

Written statement of particulars: zero hours worker

This statement lists the 'particulars' (terms and conditions) of your employment with us as of 5 October 2026.

These must be given to you under the Employment Rights Act 1996.

1 Names of the worker and employer and the start date

You, Tomasz Wilk, began working for Harper & Lane LLP on 9 November 2026.

Our address is 4 Wellington Yard, Leeds LS1 4AP.

2 Job title or a brief description of the job

You'll be employed as a Casual Archive Assistant.

Your job description may be amended by us.

You may be required to undertake additional or other reasonable duties as necessary to meet the needs of our business. This is in addition to duties set out in the job description

3 Pay

Your pay will be the hourly rate for the place where you work, as set out below, for every hour worked.

You'll be paid weekly.

4 Place of work

Your normal place of work is our Leeds office, 4 Wellington Yard, Leeds LS1 4AP.

You may be required to work at our Manchester office or the Harrogate archive store, when a shift there is offered.

5 Working hours

You have no normal working days or hours. We are not obliged to offer you any work, and you are not obliged to accept any work we offer. When you accept a shift, its hours are between 8am and 6pm, with the exact hours given when the shift is offered, with a daily unpaid lunch break of 30 minutes for a shift of more than six hours. The places where you may be offered work, and the hourly rate for each, are:

- Leeds office, 4 Wellington Yard, Leeds LS1 4AP: £12.85 an hour

- Manchester office, 21 Quay Street, Manchester M3 3JE: £13.20 an hour
- Harrogate archive store, Unit 7 Hookstone Park, Harrogate HG2 7DB: £13.50 an hour

6 Holiday entitlement

Your holiday entitlement is 12.07% of the hours you work, which builds up as you work and is paid when you take it.

7 Other benefits

You're not entitled to any benefits not set out in this statement.

8 Absence and sick pay

If you're absent for work for any reason, you must inform the Office Manager by telephone as soon as possible, but no later than two hours before the start of an accepted shift.

For absences of 7 days or less, you can self-certify.

On your return to work you must complete and return a self-certification form to your manager. This must be returned before the end of your first day back at work.

For absences of 7 days or more because of sickness or injury, you must get a fit note from your doctor.

All sickness or injury absences will be added to your employment record.

You may be entitled to be paid if you're not able to work due to 'incapacity' (sickness or injury). You'll receive Statutory Sick Pay if you qualify, on the terms set out in the government's Statutory Sick Pay guidance.

9 Other paid leave

You may be eligible for statutory paid leave, including maternity, adoption, paternity, shared parental, parental bereavement and neonatal care leave, if you qualify, on the terms set out in our family leave policies.

You may be eligible for additional paid leave, including compassionate leave, on the terms set out in our leave policies.

Further information can be found in the policies on each type of leave, which are available from HR.

10 Training

We offer in-house training and in some cases paid time to attend, subject to certain eligibility requirements and other conditions. Details of this training are set out in our training policy, available from HR.

We require you to complete our induction and confidentiality training. We will pay for the cost of this training.

11 Probation period

There is no probation period.

12 Notice period

The notice you must give to end your employment is one week.

We may end your employment at any time by giving you one week.

13 Pension arrangements

If you're eligible, we'll automatically enrol you into our occupational pension scheme in accordance with our obligations under Part 1 of the Pensions Act 2008. If you do not opt out of automatic enrolment, details of the scheme will be provided once you join.

Pension terms and conditions are set out in the scheme booklet available from HR.

14 Collective agreements

A 'collective agreement' is an agreement the employer has with employees' representatives (including trade unions) that allow terms and conditions like pay or working hours to be negotiated on behalf of workers.

There are no collective agreements.

15 Grievances

If you wish to raise a grievance, you should put it in writing to the Office Manager.

If the grievance is not resolved to your satisfaction, or if the grievance relates to your manager, you should contact HR.

16 Disciplinary and dismissals

The disciplinary rules which apply to you are set out in the Staff Handbook, available from HR. If you're unhappy with any decision taken in relation to you, including a decision to dismiss you, you should contact the HR Manager.

Please sign and return a copy of this statement to confirm you've received and accepted these terms.

Worker's signature:

Date:

Manager's signature on behalf of the organisation:

Date: