

BASIC TERMS OF EMPLOYMENT
(according to the provisions of Law 5053/2023)

| A. INFORMATION ABOUT THE EMPLOYER | |
|---|--|
| Last Name/Corporate Name: | |
| Name:: | |
| Business Name: | |
| VAT/TIN: | |
| Legal Form of Incorporation: | |
| Scope of Activity: | |
| Address: | |
| Telephone number: | |
| e-mail: | |
| USER UNDERTAKING INFORMATION (in cases where work is provided on the basis of an assignment of employment (lending agreement) or via a Temporary Employment Agency (TEA): | |
| Last Name/Corporate Name: | |
| Name: | |
| Business Name: | |
| VAT/TIN: | |
| Legal Form of Incorporation: | |
| Scope of Activity: | |
| Address: | |
| Telephone Number: | |
| e-mail: | |
| Term of assignment-lending/temporary employment (via a TEA) | Start date <input type="checkbox"/> End date <input type="checkbox"/> |
| SUCCESSOR EMPLOYER INFORMATION (in the case of a transfer pursuant to P.D. 178/2002 (OJ A/162)) | |
| Last Name/Corporate Name: | |
| Name: | |
| Business Name: | |
| VAT/TIN: | |
| Legal Form of Incorporation: | |
| Scope of Activity: | |

| | |
|-------------------|--|
| Address: | |
| Telephone Number: | |
| e-mail: | |

| <u>B. INFORMATION ABOUT THE EMPLOYEE</u> | |
|--|--|
| Last Name: | |
| Name: | |
| Father's Name: | |
| Taxpayer Identification Number (TIN): | |
| Identity Card No: | |
| Address: | |
| Telephone Number: | |
| e-mail: | |
| <u>Information regarding special categories of employees (Minors, Foreign Nationals)</u> | |
| Minor's Employment Record Book No: | |
| Residence permit for third-country nationals which entitles them to direct access to the labour market | Permit Number <input type="checkbox"/> Expiry Date <input type="checkbox"/> |
| Residence permit of third country nationals which requires additional authorization for access to the labour market: | Permit Number <input type="checkbox"/> Expiry Date <input type="checkbox"/> |

| <u>C. EMPLOYMENT RELATIONSHIP INFORMATION</u> | |
|--|---|
| Place of Work (address): | |
| Employee's position/specialty: | |
| Scope of work: | |
| Prior service (in years): | |
| Type of employment relationship: | Open-ended <input type="checkbox"/> Fixed Term <input type="checkbox"/> |
| Status of employment relationship: | Full-time employment <input type="checkbox"/> Part-time employment <input type="checkbox"/> Rotational Employment <input type="checkbox"/> On Demand Employment <input type="checkbox"/> |
| Date of commencement of employment: | |
| Contract term (in case of a fixed-term contract): | Start Date <input type="checkbox"/> End Date <input type="checkbox"/> |
| Trial period: | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Term of trial period (if such period has been agreed) | Start Date <input type="checkbox"/> End Date <input type="checkbox"/> |
| Hourly wage: | |

| | |
|---|--|
| Total gross earnings: | |
| Holds a Supervisory or Managerial or Trust position: | <p>YES <input type="checkbox"/></p> <p>Case A <input type="checkbox"/></p> <p>Cases: Case B <input type="checkbox"/></p> <p>Case C <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> |
| Digital Organization of Working Time | |
| Digital Schedule | <p>YES <input type="checkbox"/></p> <p>Start Date <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> |
| Contractual Hours: | |
| Weekly Employment: | <p>Five Days <input type="checkbox"/></p> <p>Six Days <input type="checkbox"/></p> |
| Flexible working hours (after the start of the reported hours): | <p>From: <input type="checkbox"/></p> <p>To: <input type="checkbox"/></p> |
| Work Card | <p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> |
| Rest Time/Break | <p>YES <input type="checkbox"/></p> <p>Minutes <input type="checkbox"/></p> <p>Rest Time Occurs: During work hours: <input type="checkbox"/></p> <p>Not during work hours: <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> |
| SPECIAL TERMS OF ON-DEMAND EMPLOYMENT | |
| Agreed total hours of work per month: | |
| Reference days: | MON <input type="checkbox"/> TUE <input type="checkbox"/> WEN <input type="checkbox"/> THU <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN <input type="checkbox"/> |
| Reference hours: | From: ... To: ... |
| Number of guaranteed paid hours per month: | |
| Gross hourly wage for guaranteed hours: | Cannot be less than the minimum hourly wage amount. |
| Gross hourly wage for hours of work on top of the guaranteed paid hours (if agreed to be more than the amount of the previous field): | |
| Minimum notice period prior to the assignment of work: | |

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|---|--|
| *According to indent (b) of Article 182 ^a of the Code of Individual Labour Law | |
| Deadline for cancellation of the work assignment | |

| | |
|---|--|
| D. INFORMATION ABOUT EMPLOYMENT ABROAD | |
| <u>In the case of an employee sent for work to another EU Member State or third country</u> (as per Article 72 par.1 of the Code of Individual Labour Law): | |
| State/states where the work abroad is to be performed: | |
| Anticipated duration of work abroad: | |
| Currency to be used for the payment of remuneration: | |
| Benefits/Allowances: | |
| Repatriation information: | Repatriation is provided for <input type="checkbox"/> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> Conditions governing the repatriation: </div> No repatriation is provided for <input type="checkbox"/> |
| <u>In the case of an employee posted to another EU Member State under Directive 96/71/EC</u> (as per Article 72 par.2 of the Code of Individual Labour Law): | |
| Host Member State: | |
| Amount of minimum remuneration (according to the EU Member-State's laws): | |
| Currency to be used for the payment of remuneration: | |
| Allowances: | |
| * Where applicable.. | |
| Arrangements for reimbursing expenditure on travel, board and lodging: | |
| * Where applicable. | |
| Official national website developed by the host Member State: | |

(TEMPLATE) INDIVIDUAL EMPLOYMENT CONTRACT/NOTIFICATION OF TERMS OF INDIVIDUAL EMPLOYMENT CONTRACT

In, this, the parties:

On the one hand (employer's details - legal person: corporate name, VAT number, tax office, registered office-full address or employer's details - natural person: full name, TIN number, ID number, tax office, address), hereinafter "Company/employer" and

on the other hand (employee's details: full name, ID number, TIN number, tax office, address), hereinafter "employee/worker".

Have agreed that hires under a dependent employment relationship starting on..... and ending on..... (in the case of a fixed-term contract) with the following terms and conditions:

1. Place of work

..... (employee's name) will provide the work of

2. Position, speciality, classification of employee (if any), category/sector of employment (if any)

..... (employee's name) will be employed as.....

3. Scope of work

.....

4. Remuneration

i) (employee's name) will be paid a monthly salary/daily wages of paid on

ii) Payment for overtime/extra work/work in addition to or beyond the guaranteed paid hours:.....

5. Employment time

A) Programme for the organization of working time that is entirely or mostly predictable:

The duration of the normal daily/weekly work period is.....

The daily working hours are:

i) Continuous from.....to.....or

(ii) Broken from.....to..... and from.....to.....

iii) Work groups (shifts) system (such as a Program certified by the competent Labour Inspectorate in accordance with the provisions of Law 2874/2000, Law 3385/2005, Law 3518/2006 Art. 68, the 1975 National Collective Labour Agreement, of Laws 1892/90, 2639/98, 1957/91 and Award No. 25/83 of the Secondary Administrative Court of Arbitration of Athens)

Arrangements for overtime/extra work/shift changes:

.....
.....

B) Working time organization plan that is entirely or mostly unpredictable¹:

Working hours are variable.

- i) Agreed total number of working hours per month²:
- ii) Number of guaranteed paid hours per month³:
- iii) Reference hours and days within which the agreed work may be provided at the employer's request:
- iv) The minimum notice period within which the employer must notify the employee before the assignment is.....and the deadline within which the employer may cancel the assignment, in accordance with the terms of paragraph 3 of Article 10 of Law 5053/2023 (Article 182A of P.D. 80/2022) is.....

6. Leave (days of leave, how and when leave is granted, leave pay)

..... (employee's name) shall be entitled to leave with pay and a leave allowance as specifiedThis leave shall be taken by (name)

7. Trial period⁴ (if agreed)

The duration of the trial period is
Terms of probation:

8. Training⁵ (if provided)

.....

9. Procedure for termination of the contract/employment agreement (obligation to give written notice, prior notice periods, amount of compensation, presence of good cause if required, etc.)

According to the existing provisions of the labour law
.....
.....

¹ Article 70 par.1(ιγ), (ιγα), (ιγβ), (ιγγ) and Article 182A of P.D. 80/2022 (OJ A/222).
² Article 182A of P.D.80/2022 (OJ A/222), par.4.
³ Article 182A of P.D.80/2022 (OJ A/222), par.4.
⁴ Article 1A of P.D. 80/2022 (OJ A/222).
⁵ Article 70 par.1(h) and Article 70A of P.D. 80/2022 (OJ A/222).

Severance pay is determined according to..... or increased severance pay according to (e.g. collective agreement, Labour Regulation, individual employment contract).

10. Applicable collective arrangement (Collective Labour Agreement, Arbitration Award, Ministerial Decision):

The collective arrangement to which (employee’s name) is subject is the following

11. Employee social security institutions and related employer’s contributions

.....

12. Details of user undertaking (where the work is provided on the basis of an assignment of employment [lending] or via a Temporary Employment Agency - TEA, subject to Article 118 of Decree 80/2022)

.....

SPECIAL CASES
ADDITIONAL DATA/INFORMATION

A) WORK ABROAD⁶ (if the relevant contracts are drawn up in Greece)

(Employee’s name) shall be required to provide his/her work in(country/countries) for the following duration: Remuneration shall be paid in(currency). Allowances or benefits, in cash or in kind, linked to the assignment of the work:

In case of repatriation:

B) POSTING OF EMPLOYEES TO A MEMBER STATE UNDER DIRECTIVE 96/71/EC OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL OF 16 DECEMBER 1996 CONCERNING THE POSTING OF WORKERS IN THE CONTEXT OF THE PROVISION OF SERVICES (L 18) (as amended by Directive (EU) 2018/957 of the European Parliament and of the Council of 28 June 2018, amending Directive 96/71/EC concerning the posting of workers in the framework of the provision of services (L 173)), under an employment contract or relationship established in Greece:

The remuneration to which (employee’s name) is entitled under the applicable legislation of the Member State is.....(including any allowances related to the posting, if applicable, and arrangements for reimbursement of travel, board and lodging expenses).

The official national website of the host Member State through which (employee’s name) can obtain information on the terms and conditions of employment applicable to posted workers is.....

⁶ Article 72 par.1, P.D. 80/2022 (OJ A/222).

This Agreement has been drawn up in duplicate, signed by the parties and each of the parties has received a copy.

(place),

(date)

**THE EMPLOYER or
THEIR LEGAL REPRESENTATIVE**
(Signature)

THE EMPLOYEE
(Signature)