*Annex V to the decree* *A/86 of the Minister for Family, Labour*

 *and Social Protection* *dated 26 December 2024*

STANDARD EMPLOYMENT CONTRACT TEMPLATE FOR

EMPLOYEE WORK FROM HOME

Date: No. Ulaanbaatar

This employment contract (*hereinafter referred to as "the Contract*") is made by mutual agreement between ........................... (*name of the enterprise or organization*) (*hereinafter referred to as "the Employer*"), represented by director/chairman ............................(*hereinafter referred to as "the Employer"*), on the one hand, citizen ....................... (*surname*) ................. (*name*) *(hereinafter referred to as “the Employee*”), on the other hand, employer and employee together (*hereinafter referred to as “the Parties”*) based on Labour Law of Mongolia, other relevant laws, internal labour regulations, and internal labour standards on the following conditions.

**One. General**

* 1. The purpose of this contract is to regulate the employment relations that arise when the employee works from home or his/her own selected location other than the employer's premises as agreed with the employer to perform duties and get paid under the employer's management and control using the employer's or his/her own equipment and raw materials as stipulated in the Clause 67.1 of the Article 67 of the Labour Law.
	2. The contract must comply with labour and social protection legislations.
	3. The employment relations of the employee shall be governed equally by the Labour Law, other relevant laws, collective agreements and collective bargaining, internal labour regulations, and internal labour standards.
	4. An employee shall possess the same rights and obligations as other employees performing identical job duties, unless otherwise specified by appicanle laws and regulations.
	5. Occupational safety and health relations shall be regulated by the Law on Occupational Safety and Health.
	6. Employee’s employment relations and any matters related to internal labour regulations and standards not specified in this contract shall be regulated by Labour law.
	7. During the implementation of this contract by the parties, following the Labour Law, the basic principles and fundamental rights of employment and labour relations, as well as any provisions prohibiting discrimination, harassment, violence, and sexual harassment in employment and labour relations shall also be applied as stipulated on the Labour law.

**Two. The main terms of employment contract**

* 1. The employer and employee shall mutually agree on the employee’s duties and responsibilities, the amount of wages, and other employment conditions, and the employment relations shall become effective once when the employee starts performing his/her duties.
	2. The employee shall work at the ....................................(name of the enterprise or organization .............................(name of the structural unit) as ............................. (job/position) and perform the tasks specified in the job description.
	3. Place of work: …………………………(specify whether the employee will perform their duties at their residence/home or at an alternative work location of their choice, other than the employer’s designated workplace).
	4. The employee shall complete the following tasks and duties within .............. working days/months/quarters.

2.4.1. ..........................................................................;

2.4.2. ..........................................................................;

2.4.3. ......................................................................... .

* 1. The work and duties performed shall be monitored as follows:

2.5.1. Whether the quality of work, services, and goods complies with relevant standards;

2.5.2. Number, quantity, and volume of goods and products;

2.5.3. ......................................................

* 1. The monthly/daily wages of the employee is MNT…. ..
	2. The employer shall provide the employee with the following tools, equipment and materials:

2.7.1. ........................................

2.7.2. ........................................

2.7.3. ........................................

* 1. If the employee uses personel equipment or property while performing their duties, the employer shall **provide appropriate compensation** in amount of ….. (conversely, employee may utilize the employer’s property and equipment)
	2. Appendices containing the job description, provisions on property liability, non-disclosure agreement, and other mutually agreed agreements/terms are an integral part of this contract.

**Three. Terms of the contract**

* 1. In compliance with labour law, collective agreements, collective bargaining, internal labour regulations, and internal labour standards shall be mandatory in all matters related to determining and disbursing employee base pay, additional pay, overtime pay, and annual leave pay.
	2. When the employer pays salary to the employee, the employer shall inform the employee in writing or electronically about the wage structures, the amounts of deductions, their basis, and the net amount paid.
	3. The employee’s non-compete obligations, **confidentiality commitments** and full property liability shall be resolved based on the internal labour regulations and the Labour Law.

**Four. Rights and obligations of the parties**

* 1. **Employer shall have the following basic rights:**
		1. to amend, cancel, or terminate the contract established with the employee in compliance with the Labour law and pertinent legislation;
		2. to demand the employee to comply with the Labour Law, this contract, internal labour regulations, and internal labour standards, and perform duties specified in the job description; and provide instructions and recommendations;
		3. to reward the employee;
		4. to impose disciplinary sanctions and property liability[[1]](#footnote-1)\* on employees in accordance with the applicable legislation;
		5. Хууto obtain necessary information from employees in accordance with the applicable legislation;
		6. other rights stipulated by the legislation.
	2. **The employer shall have the following basic duties:**
		1. to fulfill obligations under the Labour Law, collective contracts, collective agreements, and internal labour regulations;
		2. to organize the employee's work optimally and prepare the job description and present it to the employee;
		3. to timely pay the employee remuneration in accordance with the work and duties performed, provide the employee with the information regarding the organization’s remuneration system and regulations;
		4. to ensure the employee is offered a position/job that complies with the requirements and standards specified in the Law on Occupational Safety and Health, and that is devoid of any form of harassment, violence, and sexual harassment;
		5. to respect the rights, freedoms, legitimate interests, dignity and reputation of the employee, and to refrain from disclosing the employee’s private information;
		6. to furnish the employee with the necessary equipment, tools, documents, and other items essential for the execution of their work and duties, and instruct the employee;
		7. in compliance with the legislation, to offer the employee opportunities for professional development and retraining within the parameters of the job description;
		8. to allow employee to be covered by the social protection procedures that are in force within the organization;
		9. to receive feedbacks, requests, and complaints from the employee in writing form and resolve them within the timeframe stipulated by legislation, and provide timely notification of the resolution;
		10. to adhere to the applicable procedures when using monitoring equipment in the workplace;
		11. to explain and introduce to employee about grounds for ending or terminating employment contracts;
		12. other duties and responsibilities as stipulated by legislation.
	3. **The employee shall have the following basic rights:**
		1. to voluntarily conclude, amend, and terminate the employment contract with the employer;
		2. to work in a workplace that complies with occupational safety and health requirements and standards, and receive accurate information regarding it;
		3. to request to the employer and their representatives to improve working conditions and to demand their implementation;
		4. to receive a fair salary commensurate with the work and duties performed and the job performance shall be assessed impartially in accordance with the payment procedure;
		5. to avail of an annual leave and obtain personal leave in accordance with the relevant procedures;
		6. to file/lodge a complaint with appropriate authorities in case of a perceived violation of the employee’s right to work and legitimate interests;
		7. to amend and make alteration in the contract and offer suggestions, submit requests, and voice complaints on other matters related to employment relations;
		8. to monitor payment and confirmation (of payment) of social and health insurance premiums, and request to redress incorrect, incomplete, or erroneous entries;
		9. other rights as stipulated by legislation.
	4. **The employee shall have the following basic duties:**
		1. to maintain the organization’s and its employees’ reputation, to perform the assigned work and duties faithfully to the best of one’s abilities and skills;
		2. to comply with labour legislation, job description, collective contract, collective agreements; employment contract and internal labour regulations;
		3. to adhere to the designated working time, and utilize the allocated working hours exclusively for the performance of assigned duties
		4. to be able to perform duties when coming to work, and to abstain from consuming alcohol, narcotic drugs while performing the work and duties, and not to onflict harassment, violence or sexual harassment.
		5. to enhance professional qualifications and skills and acquire dual skills when necessary;
		6. to abstain from undertaking any work or services that competes or overlap with organizaion’s activities unless explicitly authorized to do so by the employer;
		7. notify changes in personal information promptly following established procedures;
		8. not to divulge/disclose the confidential information or an individual’s privacy that the employee acquired/obtained while performing their work and duties; and not to misuse the information for any other purpose;
		9. to adhere to the laws, standards, rules, and regulations pertaining to occupational safety and health, as well as fulfill the duties assigned by the employer in this domain; prevent industrial accidents, utilize work attire and protective equipment in the workplace as per provided instructions
		10. to adhere to technological procedures in the of production process and follow instructions for the use of equipment;
		11. to promptly inform the employer or the direct reporting supervisor of situations the emergence of situations endangering own or other people’s life and health, and the employer’s property;
		12. to respect the employer’s right to exercise its management duties, and carry out in a timely and complete manner execute legitimate instructions from the employer or its representatives;
		13. upon the employer’s request, to furnish accurate information regarding the work and duties performed, and to provide reports on completed tasks;
		14. other duties as stipulated by the legislation.

**Five. Cancellation and termination of the employment contract**

* 1. Employment relations shall be terminated on the grounds specified in Clause 78.1, Article 78 of the Labour Law;
	2. Employment relations shall be terminated at the employee’s initiative in accordance with Article 79 of the Labour Law, as well as at the employer’s initiative as per Article 80.
	3. The employee whose employment relations are terminated is obliged to receive the termination order/notice from the employer. In case the employee does not receive the termination order/notice, it is deemed delivered when it is sent via postal service to the employee's residential address.
	4. Upon completing the employment contract, the employee shal handover his/her work to the Human Resources Officer.

**Six. Miscellaneous**

* 1. This contract shall come into effect upon being mutually signed by the parties.
	2. When the parties agree to amend the contract, two copies shall be made in writing, signed and confirmed, and attached to the contract. Amendments made by the parties to the contract shall hold the same validity as the main contract.
	3. Disputes arising during the conclusion, execution, or termination of employment contracts shall be as per the relevant provisions of the Labour Law.

CONTRACT IS SIGNED BY:

The Employer: The Employee:

…………………/Surname, name/ …………………/Surname, name/

…………………/Signature/ …………………/Signature/ …………………/Name of the organization/ …………………/Registration number/

…………………Director/Chairman

Address:

 Phone number:

1. [↑](#footnote-ref-1)