

ADDENDUM TO THE EMPLOYMENT/CONTRACT

For on-site employment verification

Name of Employer/s : _____
Name of Employee/s : _____
Date : _____

THIS ADDENDUM AMENDS THE CONTRACT BETWEEN THE ABOVE:

1. Transportation cost from the country of work back to the Philippines, at the end of the contract, shall be at the expense of the EMPLOYER except for 2(a) and 2(b) **and if employee is not returning to the Philippines and will be transferring to another employer.**

2. Just causes of termination of the contract:

a. Termination by the employer: The employer may terminate this contract on the following just causes: serious misconduct, willful disobedience of employer's lawful orders, habitual neglect of duties, absenteeism, insubordination, revealing secrets of establishment, when employee violates customs, traditions and laws of host country and/or terms of this agreement. **Employee shall pay the repatriation expenses.**

b. Termination by employee: The employee may terminate this contract without just cause by serving one (1) month in advance notice to the Employer. Without such notice, **the Employer shall shoulder his/her return transportation.**

c. The employee may also terminate the contract without serving any notice to the Employer for any of the following just causes: when the Employee is maltreated by the Employer or any of his superiors, when the employer violates the terms and conditions of the contract, when the employer commits any of the following acts: deliberate nonpayment of salary, physical molestation and physical assault. **Employer shall pay the repatriation expenses.**

d. Termination due to illness: Either party may terminate the contract on the grounds of illness, disease or injury by the Employee. **The Employer shall shoulder the cost of repatriation**

3. In the event of death of the employee during terms of this agreement, his/her remains and personal belongings shall be repatriated to the Philippines at the expense of the employer. UNDER ANY CIRCUMSTANCES AND COST. Deficiencies in the insurance coverage for repatriation of remains shall be shouldered by the employer.

4. Manner of Settlement of disputes: All claims and complaints relative to the employment contract of the employee shall be settled in accordance with the company policies, rules and regulations. In the case the employee contests the decision of the employer, the matter shall be settled amicably with the participation of the labor Attache or any authorized representative of the Philippine Embassy/Consulate nearest competent or appropriate government body in host country or in the Philippines if permissible by host country laws at the option of the complaining party.

Signature of Employer: _____
Please type Name

Employee _____
Please type Name