

**Te** **Kōhanga Reo Name**

**INDIVIDUAL EMPLOYMENT AGREEMENT**

**(Casual Employee)**

**INDIVIDUAL CASUAL EMPLOYMENT AGREEMENT**

# Casual Employment Agreement:

* Casual employees do not work set hours.

If casual employees’ work hours start to follow a clear and regular pattern, there is a risk that the law would treat them as a permanent employee. Permanent employees have more rights and more process is required to end their employment.

* Ensure casual employees are aware of clause 3.2 before starting the agreement. You do not need to offer work, and they do not need to accept it. You are allowed to terminate the employment agreement at any time, for any lawful reason.

*3.2 Casual Employment*

*The Employee is employed on a casual basis, to work as and when required basis. There is no obligation on the Employee to accept work or to make themselves available for work.*

*There is no obligation on the Employer to offer work.*

*If asking the Employee to work, the Employer will give reasonable notice. The Employee may choose whether to accept or decline the work. If the offer of work is accepted, it is expected that the Employee must complete it.*

*Each agreed offer of work is a new and separate period of employment. There is no guarantee of further employment.*

* The ‘Employment Protection Provision“ is a legal requirement. In reality, redundancy will not apply to individual casual employees, as you can terminate the agreement without following redundancy processes with a casual employee.
* A casual employee is still expected to follow the rules at work, and the employer can terminate at any time, for any lawful reason which would include serious misconduct or any misconduct committed. By removing the serious misconduct as its own section, there is no suggestion that the employer would need to follow misconduct processes before termination.



[Date]

[Name of Employee] [Address]

Tēnā koe [name],

**Offer of Employment**

I am pleased to offer you the position of [title] at [location] starting on the commencement date expressed in the attached individual employment agreement. I propose that the terms of employment will be those in this agreement.

You are encouraged to seek independent advice on the agreement. For information on your employment rights, you can contact Employment New Zealand by phone on 0800 20 90 20 or online at employment.govt.nz.

Please read the 90-day trial period clause in the agreement carefully.

**Employment with [**employer**] is conditional upon receipt of an acceptable New Zealand Police Vet Check prior to your employment start date. This is a requirement under the Children’s Act 2014.**

If you disagree with, do not understand, or wish to clarify anything in this offer or agreement, please get in touch with us. We can be contacted at [Put your contact details here]

If you are happy with the proposed terms and wish to accept this offer of employment, please sign the Employee Acknowledgement at Section 15 of this agreement, the Position Description, the **attached** IR330 forms and return all to me by [insert date – must be earlier than the commencement date]. If I have not heard from you by 5:00pm on this date, this offer will be automatically withdrawn.

We look forward to working with you.

Nāku noa,

[Name of Chairperson on behalf of the Employer] [Address of Chairperson]

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**Individual Employment Agreement Casual Employee**

1. **The Parties**
	1. *The Parties*

The “parties” to this agreement are:

### [Name of Employer] (the “Employer”); and [Name of Employee] (the “Employee”).

The employment relationship is between the Employee and the above Kōhanga Reo. The National Te Kōhanga Reo Trust is not the Employer.

If the Employee ends work for the Employer and starts work for a different Kōhanga Reo, this

constitutes a new employment relationship.

### Position and Duties

* 1. *Position*

The Employee is being employed as [**Insert position**].

* 1. *Duties*

The Employee’s duties and responsibilities are set out in the Position Description attached to this agreement (see Schedule 1). The Employer may, after consultation with the Employee, amend the Position Description and duties associated with the position.

The Employee agrees to perform all other reasonable duties and comply with all lawful and reasonable instructions issued by the Employer.

* 1. *Reporting*

The Employee will report to a person or persons to be nominated by the Employer, from time to time.

* 1. *Place of Work*

The Employee’s main place of work is at **[address of Kōhanga].**

From time to time, the Employee may be required to work from other locations where Kōhanga

business is carried out, as directed by the Employer.

### Nature of the Agreement

* 1. *Nature of the Agreement*

For the avoidance of doubt, the employment offered as part of this agreement is on a casual basis.

* 1. *Casual Employment*

This agreement, including the terms and conditions within, comes into effect on [**commencement date**].

The Employee is employed on a casual basis, to work as and when required basis. There is no obligation on the Employee to accept work or to make themselves available for work.

There is no obligation on the Employer to offer work.

If asking the Employee to work, the Employer will give reasonable notice. The Employee may choose whether to accept or decline the work. If the offer of work is accepted, it is expected that the Employee must complete it.

Each agreed offer of work is a new and separate period of employment. There is no guarantee of further employment.

### Obligations of the Relationship

* 1. *Employer Obligations*

The Employer will:

1. Act as a good Employer in all dealings with theEmployee;
2. Deal with the Employee and their representatives in good faith in all aspects of the employment relationship; and
3. Take all reasonable and practicable steps to provide the Employee with a safe and healthy work environment.
	1. *Employee Obligations*

The Employee will:

1. Comply with all reasonable and lawful instructions provided by the organisation;
2. Perform all duties with all reasonable skill and diligence and in the best interests of the Employer and the employmentrelationship;
3. Deal with the Employer in good faith in all aspects of the employment relationship;
4. Comply with all policies and procedures implemented by the Employer from time to time,

including attending Kōhanga hui whenrequested;

1. Not do anything to bring the Employer into disrepute; and
2. Take all practicable steps to perform the job in a way that is safe and healthy for mokopuna, fellow workers, and the Employee.

### Hours of Work

* 1. *Hours of Work*

The Employee does not have normal hours of work. The Employee is employed on a casual basis, to work as and when required.

For reference only, the Employer’s normal **operating hours** are as follows: Monday [**normal operating hours**]

Tuesday [**normal operating hours**] Wednesday [**normal operating hours**] Thursday [**normal operating hours**] Friday [**normal operating hours**]

There is no obligation on the Employer to offer provide a minimum number of hours per week for the Employee. The amount of work will fluctuate.

* 1. *Rest Breaks and Meal Breaks*

The Employee will be entitled to a 30-minute unpaid meal break on each working day of more than 4 hours and 30 minutes.

The Employee will be entitled to take paid rest breaks of no longer than 10 minutes, as reasonably necessary (as a general guideline, one rest break for every three hours worked is expected).

Breaks will be taken at reasonably practicable and convenient times for both parties, or such other

time as the parties agree to from time to time.

### Remuneration

* 1. *Wages*

The Employee will be paid an hourly pay rate set by the Employer of **$[hourly pay rate]** per hour (gross)**.** Wages shall be paid [**weekly/fortnightly**] into a bank account nominated by the Employee on **Tuesday**.

The Employer will contribute in each pay period a sum equivalent to the compulsory Kiwisaver requirements. The hourly rate agreed [**pick one:** **includes / excludes**]any current or future mandatory employer Kiwisaver contributions required by law.

* 1. *Wage Deductions*

The Employee consents that the Employer may make reasonable deductions from the wages payable to the Employee if:

* + 1. The Employee makes a written request for adeduction;
		2. The Employer has made overpayment(s) to the Employee;
		3. The Employee has outstanding debts owing to theEmployer;
		4. The Employee is in unauthorised possession of the Employer’s property; or
		5. The Employee is responsible for loss or damage to the Employer’s property, including its motor vehicles.

The Employer will consult with the Employee before any decision to deduct from wages is made.

* 1. *Koha*

All koha received in the course of employment are the property of the Employer. Any koha received during employment shall be declared and given immediately to the Employer.

When acting in their capacity as an employee, the Employee will not, either directly or indirectly, receive or accept any koha, gratuity, emolument, or payment of any kind from any person in the course of their employment, whether for their own benefit or for the benefit of any person or entity other than the Employer.

* 1. *Reimbursement of Expenses*

The Employer will reimburse the Employee for all prior-approved, reasonable expenses incurred in the course of employment. The Employer requires a claim for any expenses to be supported by GST receipts.

In calculating reimbursement for the costs of travel via motor vehicle, the Employer will use the current IRD standard mileage rate. If the Employee wishes to claim reimbursement for vehicle travel costs, they will provide the Employer with an up-to-date vehicle logbook for the respective motor vehicle.

### Holiday and Leave Clauses

* 1. *Annual Holiday Pay*

The Employee will be paid annual holiday pay with their regular pay (i.e. on a paid-as-you-earn basis) on the basis of 8% of the Employee’s gross weekly earnings to date up to the start of the annual holiday date (in accordance with the provisions of the Holidays Act 2003).

* 1. *Working on Public Holidays*

If the Employee works on a public holiday, they will be paid their relevant pay for the time actually worked at the rate of time-and-a-half.

* 1. *Sick Leave*

The Employee is entitled to sick leave if:

1. the Employee has worked for the Employer for at least six consecutive months;
2. the Employee has either worked an average of at least 10 hours per week during that period; and
3. the Employee has worked at least one hour in every week during that period or at least 40 hours in every month during that period.

If the above conditions are met, the Employee is entitled to 10 days’ sick leave.

The Employer may request proof of illness or injury, such as a medical certificate, if the Employee is away from work due to illness or injury:

1. For less than three consecutive calendar days, at the Employer’s cost; or
2. For three or more consecutive calendar days, at the Employee’s cost.
	1. *Parental Leave*

The Employee is entitled to parental leave in accordance with the provisions of the Parental Leave and Employment Protection Act 1987.

See <http://www.ird.govt.nz/yoursituation-ind/parents/parents-paid-parental-leave.html>for information on the Paid Parental Leave entitlement funded by the Government.

* 1. *Domestic Violence Leave*

The Employee is entitled to domestic violence leave in accordance with the provisions of the Domestic Violence – Victims Protection Act 2018.

**‘The Hours worked test’ - defines who can take domestic Leave.**

Employees can take paid domestic violence leave if they have worked for their employer for at least 6 months or meet one of the following conditions. These are that:

The employment has continued for 6 months. During those 6 months they have worked for at least an average of 10 hours a week. During this time, the employee must have worked either:

 1 hour each week

 40 hours each month.

These are the same conditions for getting sick leave and bereavement leave

10 days of domestic violence leave

The Employee is entitled to 10 days of paid domestic violence leave each year.

The employer can ask for proof that the employee is affected by domestic violence. The employer does not need to pay the employee until they get this proof, unless the employee has a ‘reasonable excuse’ [Family violence leave rights and responsibilities - Employment NZ](https://www.employment.govt.nz/leave-and-holidays/domestic-violence-leave/rights-and-responsibilities/)

* 1. *Bereavement Leave*

The Employee is entitled to bereavement leave if:

1. the Employee has worked for the Employer for at least six consecutive months;
2. the Employee has either worked an average of at least 10 hours per week during that period; and
3. the Employee has worked at least one hour in every week or 40 hours in every month.

If the above conditions are met, the Employee is entitled to bereavement leave in accordance with the Holidays Act 2003.

The intent of this clause is to provide reasonable opportunity for the Employee to discharge any obligation and/or pay respects to a deceased person with whom the Employee has had a close association. Such obligations may exist because of blood or family ties, or because of a cultural obligation such as attendance at a tangihanga.

### Health and Safety

* 1. *Health and Safety Obligations*

The Employer and the Employee will comply with their obligations under the Health and Safety at Work Act 2015 and The Employer’s rules and policies.

The Employer will ensure, so far as is reasonably practicable:

* + 1. The health and safety of workers who work for the Employer;
		2. The health and safety of workers whose activities in carrying out work are influenced or directed by the Employer; and
		3. That the health and safety of other persons is not put at risk from work carried out by the Employer.

The Employee will:

1. Take reasonable care for their own health andsafety;
2. Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons; and
3. Comply with any reasonable instruction, policy, or procedure of the Employer relating to health or safety at the workplace.
	1. *Alcohol and Drug Testing*

Where the Employer has good reason for believing that the Employee is under the influence of illegal drugs or alcohol while at work, the Employer may require the Employee to undergo a non-invasive drug test (urine test) conducted by a registered medical professional.

In deciding whether to conduct a drug test, the Employer will consult with the Employee and consider any comments or explanation made by the Employee.

In determining the steps to be taken following a positive drug test result, the Employer will consult with the Employee and consider any comments or explanation made by the Employee.

* 1. *Medical Examination*

The Employer may request that the Employee undergo a medical examination by a registered medical practitioner, at the Employer’s cost, if the Employer reasonably believes that the Employee’s health is:

* + 1. Affecting their performance; or
		2. Affecting the health or safety of any person in the workplace.
	1. *Smoking*

Under the Smoke-Free Environments Act 1990, the Employer’s premises are totally smoke free.

If the Employee wishes to smoke during rest or meal breaks, they will smoke only off-site, in locations where they can reasonably expect to be out-of-sight of mokopuna or their whānau entering or leaving the work premises.

* 1. *Convictions*

Subject to the Criminal Records (Clean Slate) Act 2004, the Employee must inform the Employer if they are (or have previously been) convicted of any crime, whether in New Zealand or any other country.

### Other Employment Obligations

* 1. *Confidential Information*

During employment, the Employee will have access to information of a confidential, commercial, or

sensitive nature. The Employee is required to treat all such information as confidential and it shall be held in the strictest confidence by the Employee both during and after their employment.

Except as required or as necessary for the proper performance of their duties, the Employee will not use, disclose, or distribute for any reason to any person or entity any information produced or acquired by the Employee in the course of employment. This includes information about the Employer’s business.

* 1. *Copyright and Intellectual Property*

Anything the Employee produces in their employment is the property of the Employer.

* 1. *Use of Telephone, Internet, and Email*

The Employee will have access to telephone, email, and internet facilities for the purpose of performing their duties of employment.

The Employee will ensure that their use of the facilities meets the protocol, ethical and social (whānau) standards of the workplace. The Employee should also comply with all internet and email policies issued by the Employer from time to time.

A reasonable level of personal use is acceptable, but it should not interfere with the Employee’s ability to complete the work they are employed to do. Use must not unduly interfere with the Employee’s obligations and must not be illegal, offensive, or contrary to the interests of the Employer.

* 1. *Privacy Obligations*

The Employer may collect and retain personal information concerning any aspect of the Employee’s employment directly from the Employee or any third party. Under the Privacy Act 1993, the Employee has rights and obligations and rights of access to and correction of personal information (except insofar as it relates to any exemption provided by the Act).

* 1. *Media*

The Employee must not make any statements to the media or any external agency about the Employer or its affairs without the express written permission of the Employer or Te Kōhanga Reo National Trust.

* 1. *Employer Policies and Procedures*

The Employee will familiarise themselves with and follow all policies and procedures of the Employer

and Te Kōhanga Reo National Trust.

The Employer may amend, cancel, or introduce policies and procedures as it considers necessary. Before any changes take effect, the Employer will notify the Employee of any changes to policies and procedures of the Employer or Te Kōhanga Reo National Trust.

If there is any conflict between any of the terms of this agreement and/or any instruction, policy, or procedure, the following order of priority shall apply (in order from high-priority to low-priority):

* + 1. The terms of this agreement;
		2. Any policies and procedures of Te Kōhanga Reo National Trust or of the Employer; and
		3. Any instructions given by the Employer.
	1. *Conflict of Interest*

The Employee agrees that there are no conflicts, retractions, or other matters which would interfere with their ability to discharge their obligations under this agreement.

The Employee agrees that whilst they are employed by the Employer, the Employee will not be engaged in any business or activity which may detract from their ability to work satisfactorily.

If, at any time, the Employee becomes aware of any potential or actual conflict between the interests of the Employee and the interests of the Employer, then the Employee will immediately inform the Employer.

Where the Employer forms the view that such a conflict does or could exist, it may direct the Employee to take steps to resolve the conflict. The Employee will comply with these instructions.

* 1. *Indemnity*

The Employer shall, to the extent permissible under the law, indemnify the Employee from and against all actions, claims and demands brought against the Employee by any third party relating to the performance of the Employee’s duties and responsibilities. This applies provided that the Employee’s actions were in good faith and did not involve recklessness, wilful neglect, or any wilful failure to carry out lawful and reasonable instructions. In all other cases, the Employee will be liable for their actions.

* 1. *Use of Surveillance Equipment*

The Employer may use surveillance equipment, such as cameras, global positioning satellite systems, voice recording, or email / internet use monitoring, for the purposes of, security (including to deter, or investigate loss or damage) monitoring /assessing safe work practice, for other health and safety purposes, training, and performance monitoring. The Employee has been made aware that such surveillance may be in operation, during the course of his or her employment, and acknowledges that information is being collected in this way. The Employer will abide by the provision of the Privacy Act 1993 when collecting and storing such information.

### Employee Performance

* 1. *Performance Objectives*

The Employer will endeavour to set performance objectives for the Employee at least annually. The Employer will consult with the Employee in doing so.

* 1. *Performance Reviews*

The Employer will endeavour to conduct a performance review of the Employee at least annually. When reviewing the Employee’s performance, the Employer will take the Employee’s performance objectives into account.

* 1. *Training and Development(Wānanga)*

The Employer may ask the Employee to attend wānanga. If the Employee accepts and attends a

wānanga, the Employer will pay the Employee for this time, at the Employee’s ordinary pay rate.

### Employment Protection Provision

* 1. *Employment Protection Provision*

In the event the Employer’s business undergoes a restructure (as defined in the Employment Relations Act 2000) the Employer will meet with the new employer to discuss matters relating to the Employee’s continued employment, including whether the new employer will offer employment and (if so) on what terms (including whether the new employer will offer employment on the same terms and conditions of employment). If the new employer does not offer the Employee employment, the terms of this agreement will apply.

### Termination of Agreement

* 1. *Termination of Agreement*

The Employer may terminate this agreement at any time, for any lawful reason, without the need to provide notice.

* 1. *Employee Obligations upon Termination*

Upon termination of this agreement, or at any other time if so requested by the Employer, the Employee will immediately return to the Employer all material or property either belonging to or the responsibility of the Employer (including copies), which are in the Employee’s possession or under their control. This includes all written and electronic (including software) information developed or used whilst employed by The Employer.

The Employee will not take any documents or copies, whether written or in electronic form, away from the Employer’s premises without the express permission of the Employer.

The Employee is also required to return all Employer property which includes but is not limited to mobile phones, laptop, credit card, and fuel cards.

Upon termination of this agreement, the Employee will hand over all passwords and codes for the Employer’s systems.

### Resolving Employment Relationship Problems

* 1. *Internal Resolution*

Where either the Employee or the Employer identifies a potential employment relationship problem, they should take reasonable steps to notify the other party of the matter. If a problem is identified, both parties should meet and try to resolve the problem together in accordance with tikanga Māori.

An employment relationship problem includes a personal grievance, a dispute, and any other problem relating to or arising out of the employment relationship, but does not include any problem with the fixing of new terms and conditions of employment.

* 1. *Personal Grievance*

If the Employee wishes to raise a personal grievance, they have 90 days from the time the problem occurred, or became known by the Employee, to raise the grievance with the Employer (or make reasonable efforts to do so). Personal grievances are defined under Section 103 of the Employment Relations Act 2000.

* 1. *Mediation*

If the parties are unable to resolve the employment relationship problem, the matter will be referred to the Employer who will arrange for mediation or alternative dispute resolution between the parties. Resolution may be through:

1. mediation provided by the Ministry of Business, Innovation, and Employment; or
2. alternative dispute resolution provided by any other person appointed by the Employer in accordance with tikanga Māori.

If the parties resolve the problem through mediation or alternative dispute resolution, the parties may agree for a mediator to sign any agreed statement, which will bind the parties.

* 1. *Employment Relations Authority*

If the dispute cannot be resolved using mediation, the Employee or the Employer can refer the problem to the Employment Relations Authority.

* 1. *Support Persons and Representatives*

At any time, the Employee has the right to involve and seek assistance from an advocate, an iwi representative, a lawyer, or a support person. This person can attend any/all meetings between the parties.

As soon as practicable, the Employee should inform the Employer of the contact details of their support person and/or representative.

### Other Contractual Clauses

* 1. *Variation of Agreement*

The Employer and Employee can agree to change the terms of this agreement at any time. Any changes must be in writing and agreed to by both employer and employee.

* 1. *Non-Assignment by Employee*

The Employee must personally perform the duties and responsibilities under this agreement.

No subcontracting or assignment by the Employee is permissible.

* 1. *Entire Agreement*

The terms and conditions set out in this agreement are the entire employment agreement between the employer and the employee, and replace any previous written and verbal agreements.

* 1. *Severability*

If any clause of this agreement is invalid or unenforceable at any time, then such invalidity or unenforceability shall not affect the remaining clauses of this agreement.

* 1. *New Zealand Law Applies*

This agreement is governed by the laws of New Zealand.

1. **Employee Acknowledgement**
	1. *Employee Acknowledgement*

[**legal name of employer**] offers this employment agreement to [**insert employee name**]: Signed by: Date:

In signing this agreement, I [**insert employee name**] accept the terms and conditions of my employment as detailed within this offer and declare that:

* I have read, and fully understood the terms and conditions of this agreement and their implications.
* I understand that my employment is on a casual basis, with no guarantees of any ongoing employment.
* I have received a copy of this agreement.
* I was told about my right to seek independent advice on the terms and conditions of this agreement and I have been given reasonable opportunity to take that advice.
* I have raised any issues I have about the terms and conditions of this agreement and the Employer has responded to these issues.
* I have told the Employer about any existing physical and/or health conditions that might be worsened by doing the job, or might affect my ability to do the job.
* I confirm that there are no contractual or other legal reasons that could stop me from working for the Employer.
* The information I have given is true and correct to the best of my knowledge and belief, and I have not left out anything that could affect the decision to employ me.
* I am, and will remain, able to work legally in New Zealand.
* I agree to be bound by these terms of employment and any policies and procedures as implemented by the Employer from time to time.

Signed by: \_ Date:

**SCHEDULE 1**

[see attached Job Description]

**DECLARATION**

**[legal name of employer]** offers this employment agreement to **[full name of employee]:**

Employer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(on behalf of [employer])

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, declare that I have read and understand the conditions of employment detailed above and accept them fully. I have been advised of the right to seek independent advice in relation to this agreement, and have been allowed reasonable time to do so.

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(the Employee)

Reminder:

Please note to commence employment with Te Kōhanga Reo National Trust you will need to appropriately satisfy safety check requirements (Police Vetting)