. **Timeliness:** To arrive punctually for work and meetings, and to meet project deadlines.
8. **Safety:** To adhere to all safety policies and guidelines, ensuring not only personal safety but also the safety of colleagues and clients.
9. **Customer Service:** To provide excellent service to customers, clients, or stakeholders as relevant to the job role.
10. **Teamwork:** To collaborate effectively with colleagues, and contribute to team projects and goals.
11. **Quality Assurance:** To maintain high standards of quality in all work produced, following guidelines and procedures set by the company or external authorities.
12. **Compliance:** To comply with all legal obligations and regulatory requirements relevant to the job role.

Employer Duties

1. **Fair Compensation:** To provide agreed-upon compensation in a timely manner, including salary, bonuses, and any other benefits.
2. **Safe Working Environment:** To maintain a workplace that is safe, respectful, and free from harassment or discrimination.
3. **Resource Provision:** To provide all necessary resources for the employee to perform their duties, including equipment, training, and support.
4. **Clear Expectations:** To provide clear job descriptions, expectations, and performance metrics.
5. **Open Communication:** To maintain an open channel for employee feedback, concerns, and suggestions.
6. **Opportunities for Growth:** To provide opportunities for career development, training, and advancement where possible.
7. **Performance Reviews:** To conduct regular performance evaluations and provide constructive feedback.
8. **Compliance with Law:** To adhere to all federal, state, and local laws related to employment, including labor laws, safety regulations, and anti-discrimination laws.
9. **Privacy:** To respect the privacy of employees and protect their personal information.
10. **Conflict Resolution:** To address conflicts, complaints, or disputes in a timely and fair manner, according to company policies.
11. **Notification of Changes:** To inform employees of any significant changes in company policy, structure, or their employment conditions.
12. **Termination Procedures:** To adhere to legal and ethical guidelines should termination of employment be necessary, including providing notice as required.

Exhibit B – Non-Compete Clause

1. Purpose

The purpose of this Agreement is to protect the Company's trade secrets, customer relationships, and proprietary information.

2. Non-Compete Obligations

2.1. During Employment: Employee agrees not to engage in any activity that is in direct competition with the Company while employed.

2.2. Post-Employment: For a period of [Insert Time Period, e.g., 12 months] following the termination of employment for any reason, Employee agrees not to:

Work for a competitor within a [Insert Radius, e.g., 50-mile] radius of any location at which the Company conducts business.

Solicit or engage any client or customer of the Company for the purpose of providing competing services.

Solicit or induce any employee of the Company to leave their employment.

3. Exceptions

Employees may request in writing an exception to these restrictions for specific opportunities. Such exceptions are at the sole discretion of the Company and must be granted in writing.

4. Remedies

Employee acknowledges that a breach of this Agreement may cause irreparable harm to the Company. Therefore, the Company shall be entitled to seek equitable relief, including injunctions and specific performance, in addition to any other remedies available under law.

5. Governing Law

This Agreement shall be governed by the laws of the State of [State].

6. Severability

If any provision of this Agreement is found to be unenforceable, the remainder shall be enforced as fully as possible, and the unenforceable provision shall be deemed modified to the limited extent required to permit its enforcement in a manner most closely representing the intention of the parties.

7. Entire Agreement

This Agreement constitutes the entire understanding between the parties with respect to the subject matter herein and supersedes all prior oral agreements between the parties.

Exhibit C - Confidentiality Agreement

1. Definition of Confidential Information

For the purposes of this Agreement, "Confidential Information" shall mean all non-public information, including but not limited to, trade secrets, financial data, proprietary information, customer lists, business strategies, and intellectual property, that is disclosed to or accessed by the Employee during the course of employment with the Company.

2. Obligation to Maintain Confidentiality

2.1. Employee agrees to hold all Confidential Information in strict confidence and shall not disclose, reproduce, or make use of it, except for the benefit of the Company or as required in the performance of the Employee's job duties.

2.2. The confidentiality obligations shall continue indefinitely for as long as the information constitutes Confidential Information.

3. Exceptions

The obligations under this Agreement do not apply to information that is:

Publicly known at the time of disclosure;
Rightfully obtained from a third party not in breach of a confidentiality obligation;
Independently developed by the Employee outside the scope of their employment and without use of the Confidential Information.

4. Return of Confidential Information

Upon termination of employment or at the request of the Company, Employee agrees to promptly return all Confidential Information, including any copies, notes, or derivative works, back to the Company.

5. Remedies

Employee acknowledges that any breach of this Agreement may result in irreparable harm to the Company, and therefore agrees that the Company shall be entitled to seek equitable relief, including injunctions and specific performance, in addition to any other remedies available under law.

6. Governing Law

This Agreement shall be governed by the laws of the State of [State].

7. Entire Agreement

This Agreement constitutes the entire understanding between the parties with respect to the subject matter herein and supersedes all prior oral agreements between the parties.