

## Employment contract & Regulations

**Price:** CHF 3,000 (excl. VAT)

**Summary:** Assistance in the drafting or the review, and implementation of your company's template employment contract(s) and staff regulations, governing the employment relationship with your entire staff and assist you in identifying and addressing potential regulatory requirements in connection with the management of your staff (health & safety obligations, recording of hours, processing of employees data, etc.).

## Process and Deliverables



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



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



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



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



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



We produce a fully revised version of the documents and provide you with a short description of the implementation process of this new documentation.

## Limitations, conditions, and assumptions

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 union or staff representatives.

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

If interested, please send an email to [contact@idest.pro](mailto:contact@idest.pro) or call us at + 41 21 321 0880.