

EMPLOYMENT CONTRACT

This Agreement is made on the date of the last signature below.

Between:

- 1) The Friends of Chain Bridge Forge (CBF) a company incorporated in England and Wales with registered number 077 whose registered office is at Chain Bridge Forge , High Street , Lincolnshire , PE11 1TX (the Employer, we or us); and
- 2) Ryan Atkin (Ryan's Iron) of (the Employee or you).

This document sets out your terms and conditions of employment and contains the written particulars of your employment as required under section 1 of the Employment Rights Act 1996.

Getting Started

- Your employer is The Friends of Chain Bridge Forge. We agree to employ you in the capacity of Blacksmith from 01 August 2021 .
- Your normal workplace is Chain Bridge Forge, High Street, Lincolnshire, PE11 1TX. However, some offsite working is expected.
- All the terms of your employment are in this contract.
- 01 August 2021 is the date on which your continuous employment starts for legal purposes.
- Your duties are those that normally go with your job title including To conduct Blacksmithing at Chain Bridge Forge
- You must take on reasonable additional or different duties when we ask you, to meet our reasonable business needs
- You must be allowed to work in the UK to be employed by us and must tell the us immediately if this is not the case. We can end your employment without notice or compensation if you lose or lack permission to work in the UK.
- We recognise you will work for Chain Bridge Forge and Ryan's Iron. We ask you to inform us if you take further employment which might be hazardous to our customers and our working relationship. If you break this rule, we can dismiss you without notice or payment.
- We can suspend you for a reasonable length of time in the circumstances, to carry out a disciplinary investigation or if we have another reasonable basis for suspension.

Pay and Expenses

- We will pay you £360 per week by weekly instalments in arrears. Payment will be by automated bank transfer or another method agreed between us. We will review your pay annually, in our sole discretion.

- We can deduct any money that you may owe us from your pay or other payments due to you.
- You are not entitled to reimbursement of expenses in connection with your duties under this Agreement unless we give advance written permission.

Specific Requirements when working with Ryan's Iron

- We will encourage you to use the Forge while working for Ryan's Iron. Our eventual aim will be for you to work the Forge as Ryan's Iron paying the Forge rent. Until this time we
- If Chain Bridge Forge purchase materials for Ryan's Iron then CBF will invoice for this expense
- The Forge will also expect payment for consumables and overheads while Ryan Iron uses the facilities of Chain Bridge Forge.
- CBF will insure Ryan Atkin while working for CBF
- Apportionment of sales – Ryan's Iron sales will be those taken away from CBF and Ryan's Iron will be responsible for delivery and post delivery support.
- CBF will market Blacksmithing at Chain Bridge Forge
- Facilities/Tools – CBF will make available all tools required. Care must be taken if its part of the museum collection
- Health & Safety – CBF will provide PPE equipment and ensure a safe environment.
- Ryan Atkin will ensure he works in a safe ways and keeps the Forge tidy and safe for other users.

Hours of Work

Your normal working days are

- Monday
- Tuesday
- Wednesday
- Time - 10 :00 am to 4 pm You must work reasonable additional hours to meet business requirements without additional payment.

Holiday

- Our holiday year begins on 1 April . You are entitled to 20 days' holiday per holiday year at your normal basic pay. This entitlement includes the usual public holidays. In the holiday year(s) in which your employment starts and ends, one-twelfth of your annual holiday entitlement will accrue for each full month of employment.
- You must take your holidays on dates that are convenient to us and that we agree in writing in advance. You should give us as much notice as you can of your wish to take holiday on a particular date giving notice of at least double the length of time

you wish to take on holiday in one go. We may require you to take holiday on specific days as notified to you.

- When your employment ends, we will pay you in lieu of any accrued but untaken holiday entitlement. You must take your outstanding holiday entitlement during any notice period, if we ask you to. If you have taken more holiday than you have accrued then you must repay us for the days you have not accrued. Payment by you or us under this clause will be at the rate of 1/260th of your annual salary (or, if you are part-time, at 1/260th of your full-time equivalent salary) for each day of holiday.
- Unless agreed otherwise, if you do not take all of your holiday entitlement in any holiday year, we will not normally make any payment in lieu or increase your holiday entitlement in any subsequent year. However, carry forward may be permitted if a period of extended sickness absence, statutory maternity, paternity, shared parental or adoption leave has prevented you from taking leave in the relevant year and in this case you should contact CBF Directors

Sickness

- If you are ill or injured and cannot attend work you must tell your line manager or HR representative no later than 30 minutes before your usual start time or as soon as reasonably practicable, unless an extreme emergency does not allow for this. You must provide a reason for your absence.
- If you are off sick for seven days or less in a row, you must complete a self-certification form. If you are off sick for longer, you must give us medical certificates covering the whole period (except the first seven days).
- You must undergo a medical examination by our nominated doctor if we ask you to. We can see any report the doctor writes and discuss the contents with them. We can postpone your return to work following sickness absence until a doctor confirms that you are fit to work.
- During sickness absence, we will pay you Statutory Sick Pay (SSP) as long as you satisfy the relevant requirements. For the purposes of SSP, the agreed qualifying days are your normal days of work as specified in this Agreement. After 6 months of service we will also top this up to your normal pay for a maximum of 2 weeks'

sickness absence in any twelve months as long as you comply with our sickness rules.

- If your sickness absence is the fault of a third party and you can recover damages from that party you should notify us. If there are any claims or settlements you should keep us informed and pay us back any sum recovered from the third party to compensate you for lost earnings, which you have been paid for by us.
- We have the right to terminate your employment as set out in this agreement even if this means you lose the right to sickness or other benefits.

Pension and Other Benefits

- There is currently no entitlement to pension benefits in relation to your employment, but we will provide such pension arrangements as are required by law.
- For further information about pension arrangements, please contact CBF Directors

Data Protection

- We will process personal data and sensitive personal data ('special categories of personal data') about you in accordance with our Data Protection Policy and Data Protection Privacy Notice, available from your line manager or HR representative or the Staff Handbook.
- 'Personal data' includes references, personal records, emails containing personal details, addresses and details of contractual benefits.
- 'Sensitive personal data' includes information about:
 - i your health, to monitor sick leave and take decisions about your fitness for work; and
 - ii your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation.
- You will comply with your obligations under our Data Protection Policy and other relevant policies, including in relation to communications and equipment.
- We will process your data in accordance with our Data Protection Privacy Notice, specifically to:
 - iii meet our obligations under your employment contract; and
 - iv ensure that we are complying with our legal obligations.
- In other cases, we have a legitimate interest in processing your data before, during and after the end of the employment relationship.

Termination

- Your employment is for a fixed term. Unless ended earlier as specified elsewhere in this Agreement, your employment will automatically end on 31 March 2022 without the need for notice.
- You can resign at any time by giving us at least a week's written notice. We can end your employment at any time by giving you written notice of at least one week for every full year of continuous employment, with a minimum of one week and a maximum of twelve weeks.
- We may end your employment without letting any notice period run its course by making a payment equal to the basic salary that would have been due during the unexpired notice period. We will also continue your contractual benefits over the notice period that would have applied or pay you the amount that those benefits would have cost us over the same period.
- We can terminate your employment without notice or payment for your notice period:
 - a. if you commit any act or omission that we think is gross misconduct; or
 - b. if you seriously breach your employment obligations (including under this Agreement); or
 - c. if you do not have the right to work in the United Kingdom; or

Garden Leave

- During your notice period, whether you or we gave notice, we can require you:
 - a. to stay away from your workplace or our other premises;
 - b. to carry out different or specified work or duties or carry out no work duties at all;
 - c. not to behave as if you have authority to act on our behalf; or
 - d. not to communicate with our suppliers, customers or clients, investors, employees, contractors, agents, trustees or representatives.
- During the period when this change or these changes apply, you will continue to be employed under this contract and entitled to receive your salary and all contractual benefits. Your obligations to us will continue and you may not work for any third parties or for yourself unless we give prior written consent.

Confidentiality

- For the purposes of this Agreement:

- a. Associated Employer has the meaning given by the Employment Rights Act 1996;
- b. Confidential Information means any information disclosed by or on behalf of the Employer (or any Group Business) to the Employee during their employment that at the time of disclosure (whether in writing, electronic or digital form, verbally or by inspection of documents, computer systems or sites or pursuant to discussions or by any other means or other forms and whether directly or indirectly) is confidential in nature or may reasonably be considered to be commercially sensitive, and which relates to the business and affairs of the Employer (or any Group Business) including but not limited to: (a) all Employment IPRs (b) all Employment Inventions and (c) all analyses, compilations, studies and other documents prepared by the Employee which contain or otherwise reflect or are generated from the information referred to above.
- c. Employment IPRs means Intellectual Property Rights you create in the course of your employment with us (whether or not during working hours or using our premises or resources) that:
 - i. relate to any part of (or demonstrably anticipated business of) the Employer or any Group Business; or ii. are reasonably capable of being used by the Employer or in any part of a Group Business.
- d. Employment Inventions means any Invention which is made wholly or partially by you at any time during the course of your:
 - i. normal duties; or ii. duties specifically assigned to you, if those duties are such, that an Invention might reasonably be an expected result (whether or not during working hours or using our premises or resources, and whether or not recorded in material form).
- e. Group Business means any business owned or operated by us or an Associated Employer or all of those businesses together, as the context allows;
- f. Intellectual Property Rights means without limitation all existing or future intellectual and industrial property rights, anywhere in the world including and Invention, patent, utility model right, copyright and related right, trade mark, trade name, internet domain name, design right, design, service marks, trade secrets,

database right, topography right, right in get-up, right in goodwill or to sue for passing off and any other right of a similar nature, whether registered (or capable of registration) and the right to apply for any of these; and

g. Inventions mean without limitation, inventions, ideas and improvements, whether or not patentable and whether or not recorded in any medium.