**EMPLOYMENT CONTRACT №** 5

…… …………………………. 12.03.2018

**…………………………………………………………….**

represented by **General Director** **……………………………..**,
 position last name, first name, patronymic

acting on the basis of Decisions of the Sole Participant of the Company dated 03.03.2011 …No.5 and the Charter

hereinafter referred to as the “Employer”, from one side, and a foreign citizen

**…………….**,
last name, first name, patronymic

Hereinafter referred to as the “Employee”, from the other side, have entered into this employment contract (hereinafter referred to as the “Contract”) about the following:

1. **The employee shall be employed at**

(name of the division)

in position of Auxiliary worker
 (name of position, profession)

1. **The contract is:**
* Contract for the main job
* Contract for part-time work

(please underline)

1. **The contract is concluded:**

- for an indefinite period of time
 - for a certain period of time (the reason for the conclusion of a fixed-term employment contract)

1. **Term of the agreement:**

starting at 12.03.2018
till

1. **Rights and obligations of the Employee**

5.1. The employee has the right to:

- provision of employment stipulated by this Contract;

- a workplace that meets the conditions and requirements by the relevel regulatory documents;

- safe work environment;

- provision of flushing and neutralizing agents, in accordance with the approved “Norms of free issuance of flushing and neutralizing agents to employees”;

- other rights provided for in Article 21 of the Labor Code of the Russian Federation and other federal laws;

 5.2 The employee is obliged to:

- fulfill their duties and obligations assigned to him by this Agreement in the interests of the employer, and according to the official (professional) instructions, fulfill the duties during the entire working time;

- perform orders, tasks, and instructions of the manager in time in a high-quality manner;

- observe labor discipline and the rules of internal labor regulations;

- comply with the requirements for Occupational Health and Safety;

**6. Rights and obligations of the Employer**

6.1. The employer has a right to :

- conclude, change, and terminate a Contract with an Employee in accordance with the procedure and conditions established by the Labor Code of the Russian Federation and other federal laws;

- demand from the Employee to fulfill their work duties and careful attitude to property, compliance with the rules of internal labor regulations;

- encourage the Employee for conscientious and effective work;

- bring an Employee to account for disciplinary and material liability in accordance with the procedure established by the Labor Code of the Russian Federation and other federal laws;

- adopt local regulations.

6.2. The Employer is obliged to :

- comply with laws and other regulatory legal acts, local regulations, and the terms of the Contract;

- familiarize the Employee with the internal labor regulations, regulations on commercial, business secrets and confidential information, requirements for labor protection, fire safety and other regulatory documents necessary for the performance of their official duties;

- provide the Employee with work stipulated by the Contract;

- provide the Employee with inventory, technical documentation and other means necessary for the fulfillment of their work duties;

- pay wages on time

**7. Working hours and breaks**

7.1 The employee is set to the following working time plan :

- Normal working hours - a five-day working week of 40 (forty) hours with days off-Saturday and Sunday

(normal working hours, reduced or part-time working hours)

In cases where an Employee is involved in overtime work or work on weekends and holidays, he will be paid (or provided with another day off) in accordance with the Labor Code of the Russian Federation.

7.2. Vacations

The employee is provided with:

- basic leave of 28 calendar days.

**8. Payment**

For the fulfillment of the duties provided for in this Agreement and the official (professional) instructions to the Employee, the following is established: