EMPLOYMENT CONTRACT
(White-collar employee)

BETWEEN:

_____ ***(name)***with its registered office at _____ ***(address)***, registered in the Crossroad Bank for Companies under the number _____ ***(number)***.

Hereinafter referred to as "the Employer".

Represented by Mr./Mrs. _____ ***(name)*** in the capacity of _____ ***(function)***.

AND:

Mr./Mrs. _____ ***(name)***, residing at _____ ***(address)***.

Hereinafter referred to as "the Employee".

Hereafter jointly referred to as the "Parties".

IT HAS BEEN AGREED AS FOLLOWS:

Article 1

1. The Employee is hired by the Employer in the capacity of _____ ***(function)***.

[***Optional:*** The function of the Employee is described in detail in the "job description" attached to the present contract. This “job description” forms an

integral part of the present contract. This description is not restrictive and may be modified by the Employer in accordance with sub-paragraph 2 of the present article 1.]

2. Without prejudice to the applicable legal and regulatory provisions, the Employee accepts that his tasks and responsibilities should be modified from time to time according to the needs or organisation of the Employer or linked or associated companies, taking into account the experience and qualifications of the Employee.

3. The Employee acknowledges and accepts that the right of the Employer to put his experience and qualifications at the disposal of companies associated with the Employer constitutes an essential condition of the present employment contract.

Article 2

1. The Employee carries out his functions _____ ***(place where in principle the Employee carries out his functions)***.

2. The Employee acknowledges and accepts that the place of work is not in his view an essential element of the present employment contract, given that the execution of his tasks and responsibilities require some mobility. [***Optional:*** Moreover, the Employee agrees to carry out both short and long-term tasks abroad on a regular basis, according to the needs of the company.]

   The Employee expressly acknowledges that the required mobility constitutes an essential element of the present employment contract.

Article 3

1. The employment contract is concluded for an indefinite period, starting on _____ ***(date)***.

2. The Parties expressly agree that the Employee will be evaluated on an annual basis.

Article 4

1. **FOR FULL-TIME EMPLOYEES:** The full-time weekly working hours are set at ___ ***(number)*** hours.

   The work schedule is determined as follows:

Day	**As of**	**Until**	**and**	**as of**	**until**
Monday					

Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

FOR THE PART-TIME EMPLOYEES: The part-time weekly working hours are set at ___ ***(number)*** hours.

The work schedule is determined as follows:

Day	**As of**	**Until**	**and**	**as of**	**until**
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

2. The Employee can be obliged, at the mere request of the Employer, to perform overwork under the conditions foreseen in the labour act of 16 March 1971.

Possible performed hours of overwork will be compensated or paid out in accordance with the stipulations of the labour act of 16 March 1971.

OR FOR THE PERSONNEL WITH MANAGERIAL FUNCTION OR POSITION OF TRUST

The Employee acknowledges and accepts that he holds a position of trust or a managerial position and that, given his function, he is expected to work the time necessary to best achieve his work, what supposes that he works at least a minimum of _____ ***(number)*** hours per week.

Given his managerial function or position of trust, it is nevertheless normal that the proper execution of his tasks and responsibilities requires the Employee to provide complementary or supplementary work hours in addition to the minimum working hours mentioned above, or even to work on

Saturday.

The Employee acknowledges and accepts that his remuneration, as defined in the present contract, constitutes adequate compensation for such complementary or supplementary work. Therefore, no additional proportional remuneration, nor any overtime payment or compensatory leave, will be due for this complementary or supplementary work.

Article 5

1. The monthly remuneration of the Employee is set at a gross amount of € _____***(amount in euro)***, less all legal and contractual withholdings.

   The Employee is also entitled to an end-of-year premium, provided that he fulfils the conditions stipulated in the applicable collective bargaining agreements.

2. [***Optional:*** In addition, the Employee may possibly be entitled to a bonus which is exclusively determined in function of his performances and the achieved objectives. The decision concerning the granting and the amount of the bonus is taken yearly, discretionarily by the Employer.]

3. Any other premium or gratuity irrespective of its description, [as well as any bonus] that the Employer may grant to the Employee over and above the remuneration mentioned in article 5.1 of the present contract, shall be revocable, whatever the amount or frequency of payment. Under no circumstances shall the Employee consider the payment of such amounts as an acquired right.

   Any decision made by the Employer concerning such a premium or gratuity [or such a bonus] shall only be valid for the period determined by the Employer and shall be paid for this period only, in accordance with the conditions stipulated by the Employer.

4. The Employee expressly accepts that the payment of his remuneration [and any potential bonus], less all legal and contractual withholdings, shall be made on his bank account.

Article 6 ***(optional)***

1. The Employer shall provide the Employee with the use of a car. All costs associated with the use of the car shall be borne by the Employer. The choice of car type and model is the exclusive prerogative of the Employer.

2. The Employee may use the car for his private needs within reasonable limits.

3. The Employee must notify both the insurance company and the Employer within 48 hours of any accident involving the company car. To this aim, the Employee shall use the accident declaration forms provided to him on the day of delivery of the car, and shall always ensure that he is in possession of a blank set of these declaration forms for completion.

4. [***Optional:*** The modalities for the provision of a company car are governed by the Company Car Policy, which the Employee acknowledges and accepts.]

Article 7 ***(optional)***

1. The Employee is entitled to meal vouchers with a face value of € _____ ***(amount in euro)*** for each day actually worked. The Employee's personal contribution is € _____ ***(amount in euro)*** per meal voucher ***(minimum € 1,09 per meal voucher)*** and the Employer's contribution is € _____ ***(amount in euro)*** per meal voucher ***(maximum € 5,91 per meal voucher)***.

2. The Employee expressly agrees that his personal contribution should be deducted monthly from his salary.

Article 8 ***(optional)***

1. The Employee expressly accepts to be enrolled into the group insurance that the Employer has underwritten with _____ ***(insurance company)*** under policy number _____ ***(number)***, for the benefit of _____ ***(personnel category)***. This policy covers _____ ***(retirement pension, death and disability)***.

2. The Employee will also be enrolled into the collective hospital insurance, which the Employer has underwritten with _____ ***(insurance company)***, under policy number _____ ***(number)***.

3. The enrolment of the Employee occurs according to the provisions of each current or future insurance policy as applicable within the company. The Employee expressly accepts that personal contributions connected to the insurance coverage will be deducted from his monthly remuneration, as stipulated in the insurance policy or in any possible schedules to this policy.

4. The Employee acknowledges having received a copy of the applicable insurance policies. By signing this agreement the Employee expressly accepts all of its provisions. The inclusion of the benefits in this agreement cannot give rise to any additional rights for the Employee other than those granted to him in the insurance policies. Nor are the rights which the Employer may derive from the insurance policies or the law in any way restricted by including the benefits in this agreement.

Article 9 ***(optional)***

1. The Employer shall reimburse the Employee the reasonable professional expenses incurred, provided that they have been approved by the Employer.

2. Professional expenses accepted by the Employer shall be reimbursed, at the discretion of the Employer either on the basis of receipts produced by the Employee at the end of each month, or on a lump sum basis.

Article 10

1. The Employee is entitled to 20 days of paid statutory holiday leave, and to the holiday pay in accordance with the legal or regulatory provisions applicable to him, provided that he complies with the conditions stipulated under Belgian law concerning annual holiday leave

2. [***Optional:*** The Employee is also entitled to _____ ***(number)*** extralegal holiday leave.]

3. The dates of the annual holiday leave will be determined in mutual agreement with the Employer, taking into account the legal and regulatory provisions applicable to the Employer and the operational or organizational needs of the Employer.

Article 11 ***(optional)***

1. The Employee must notify the Employer of his incapacity to work on the same day, if possible by telephone, before __ ***(hour)*** a.m.

2. Except in cases of *force majeure*, the Employee must send or deliver a medical certificate to the Employer within two working days from the start of his incapacity to work. This medical certificate should state the name of the doctor which delivered the certificate, the Employee's incapacity to work, the start date of the incapacity to work and its presumed duration, whether or not the Employee is authorized to leave his house, as well as the place where the Employee will stay during the period of incapacity to work in view of a possible medical control.

3. If the medical certificate is sent or delivered after this time or if the medical certificate is not duly completed, the Employee shall lose his right to a guaranteed remuneration for the days of incapacity to work preceding the delivery or dispatch of a duly completed medical certificate.

4. The Employee agrees, at the request of the Employer and at the latter's expense, to undergo a medical examination, carried out by a doctor appointed by the Employer (hereafter referred to as the "controlling doctor").

5. When the controlling doctor and the Employee's doctor fail to come to an agreement, the Parties may appoint an arbitration doctor, in order to resolve the medical dispute, within two working days after the remittance of the findings of the controlling doctor. If the Parties fail to reach an agreement on the appointment of an arbitration doctor, either party may appoint one that satisfies the provisions of the Act of 13 June 1999 concerning control medicine and appears on a list drafted in execution of the aforementioned Act. The Employer gives to the controlling doctor and the Employee gives to the doctor who delivered the medical certificate an express mandate to appoint an arbitration doctor. The arbitration doctor must notify his decision to the doctor

who delivered the medical certificate and to the controlling doctor. The Employer and the Employee shall be notified in writing by registered letter. The decision of the arbitration doctor is binding to both Parties. The costs are payable by the party that put was put in the wrong by the doctor.

6. The above-mentioned provisions also apply in the event of a relapse or an extension of the incapacity to work. In the event of a relapse within fourteen days, the certificate must also state whether or not the further incapacity is due to another illness.

7. In the event of an extension of the period of incapacity, the Employee must deliver or send a completed medical certificate to the Employer, as described above, at the latest on the last day of the period covered by the previous certificate.

8. If the Employee is the victim of an accident, other than an industrial accident, he must provide the Employer with all the relevant details in order to obtain the guaranteed salary.

Article 12 ***(optional)***

1. The Employee agrees to devote all of his working time and all of his efforts exclusively to the interests of the Employer and, during the present employment contract, to accept no other employment or exercise any other professional activity external to that of the Employer, without the prior written consent of the Employer, whether or not similar to the services rendered to the Employer and whether or not exercised at the same time as the services rendered to the Employer.

2. The Employee undertakes to display professional and loyal behaviour under all circumstances. In particular, he is formally prohibited, directly or indirectly, from soliciting, accepting or receiving any offer, promise, gift, present, commission, reduction, premium or remuneration of any type from any third party with a business relationship or any other relationship with the Employer, subject to the prior agreement of the Employer.

3. Any failure by the Employee to respect the present provision may be considered as a serious fault justifying immediate termination of the present contract without notice or indemnity in lieu of notice, without prejudice to the right of the Employer to prosecute the Employee or any third person concerned, notably for any criminal violation.

Article 13

1. The Employee acknowledges having no knowledge before his entry into the service of the Employer of information of a confidential or secret nature concerning the commercial activities of the Employer or any other company with which the Employer maintains commercial relations.

2. The Employee acknowledges that information of a confidential or secret nature concerning the commercial activities of the Employer or any other

company with which the Employer has commercial relations, is strictly confidential and secret and of great value to the Employer.

3. Without prejudice to the prohibition on revealing manufacturing or trading secrets as stipulated in article 17, 3° of the Act of 3 July 1978 and in article 309 of the Criminal Code, the Employee undertakes to keep secret and neither use nor allow the use of, nor render public, communicate or divulge, directly or indirectly, totally or partially, at any time, either during his employment or subsequently, whatever the reason for the termination, whatever the circumstances, aim or reason, any manufacturing or trading secrets or any other secret information, whatever its importance, which comes to his knowledge during his employment by the Employer, such as information concerning the activities, suppliers, customers, organization and personnel of the Employer, and in particular lists of customers, price lists and other conditions of sale and working methods.

4. On the day of termination of his employment contract with the Employer, for whatever reason, as well as at any time and at the first request of the Employer during the period of employment, the Employee shall immediately return all originals, copies or summaries of documents, reports, files, computer programs, diskettes, notes, lists, notepaper, correspondence, samples and any other similar information and any equivalent information carriers directly or indirectly dealing with the Employer or his business, irrespective of whether or not they were received from the Employer or constituted by the Employee, as well as any other object that has been received for the execution of his work.

5. The abovementioned documents and objects are and shall always remain the exclusive property of the Employer. Moreover, the Employee agrees not to make or keep copies of all the above and to confirm to the Employer, at the end of the employment contract, that no copy has been made or kept.

6. Any violation, however small, of the abovementioned obligations during the term of the employment contract, shall constitute a serious fault justifying immediate termination of the present contract, without notice or payment in lieu of notice.

7. Any measure taken by the Employer against the Employee in the context of the present provision shall not prejudice any criminal proceedings against the Employee or any third party.

Article 14 ***(optional)***

1. The Employee transfers to the Employer any creation, method, research, process or know-how, and more in general any result of any intellectual activity, whether or not protected by intellectual property rights, including but not restricted to any copyright, patent, drawing, model, any trade mark, any commercial name, domain name, any right attached to a software or a database, which may be produced by the Employee, both during and outside working hours, in the performance of his employment contract, or on the occasion of the tools the Employer has provided him with, or on the basis of the directives given by the Employer.

2. The Employee guarantees that he is free to transfer any right or interest in the result of any intellectual activity, as defined above, as well as to authorise its exploitation without prejudicing the rights of any third party.

3. The Employee undertakes to communicate immediately to the competent department within the company any result, as described in point 1 of the present article, accompanied by any document or information, of whatever nature, certifying the said result as of the production of said result. The Employee also undertakes to provide any assistance to the Employer to defend and protect the said rights and interests before the courts or in any judicial or non-judicial procedure, as well as to help the Employer to ensure and prove the validity of the transfer of the said rights and interests. For this purpose, the Employee shall notably lend support to the Employer by providing him with any document or information, as well as by completing any required formality. The Employee shall supply the Employer with any useful document in his possession or any useful information for the protection, exploitation and transfer of these rights and interests.

4. The transfer, as defined in point 1 of the present article, includes mainly but not exclusively, all features and rights, to their broadest extent, attached to the copyright (author's right) or similar rights (neighbouring right), including the right to reproduction and the right to storage by whatever technical means, the right to amend, the right to translate, the right to borrow and the right to rent out, the right to communication to the general public, the right to present the work, the right to distribute by whatever technical means, by radio network, by cable, by satellite, by ADSL, by internet, as well as any derived rights or rights concerning merchandising, and in general any known form of exploitation, as well as any yet unknown form of exploitation on the date of conclusion of the present contract, whatever the technical means employed for its exploitation.

5. The transfer as defined in point 1 above of the present article is definitive, irrevocable and worldwide. The Employer, for his part, is free to transfer or licence the said rights or interests.

6. The Employee acknowledges and accepts that any indemnity or compensation for the transfer is already included in the remuneration paid by the Employer, and that said remuneration constitutes sufficient and adequate compensation for the transfer considered. The Employee is entitled to _____ ***(percentage)*** % of the profits generated by the exploitation of the rights attached to the work, with a maximum of _____ ***(amount in euro)*** euro, for forms of exploitation not known on the date of the present contract, as specified below. The right of the Employee to the above-mentioned percentage is valid only for works protected by copyright (author's right) and is limited to the statutory duration of the protection covering the work in any concerned country.

7. The Employer may decide on the timing, the manner, the presentation and the form in which the results will be communicated to the public or exploited. The Employer may decide on the name, whether it concerns his own name, or any other name or no name at all, under which the work will be communicated or exploited. The Employer is free to modify the results in any manner that he deems appropriate in the context of their exploitation, taking into account the right of the Employee to oppose any act likely to prejudice his honour or reputation.

Article 15 ***(optional - in case the annual remuneration of the employee exceeds (amount 2014) € 65.771)***

First option

1. The Employee undertakes, both during the employment contract and for a period of _____ ***(maximum 12)*** months following the termination of the

present contract, not to exercise within _____ ***(places in Belgium)*** similar activities, either by running a personal business or by taking up employment with a competing employer, that could prejudice the company he has left by using the specific knowledge he has acquired within the company, in industrial or commercial matters, for his own benefit or for the benefit of a competitor.

2. In case of termination of the present contract and provided that the present non-compete clause produces its effects in accordance with Article 86 § 1 of the Act of 3 July 1978 on Employment Contracts, the Employer shall pay a one-time lump sum compensatory indemnity to the Employee corresponding to half of the gross remuneration that the Employee would have received during the period of effective application of this clause.

3. The non-compete indemnity shall be calculated taking into account the gross remuneration paid to the Employee the month preceding the date of termination of the employment contract. If the Employee's remuneration is partly or totally variable, the amount of the compensation shall be calculated, for the variable part, on the average gross remuneration of the twelve months preceding the date of termination of the present employment contract.

4. In the event of a violation of the non-compete clause by the Employee, the latter shall reimburse the Employer the non-compete indemnity and in addition, the Employee shall pay an equivalent sum to the Employer. Moreover, the employment tribunal can, at the request of the Employer, grant a higher compensation if the Employer can deliver proof of a greater prejudice.

5. The Employee's non-compete obligation applies from the moment this contract is terminated. The Employer however is entitled to waive his right to the effective application of the non-compete clause within fifteen days following the date of termination of the present employment contract. By waiving the effective application, the Employer is no longer held to pay the aforementioned non-compete indemnity.

6. This article shall not apply if the present contract is terminated, either during the first six months of execution of the employment contract, or after this period, by the Employer not for serious misconduct, or by the Employee for serious misconduct.

Second option (derogatory stipulation)

1. Given the international scope of the Employer's activities**,** or its significant economic technical or financial interests in international markets [or given the Employer has its own research department], and due to the fact that the Employee is occupied with tasks that allow him to, directly or indirectly, acquire knowledge of practices specific to the Employer, the use of which outside the Employer could be damaging to the Employer, the Employee undertakes, both during the employment contract and for a period of _____ ***(number)*** months after the termination of the employment contract, not to exercise similar activities, either by running a personal business, or by taking up employment with a competing employer that could prejudice the company he has left, by using, for his own benefit or for the benefit of a competitor, the knowledge specific to the Employer that he has acquired when working for the Employer, in industrial or commercial matters and this, in the following countries: _____ ***(countries)***.

2. The Employee's non-compete obligation is applicable from the moment of termination of the employment contract, unless terminated at the initiative of

the Employee because of a serious fault by the Employer, recognised as such by the labour jurisdictions.

3. The Employer reserves the right to renounce his rights to the effective application of the non-competition clause. If the Employer decides to renounce the application of the non-competition clause, he shall inform the Employee of this decision within fifteen days of the date of termination of the employment contract.

4. Provided that the present non-competition clause produces its effects on the date of termination of the employment contract in application of Article 86 § 1 of the Act of 3 July 1978 on Employment Contracts, the Employer shall pay to the Employee the agreed compensation, namely an amount corresponding to half of the gross remuneration that the Employee would have received during the period of effective application of the clause, unless the Employer has renounced the application of the non-competition clause in accordance with the previous paragraph.

5. To calculate this amount, it is necessary to take into account the gross remuneration paid to the Employee during the month that precedes the date of termination of the employment contract. If the Employee's remuneration is partly or totally variable, the amount shall be calculated, for the variable part, on the average gross remuneration of the twelve months preceding the date of termination of the employment agreement.

6. In the event of a violation of the non-competition clause by the Employee, the latter shall reimburse the Employer the amount determined above that which the Employer has paid. In addition, he shall pay an equivalent sum to the Employer. However, the judge may, at the request of the Employer, grant a higher indemnity if the Employer can provide proof of greater prejudice.

Article 16 ***(optional)***

1. The Employee will not, both during the term of this agreement and for a period of ____ ***(number of months)*** months following the effective termination of this agreement, recruit or attempt to recruit, directly or indirectly (for instance through a temp agency) any employee of the Employer, or have direct or indirect recourse to the services of those employees on a self-employed basis.

2. The abovementioned injunction applies during the abovementioned period to all members of personnel of the Employer or of any company associated with or related to the Employer.

3. Any violation whatsoever of the above mentioned obligations will expose the Employee to the payment of a fixed indemnity of € _____ ***(amount)*** per infringement, without prejudice to the right for the Employer to put an end to the violation by any means and to request the repair for a higher damage.

Article 17 ***(optional)***

1. In accordance with Belgian legislation, the Employee may both during the term of the employment contract and after its termination, not render unfair competition and participate in unfair competition.

2. The following acts will be considered as, be it non-exhaustive, examples of acts of unfair competition:

   - the use, both personally or on behalf of third persons, of information, procedures, company secrets, lists of clients or suppliers of the Employer or of the group the Employer is part of, he was informed of during or on the occasion of the exercise of his function;
   - the use of the name or the logo of the Employer or of the group the Employer is part of on a third party behalf;
   - any act that could cause confusion as to the identity the Employee is representing vis-à-vis the clients of the Employer or of the group the Employer is part of;
   - any attempt within one year of the termination of the employment agreement of the Employee to convince another employee to terminate his or her employment at the Employer.

Article 18 ***(optional)***

1. Upon recruitment of the Employee and during his entire employment with the Employer, the Employer will process personal data, whether or not by automatic means.

   By "processing", it must be understood: "*any operation or set of operations which is performed upon personal data, whether or not by automatic means, such as collection, recording, organization, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available; alignment or combination, as well as blocking, erasure or destruction of personal data*".

2. _____ ***(department)*** have access to the data processed.

3. The processing of all these data aims exclusively at a correct execution of the employment contract.

   As a consequence, only data related to the following activities and the following purposes are processed:

   - The administration of personnel, including the administration of salary, remuneration, contractual benefits (including the possible company car) and the reimbursement of costs;
   - The managing of personnel, and the implementation of the personnel policy, including personnel assessment, planning of training and career and career counselling;
   - Fulfilling all legal, regulatory and administrative obligations and the observation and application of social and tax legislation;
   - Planning of work, both administrative as well as organizational, planning, drafting and following up hour schedules or tasks in order to manage performances and billing of the client;

- Managing access inspections (especially buildings, including the parking spaces, phones, mobile phones and the computer network);
- Managing social welfare;
- Maintaining and ensuring communication between the company and its members of personnel;
- Drafting and updating statistics;
- Supporting recruitment and hiring procedures both administrative as well as organizational.

4. The Employee expressly agrees with the processing of personal data performed by the Employer for the abovementioned purposes.

   The categories of personal data processed are notably the following:

   - Identification data (name, first names, address, …);
   - personal data (date and place of birth, civil status, language, nationality, sex, …);
   - occupational data (education, skills, professional experience, …);
   - data in relation to the evaluation of performances;
   - family composition;
   - financial data (salary, bonuses, ...);
   - characteristics of the management of contractual benefits;
   - characteristics of the agreement; etc.

5. The recipients or categories of recipients of these personal data are the ONSS/RSZ, the tax administration, the insurance company, the pay-roll agency, etc.

6. The Employee explicitly accepts that his personal data processed in accordance with this Article of the present contract can be transferred to _____ ***(countries)***, provided the applicable conditions thereto under Belgian law would be fulfilled

7. The Employee has a right to access these data and a right to correct the data processed, in compliance with the procedures stipulated in the Act of December 8, 1992 in relation to the protection of privacy with regard to the processing of personal data and its royal decrees of execution.

   Further information may be obtained from the public register.

Article 19

1. Without prejudice to the usual methods of extinction of obligations, the parties may only terminate the present employment contract under the provisions of the law of July 3, 1978 on employment contracts.

2. Either of the parties may terminate the present contract without notice or indemnity in lieu of notice, for a serious fault, without prejudice to the right to claim an indemnity where appropriate.

The Employee acknowledges that any failure to comply with his obligations, as described in the present contract [or one of its annexes], or any serious failure or negligence in the execution of his tasks, may be considered to be a serious fault justifying immediate termination of the present contract without notice or indemnity in lieu of notice.

Article 20

This agreement is governed by Belgian law and any dispute concerning the interpretation, execution or termination of the present employment contract must be resolved by Belgian law.

Article 21

The employment tribunals of _____***(place)*** have exclusive competence over any dispute concerning the interpretation, execution or termination of this agreement.

Article 22

If any provision of this agreement or part of a provision is declared null and void or contrary to a mandatory law in force, the remaining provisions shall not be automatically made null and void and shall consequently retain their validity.

Article 23

This agreement replaces all agreements, settlements or understandings between the Employee and the Employer, as far as this agreement conflicts with the contents of these agreements, settlements or understandings.

Article 24

The Employee acknowledges having received, when signing the present employment contract, a copy of the Employer's work regulations as well as any annexes to this agreement, if any, and agrees to all their provisions.

Article 25

The Employee acknowledges having received an original copy of the present employment contract, duly signed by all Parties.

Concluded in two original copies at _____***(place)***, on _____ ***(date)***.

On behalf of the Employer,*	The Employee*
_____ ***(name)*** _____ ***(function)***	_____ ***(name)***

* The Parties precede their signature with the words “read and approved” and initial each of the preceding pages.