



The Principal Statement

You must give the Principal Statement to your new member of staff by the end of their first day of employment.



The Principal Statement must include at least:

- The employer's name
- The employee's or worker's name, job title, or description of work and start date
- How much and how often an employee or worker will get paid
- Hours and days of work and if and how they may vary (also if employees or workers will have to work Sundays, nights, or overtime)
- Holiday entitlement (and if that includes public holidays)
- Where an employee or worker will be working and whether they might have to relocate
- If an employee or worker works in different places, where these will be, and where the employer's address is
- How long a job is expected to last (and what the end date is if it's a fixed-term contract)
- The length of the probation period and any terms and conditions which apply
- Any other benefits (for example, childcare vouchers and lunch)
- Obligatory training, whether or not this is paid for by the employer

- If the worker is required to work outside the UK for over a month: arrangements for working outside the UK (including period, the currency of pay, additional pay and benefits, and return terms)
- The date that a previous job started if it counts towards a period of continuous employment

You must also ensure you confirm the following information in the contract of employment:

- Pensions and pension schemes. (Must be provided within 2 months of the start date)
- Collective Agreements (Must be provided within 2 months of the start date)
- Disciplinary and grievance procedures. (Must be provided within 2 months of the start date in the form of an employee handbook or separate policies)

