

Employment Contract

Template Contracts & Staff Regulations

CHF 3,000 (excl. VAT)

■ SUMMARY

Assistance in the drafting or the review, and the implementation, of your company's template employment contract(s) and staff regulations, governing the employment relationship with your entire staff.

We also assist you in identifying and addressing potential regulatory requirements in connection with the management of your staff (health and safety obligations, recording of hours, processing of employee data, etc.).

■ PROCESS AND DELIVERABLES



Information gathering

You share with us all available information regarding your company's existing documentation and/or current practices on management of staff.



Review

We review the material and ask for any additional information that may be required.



Kick-off

We hold an initial 1-hour call or meeting to discuss your options regarding the content of the contracts, your management approach and practices, and possible specific regulations applicable in your industry.



Initial draft

We produce an initial draft of a template employment contract (fixed term and undetermined duration) along with a draft of staff regulations.



Follow-up

We hold a 1-hour follow-up call or meeting to discuss any comments from you on the initial drafts.



Final documents

We produce a fully revised version of the documents and provide a short description of the implementation process.

■ LIMITATIONS, CONDITIONS AND DISCLAIMERS

Requires successful onboarding as a client of the firm (incl. KYC, conflict checks, and signed engagement letter).

The package does not cover the negotiation of an employment contract with a candidate, the application for a tax ruling on an expense policy, nor the negotiation of a collective agreement with unions or staff representatives.

Services not included in the package will be charged at standard rates and subject to our engagement terms.

■ CONTACT

If interested, please contact your contact person within ID EST, or write to contact@idest.pro or call +41 21 321 0880.