

## **Adopt Good People Management Use Written Employment Contract**

- Narrator: Warm reminder from the Labour Department  
Adopt Good People Management  
Use Written Employment Contract
- Elsa: Owen, here is the employment contract specifying explicitly the employment terms and conditions. It reminds both employers and employees of their contractual obligations, protecting the interests of both parties and minimising unnecessary labour disputes.
- Boss: Please have a look and sign if you agree the terms.  
Welcome aboard!
- Owen: Job Duties: Toilet cleaning, cooking .....What?!?
- Boss: Elsa, you have wrongly picked my list of housework duties!
- Elsa: .....
- Labourman: Employers should draw up reasonable and fair employment terms for the contract of employment orally or in writing. However, using written employment contracts can bring the benefits as just mentioned by Elsa.

For details, please refer to the related publications published by the Labour Department.

Labour Department  
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