

Good Human Resource Management of the Catering Industry

A Guide to Recruitment and Using Written Employment Contract



Labour Department



Catering Tripartite Committee

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A Sample Employment Contract for Catering Industry can be downloaded from the following website or by scanning the QR code provided:

www.labour.gov.hk/eng/public/wcp/catering_contract.pdf



I. Foreword

As the Chinese saying goes, “Bread is the staff of life”. Through the ages, food has been an integral part of our life. Given that Hong Kong is a world-famous culinary capital, the development of the catering industry has been playing a pivotal role in Hong Kong’s economy or even the people’s livelihood. The thriving development of the catering industry over the years owes much to the untiring efforts and significant contributions of the pool of excellent chefs and catering practitioners. To sustain its development, it is essential that employers in the catering industry can successfully recruit suitable employees.

Good recruitment procedures can help enhance the image of enterprises in the industry, make the industry more attractive to job seekers, and win the trust and respect of employees. Meanwhile, the diverse modes and conditions of employment often require employers in the catering industry to put in great efforts on human resource management. By concluding with the employee a written employment contract which clearly sets out the employment conditions, the employer not only can safeguard the interests of both parties, but also can enhance the efficiency of human resource management.

In this connection, the Tripartite Committee on the Catering Industry has specially produced this booklet, “Good Human Resource Management for the Catering Industry – A Guide to Recruitment and Using Written Employment Contract”, to provide the industry with guidelines on good human resource management for attracting more talents to join the industry and make concerted efforts in promoting its steady development.

II. Tripartite Committee on Catering Industry

The Labour Department has set up the Tripartite Committee on Catering Industry to provide an effective communication platform for employers, employees and the Government to discuss issues of common concern. The aim is to promote tripartite dialogue and cooperation at the industry level with a view to fostering harmonious labour relations. In the production of this booklet, we have received support and valuable advice from members of the Tripartite Committee on Catering Industry. Special thanks are due to the following committee members (in alphabetical order):

Trade Unions

Association of Professional Personnel (Hotels, Food & Beverage)
Catering and Hotels Industries Employees General Union
Catering Trade Chiuchow and Cantonese Workers Union
Eating Establishment Employees General Union
Hong Kong & Kowloon Restaurant & Café Workers General Union
Hong Kong & Kowloon Tea House Workers General Union
Hong Kong Union of Chinese Workers in Western Style Employment
Hotels, Food & Beverage Employees Association
The Federation of Hong Kong Food & Beverage Industries Trade Unions
The Federation of Hong Kong Food & Beverage Industries Trade Unions - Chinese & Western Food Workers Union
The Federation of Hong Kong Food & Beverage Industries Trade Unions - Food and Beverage Management and Professional Staff Association
The Federation of Hong Kong Food & Beverage Industries Trade Unions - Kwan Sang Catering Professional Employees Association

Employers' Associations

Association of Restaurant Managers
Chiu Chow Overseas Food Trade Merchants Association Ltd.
Estates Restaurants (Hong Kong) Merchant Association Ltd.
Hong Kong Catering Industry Association
Hong Kong Federation of Restaurants & Related Trades Ltd.

Hong Kong Restaurant & Eating House Merchants General Association
The Association for Hong Kong Catering Services Management Ltd.

Employer Organisations

Advance Caterers Ltd.
Café de Coral Holdings Ltd.
Fairwood Holdings Ltd.
Federal Restaurant Group
Forum Restaurant (1977) Ltd.
Happiness Cuisine
Kam Hing Food Factory Ltd.
Kampery Group
LHGroup
Maxim's Caterers Ltd.
Seafood Delight Restaurant
Sham Tseng Yue Kee Roast Goose Restaurant Ltd.
Sun Lok Restaurant
Tack Hsin Management Services Ltd.
Tai Hing Worldwide Development Ltd.

Academic body

Institution of Dining Art

III. Good Recruitment Procedures

Recruitment is the first phase where job seekers meet with employers. Good recruitment procedures can help employers engage suitable talents, reduce administrative work on human resource management and enhance the corporate image of employers.

(1) Pre-recruitment preparation

Before commencing a recruitment exercise, an employer should:

- conduct a job analysis to identify the requirements of the post and the qualities required for the post; and
- draw up an objective and well-defined job description which set out the duties, responsibilities and working conditions as well as the qualifications required to perform the duties.

(2) Fair and objective selection procedure

In the process of shortlisting and deciding on the most suitable candidate, an employer should:

- adopt consistent selection criteria to assess the competency of job seekers in order to minimise bias and avoid discrimination;
- obtain information from job seekers relevant to selection only and avoid unnecessary enquiries which may lead to a perception of discrimination;
- keep job seekers' and employees' information confidential in order to comply with the requirements of the Personal Data (Privacy) Ordinance; and
- adhere to the principle of equal opportunities in employment so that job seekers and employees:
 - can compete equally on the basis of their abilities, aptitude and knowledge; and
 - are not discriminated against on the grounds of sex, marital status, pregnancy, disability, age, family status, race, nationality or religion, etc.

(3) Fair employment terms

- In setting the employment terms, an employer should adopt the principle of “equal pay for equal work” :
 - employees performing the same work or work of similar nature should receive the same pay;
 - the benefits available to an employee of a particular grade or rank should be the same as those available to all employees of the company who are of the same rank; and
 - where individual employees receive different pay for equal work, it should be due to genuine and job-related factors, such as work performance, length of service or place of work and such considerations should apply to all staff of the same rank.

(4) Case sharing on good human resource management practices

Case (1)

Customising jobs with flexibility

A catering group has applied the “people-oriented” principle in its recruitment process by launching a new recruitment scheme. Unlike the traditional approach where employers pre-determine the job requirements, place of work and working hours, etc, the scheme allows job seekers to propose employment conditions having regard to their own circumstances and needs. The group will customise the jobs according to their proposals and work experience. For example, some housewives can only work for a few hours in the neighbourhood while their children are at school. The group will, as far as possible, assign them to work in their preferred location and customise the jobs to fit their needs.

Case (2)

Employing elderly persons

A food manufacturing company considers that elderly persons are excellent trouble-shooters dedicated to work, and that they can also glow in the labour market with right jobs and opportunities. The company employs a large number of elderly persons, and allocates the work having regard to their individual competency, interests and physical condition. The company also implements flexible work arrangements. Senior employees can discuss with their department heads about their preferred weekly working days and daily working hours to cater for their individual needs so as to maintain a work-life balance.

Case (3)

Family-friendly employment practices

In view of an employee's need to take care of her school-age children, a restaurant agrees to allow her to switch to night shift so that she can do the household chores such as buying food and cooking before work. The measure has not only facilitated employees to juggle family and work, but also helped the restaurant recruit suitable staff, creating a win-win situation for both parties.

IV. Using Written Employment Contract

Employers should draw up reasonable and fair employment terms, such as mutually agreed wages and benefits, conditions of work (including working hours and overtime compensation arrangements), holidays as well as the notice period for termination, etc. Not only will it strengthen employees' sense of belonging to the company and help employers to attract and retain talents, it will also enhance the corporate image.

(1) Benefits of entering into written employment contract

Under the Employment Ordinance (EO), a contract of employment can be made orally or in writing. Employees' rights and benefits are protected under the EO, irrespective of whether the employment contract is made orally or in writing. Employers are advised to enter into written employment contracts with their employees as it will bring the following benefits to both parties:

- Specifying explicitly the employment terms and conditions;
- Reminding both employers and employees of their contractual obligations;
- Protecting the interests of both parties; and
- Minimising unnecessary labour disputes.

(2) Points-to-note when entering into a written employment contract

a. Know the legal requirements

Employment Ordinance (EO)

The EO is the major piece of legislation governing employment terms and conditions in Hong Kong. The employment conditions offered by an employer to his employees can be more favourable than the provisions of the EO, but cannot be set below the minimum standards laid down in the EO. For details of the provisions of the

EO, please refer to “A Concise Guide to the Employment Ordinance” published by the Labour Department.

Minimum Wage Ordinance (MWO)

The Statutory Minimum Wage (SMW) is expressed as an hourly rate. According to the MWO, wages payable to an employee in respect of any wage period should be no less than the SMW rate on average for the total number of hours worked. For details, please refer to the leaflets or reference guidelines on statutory minimum wage prepared by the Labour Department.

Any terms of an employment contract which purport to extinguish or reduce any right, benefit or protection conferred upon the employee by the EO or the MWO shall be void.

Mandatory Provident Fund Schemes Ordinance (MPFSO)

Employers in the catering and construction industries are required to enrol their “casual employees” and regular employees in mandatory provident fund (MPF) schemes and make contributions. “Casual employees” are those engaged in the above industries by an employer on a day-to-day basis or for a fixed period of less than 60 days. Even if the “casual employees” have worked for one day only, the employer has to make MPF arrangements for them.

MPF Industry Schemes are MPF schemes specially designed for the catering and construction industries*. When engaging “casual employees”, an employer opting for Industry Scheme should first check with the employees if they have an account under the same Industry Scheme. If yes, employers can do away with the enrolment procedures. They simply need to ask the employees to provide the MPF account number printed on the

membership cards (commonly known as “casual employee cards”) so that they can make contributions for the employees conveniently.

Under MPF legislation, employers are obliged to enrol employees in their Industry Scheme if the employees do not have an account under the same Industry Scheme within the first ten days of employment and make contributions on time. Employers must bear in mind that the employees concerned must fill in all the required information in the enrolment form, including name, Hong Kong Identity Card number, date of birth, contact details (residential address and telephone number), tax residency, and investment choices, etc.

For further details about the MPFSO, please call the Mandatory Provident Fund Schemes Authority (MPFA) enquiry hotline at 2918 0102 or visit the MPFA’s website www.mpfa.org.hk.



* Employers in the catering / construction industries may opt for Industry Schemes or Master Trust Schemes having regard to the needs of employees / companies.

b. Explain clearly the employment terms

Under section 44 of the EO, an employer must inform his employees in detail the conditions of employment under which they are to be employed, including:

- wages (including rate of wages, overtime rate and any allowances, whether calculated by piece, job, hour, day, week or otherwise);
- wage period;
- length of notice required to terminate the contract; and
- end of year payment or proportion of it and the payment period

(if applicable).

Other employment conditions such as working hours, overtime compensation arrangements, holiday arrangements, etc., should also be specified.

Besides, employees should request their employers to clarify any terms that are ambiguous or unintelligible to them. For instance, where employees may occasionally need to work overtime, are the overtime compensation arrangements clearly specified?

c. Provide the employee with a copy of the written employment contract

Section 44 of the EO also stipulates that if the employment contract is in writing, the employer shall provide a copy of the contract to the employee immediately after it is signed or validated.

d. Changes in employment conditions

Under section 45 of the EO:

- Whenever there is any change in the employment conditions referred to in section 44 or the conditions in force at any time, an employer must inform the employee of such change in a manner intelligible to the employee.
- Where there is any written amendment to the employment conditions, an employer must provide his employee with a copy of the written amendment immediately after the amendment is reduced to writing or validated.
- If the amendment is not in writing, upon receipt of a written request from his employee, an employer must deliver to the employee a notice in writing containing such changes in the employment terms.

In addition, an employee may claim for remedies against an employer for unreasonable variation of the terms of the employment contract if-

- the employee has been employed under a continuous contract;
- the terms of the employment contract are varied without the employee's consent;
- the employment contract does not contain an express term which allows such a variation; and
- the terms of the employment contract are varied other than for a valid reason as specified in the EO.

(3) Fixed term contract

For operational needs, employers may enter into fixed term contracts with employees, at the expiry of which the employer-employee relationship will come to an end.

Employers should take note:

- according to the EO, should an employee is absent from work under a mutual arrangement, or the custom of the trade, business or undertaking and thus regarded as continuing in the employment of his employer, his period of employment shall not be treated as broken by any such absence during that period;
- recruit fixed term contract staff according to operational needs;
- give priority to the contract staff if there is a need to employ permanent staff;
- avoid deliberately entering into short-term contracts with terms shorter than a certain period as an evasion of the relevant liability;
- avoid deliberately deferring the renewal of employment contracts with their employees for a certain period of time in an attempt to reduce the right conferred upon the employees by the EO. Such practices may adversely affect the morale of employees or even lead to labour disputes.

V. Sample Employment Contract for Catering Industry

To assist employers and employees in the industry in drawing up written employment contracts, the Labour Department has specially prepared a Sample Employment Contract for Catering Industry (see Annex) for their reference.

The sample contract mainly covers the statutory entitlements and protection for employees under the EO, with terms specific to or generally applicable to the catering industry. For information on the relevant legislation, please visit the following websites:

Full text of the Employment Ordinance in Hong Kong e-Legislation
www.elegislation.gov.hk/hk/cap57



A Concise Guide to the Employment Ordinance
www.labour.gov.hk/eng/public/ConciseGuide.htm



VI. Useful Contacts

Labour Legislation

Enquiry hotline: 2717 1771 (the hotline is handled by “1823”)

Homepage Address: www.labour.gov.hk



Offices of Labour Relations Division of the Labour Department

Hong Kong	Hong Kong East	12/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong.
	Hong Kong West	3/F, Western Magistracy Building, 2A Pokfulam Road, Hong Kong.
Kowloon	Kowloon East	UG/F, Trade and Industry Tower, 3 Concorde Road, Kowloon.
	Kowloon South	2/F, Mongkok Government Offices, 30 Luen Wan Street, Mongkok, Kowloon.
	Kowloon West	Room 1009, 10/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po, Kowloon.
	Kwun Tong	Units 801-806, 8/F, Tower 1, Millennium City 1, 388 Kwun Tong Road, Kwun Tong, Kowloon
New Territories	Tsuen Wan	5/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, New Territories.
	Kwai Chung	6/F, Kwai Hing Government Offices, 166-174 Hing Fong Road, Kwai Chung, New Territories.
	Tuen Mun	Unit 2, East Wing, 22/F, Tuen Mun Central Square, 22 Hoi Wing Road, Tuen Mun, New Territories.

	Sha Tin & Tai Po	Rooms 304-313, 3/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, New Territories.
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This list was finalised in March 2022 and the addresses of the relevant offices are subject to changes. For latest details, please visit the Labour Department's homepage: www.labour.gov.hk/eng/tele/lr1.htm or call the 24-hour enquiry hotline.



Recruitment Centre for the Catering Industry of the Labour Department

Address: 2/F, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon

Tel.: 3847 7600 / 3847 7606

Related organisations

Mandatory Provident Fund Schemes Authority

Tel.: 2918 0102

Website: www.mpfa.org.hk



Equal Opportunities Commission

Tel.: 2511 8211

Website: www.eoc.org.hk



Office of the Privacy Commissioner for Personal Data

Tel.: 2827 2827

Website: www.pcpd.org.hk



Sample Employment Contract for Catering Industry

This contract of employment is entered into between _____ (hereinafter referred to as “Employer”) and _____ (hereinafter referred to as “Employee”) on _____ (date) under the terms and conditions of employment below:

1. **Commencement of Employment**[^]

Effective from _____ / _____ / _____ (DD / MM / YY)

until either party terminates the contract

for a fixed term contract for a period of _____ *day(s) / week(s) / months(s) / years(s), ending on _____ / _____ / _____ (DD / MM / YY)
2. **Probation Period**[^]

No

Yes, _____ *day(s) / week(s) / month(s)
3. **Section Employed**

*Sales / Catering / Pantry / Dim Sum / Kitchen / Barbecue / Bar / Beverage / Cleaning / Reception / Dim Sum Sales / Cashier / General Affairs / Personnel / Accounting / Others: _____
4. **Position Employed**

5. **Place of Work**[^]

Fixed place of work _____

No fixed place of work. The Employee may be posted to other branches in Hong Kong. The Employer shall make reasonable arrangements before posting.
6. **Working Hours**[^]

Fixed, at _____ days per week, _____ hours per day, from _____ *am / pm to _____ *am / pm and _____ *am / pm to _____ *am / pm

Shift work required, _____ hours per day, from _____ *am / pm to _____ *am / pm and _____ *am / pm to _____ *am / pm
*Or refer to the roster schedule for the detailed working hours

Shift work required, at _____ working day(s) per *week / month, totalling _____ hour(s)
*Or refer to the roster schedule for the detailed working hours

Others: _____
(please specify details of working hours arrangement, total working hours, etc.)
7. **Non-peak Off-duty Hours**[^]

No

Yes Fixed, from _____ *am / pm to _____ *am / pm, *with / without pay, *counted / not counted as working hour(s)

Not fixed, at _____ *minutes / hour(s) per day, *with / without pay, *counted / not counted as working hour(s)
8. **Meal Break**[^]

Meal Break *with / without pay, *counted / not counted as working hour(s)

Not fixed, at _____ *minutes / hour(s) per day

Fixed, from _____ *am / pm to _____ *am / pm
9. **Wages**

a. wage rate[^] Basic wages of \$ _____ per *hour / day / week / month;
plus the following allowance(s):

_____ shares of tips (including 10% service charge and cash)

Travelling allowance of \$ _____ per *day / week / month

Others (e.g. appetiser charge from customers) \$ _____ (please specify details of payment criteria, calculation method, date of payment, etc.)

[^] Please put a “✓” in the clause(s) as appropriate

* Please delete the word(s) as inappropriate

Attendance allowance of \$ _____ (please specify details of payment criteria, calculation method, etc.)

b. payment of wages & wage period(s)^

Every month, payable on _____ day of the month for wage period from _____ day of the month to _____ day of **the month / the following month*

Twice a month, payable on

(i) _____ day of ** the month / following month* for wage period from _____ day of the month to _____ day of ** the month / following month*; and

(ii) _____ day of ** the month / following month* for wage period from _____ day of the month to _____ day of ** the month / following month*

Once for every _____ **day(s) / week(s)* for wage period from _____ to _____

10. Overtime Compensation^

Compensation by overtime pay:

At the rate of \$ _____ per hour

At the rate according to **normal wages / _____% of normal wages*

Others _____

(please specify details of payment criteria, calculation method, etc.)

Compensation by time-off in lieu: _____

(please specify details of granting criteria, calculation method, etc.)

11. Rest Days^

Regular, on every _____, **with / without pay*

Irregular. Before the commencement of every month, the Employee will be informed orally or in writing of the rest days for that month. The rest days are **with / without pay*.

(The Employee is entitled to not less than 1 rest day in every period of 7 days.)

12. Holidays^

The Employee is entitled to:

statutory holidays as specified in the Employment Ordinance (EO)

public holidays

plus other holidays (please specify) _____

13. Paid Annual Leave^

The Employee is entitled to paid annual leave according to the provisions of the EO (ranging from 7 to 14 days depending on the Employee's length of service).

The Employee is entitled to the following paid annual leave according to the rules of the Employer (please specify) _____

14. Maternity Benefits^

The Employee is entitled to maternity leave and maternity leave pay according to the provisions of the EO.

The Employee is entitled to the following maternity leave and maternity leave pay according to the rules of the Employer (please specify) _____

15. Paternity Benefits^

The Employee is entitled to paternity leave and paternity leave pay according to the provisions of the EO.

The Employee is entitled to the following paternity leave and paternity leave pay according to the rules of the Employer (please specify) _____

16. Sickness Allowance^

The Employee is entitled to sickness allowance according to the provisions of the EO.

The Employee is entitled to sickness allowance according to the rules of the Employer (please specify)

^ Please put a "✓" in the clause(s) as appropriate

* Please delete the word(s) as inappropriate

17. **Termination of Employment Contract[^]** A notice period of _____*day(s) / week(s) / month(s) or equivalent amount of payment in lieu of notice (notice period not less than 7 days)
- During the probation period (if applicable):
- within the first month: without notice or payment in lieu of notice
 - after the first month: a notice period of _____*day(s) / week(s) / month(s) or an equivalent amount of payment in lieu of notice (notice period not less than 7 days)
18. **End of Year Payment / Bonus[^]** No
 Yes, *an amount *of \$ _____ or equivalent to _____ month's *basic / normal wages upon completion of each payment period*
 The payment period is one *calendar / lunar year or a specified period from _____ to _____.
 Payment is to be made within _____ days before commencement of the following *calendar / lunar year.
19. **Mandatory Provident Fund Scheme[^]** The Employer and the Employee are to make contributions towards the Mandatory Provident Fund (MPF) Scheme in accordance with the requirements specified in the Mandatory Provident Fund Schemes Ordinance.
- In addition to the mandatory contribution**, the Employer provides monthly voluntary contribution to the MPF Scheme **in an amount of \$ _____ / at a rate of _____% of the Employee's monthly wages.*
- In addition to the mandatory contribution**, the Employee provides monthly voluntary contribution to the MPF Scheme **in an amount of \$ _____ / at a rate of _____% of the Employee's monthly wages.*
20. **Work Arrangements in Times of Adverse Weather and "Extreme Conditions"**
- A. **Work Arrangements in Times of Tropical Cyclone Warning[^]** The Employee is required to work when Tropical Cyclone Warning Signal No.8 (T8) or higher is in force. **In addition to normal wages**, the Employee is entitled to a duty allowance of *\$ _____ or _____ % of normal wages for each hour worked.
- In case staff on the next shift are unable to report for duty at workplace when T8 or higher is in force, or due to practical difficulties and the Employer requests the Employee of the preceding shift to continue to work due to operational requirements, **in addition to normal wages**, the Employee is entitled to a special allowance of *\$ _____ or _____ % of normal wages for each hour of the extended service.
- [The Employer **provides / does not provide* transport services to the Employee when T8 or higher is in force, the Employee is entitled to a travelling allowance of \$ _____ per trip or the actual cost of transport, whichever is higher.]
- The Employee is not required to work when T8 or higher is in force and wages will not be affected during the period. If the Government has not made an "extreme conditions" announcement ^{note}, the Employee is required to resume duty within _____ hours as far as practicable if T8 is cancelled not less than _____ hours before the end of working hours.

[^] Please put a "✓" in the clause(s) as appropriate

* Please delete the word(s) as inappropriate

B. **Work Arrangements in Times of “Extreme Conditions”**[^]

- The Employee is required to work when “extreme conditions” is in force upon the “extreme conditions” announcement by the Government ^{note}. **In addition to normal wages**, the Employee is entitled to a duty allowance of *\$ _____ *or* _____ % of normal wages for each hour worked.

In case staff on the next shift are unable to report for duty at workplaces when “extreme conditions” is in force, or due to practical difficulties and the Employer requests the Employee of the preceding shift to continue to work due to operational requirements, **in addition to normal wages**, the Employee is entitled to a special allowance of *\$ _____ *or* _____ % of normal wages for each hour of the extended service.

[The Employer **provides / does not provide* transport services to the Employee when “extreme conditions” is in force, the Employee is entitled to a travelling allowance of \$ _____ per trip or the actual cost of transport, whichever is higher.]

- The Employee is not required to work when “extreme conditions” is in force upon the “extreme conditions” announcement by the Government ^{note}, and wages will not be affected during the period. The Employee is required to resume duty within _____ hours as far as practicable if the “extreme conditions” ended not less than _____ hours before the end of working hours.

(Note: For details, please refer to the “Code of Practice in Times of Adverse Weather and “Extreme Conditions” issued by the Labour Department.)

C. **Work Arrangements in Times of Black Rainstorm Warning Signal**[^]

- In case the Employee is required to take up extra duty when Black Rainstorm Warning Signal is in force, **in addition to normal wages**, the Employee is entitled to a duty allowance of *\$ _____ *or* _____ % of normal wages for each hour worked.

In case staff on the next shift are unable to report for duty at workplaces when Black Rainstorm Warning Signal is in force, or due to practical difficulties and the Employer requests the Employee of the preceding shift to continue to work due to operational requirements, **in addition to normal wages**, the Employee is entitled to a special allowance of *\$ _____ *or* _____ % of normal wages for each hour of the extended service.

[The Employer **provides / does not provide* transport services to the Employee when Black Rainstorm Warning Signal is in force, the Employee is entitled to travelling allowance of \$ _____ per trip or the actual cost of transport, whichever is higher.]

- The Employee is not required to work when Black Rainstorm Warning Signal is in force and wages will not be affected during the period. The Employee is required to resume duty within _____ hours as far as practicable if the Black Rainstorm Warning Signal is cancelled not less than _____ hours before the end of working hours.

21. **Others**

a. **uniform/ staff permit**

Whilst on duty, the Employee is required to put on proper uniform / staff permit. It should be returned to the supervisor upon termination of the employment contract.

b. **governing laws**

The Employee is entitled to all other rights, benefits or protection under the EO, the Minimum Wage Ordinance, the Employees’ Compensation Ordinance and any other relevant Ordinances.

(If applicable) Additional rules and regulations, rights, benefits or protection promulgated under the *Company Handbook / _____ also form part of this contract.

[^] Please put a “✓” in the clause(s) as appropriate

* Please delete the word(s) as inappropriate

**The Employer and the Employee hereby declare that they understand thoroughly the above provisions and agree to sign to abide by such provisions.
They shall each retain a copy of this contract for future reference.**

Signature of Employee

Signature of Employer or Employer's Representative

Name in full:

Name in full:

Hong Kong I.D. No.: _____

Position held: _____

Date:

Date:

Chop of the Company

^ Please put a "✓" in the clause(s) as appropriate

* Please delete the word(s) as inappropriate