

Contract between the Employer and our Work Experience Client

Obligations of our client:

- You must respect your work colleagues at all times and the rules that your Manager has set up.
- You have to work as hard as possible, neither your employer nor Breakaway will deal with laziness.
- Even if some tasks are less pleasant to do than others, you must undertake them without getting moody.
- Never consider your placement is granted because you used Breakaway's services. If you are incompetent in doing your duties, or show an unruly or unsociable behaviour, your employer will be free to end your work experience placement.
- Your manager may not always be available during working hours, but you will still need to be efficient, hard working and responsible.

Obligations of the employer:

- The employer must treat his French member of staff with respect at all times.
- The employer needs to keep in mind that his French member of staff is in the UK to gain experience in the client's chosen career and improve his level of English. Therefore he shall be patient and speak slowly to him, especially when he first starts his work experience placement.
- The employer needs to give clear responsibilities and instructions to his French student at all times, and make sure that the student's duties are relevant to their course.
- Please ensure that the French Student has a member of staff who is their point of contact at all times.
- **To ensure that all French staff are covered on the company's insurance policy while on the premises and to provide *Breakaway* with a copy of the company's insurance contract.**
- **To ensure that Health and Safety checks are carried out and to provide *Breakaway* with a copy of necessary certificates.**
- To provide a letter/certificate at the end of our client's stay explaining what their duties and responsibilities were during their work experience placement.

Signed
Employer

Dated

Signed
Client

Dated

Signed
Breakaway

Dated