# 标准劳动合同中英文版

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*标准劳动合同中英文版（精选3篇）标准劳动合同中英文版 篇1 有限公司(以下简称甲方)系外商投资经营企业，现聘用 (以下简称乙方)为甲方合同制职工。根据《劳动法》和《上海市劳动合同条例》以下简称(条例)，甲乙双方本着诚信、平等、协商的原则，一...*

标准劳动合同中英文版（精选3篇）

标准劳动合同中英文版 篇1

有限公司(以下简称甲方)系外商投资经营企业，现聘用 (以下简称乙方)为甲方合同制职工。根据《劳动法》和《上海市劳动合同条例》以下简称(条例)，甲乙双方本着诚信、平等、协商的原则，一致同意签定本合同。

(hereinafter referred to as party A ) is a foreign- invested enterprise and employs hereinafter referred to as party B ) as an employee by contract, according to the labor law and the ordinance on shanghai labor contract , (hereinafter referred to as regulation ), both parties agree to sign the contract on the principle of good faith, equality and consultation.

第一条 合同期限 article 1 term of the contract

合同有效期限自 至 止，为期壹年。其中 至 为试用期。

The term of contract starts as from to ; totally one year(s). the probation period thereof is as from to .

第二条 工作岗位 article 2 work position

1. 乙方应从事办公室经理工作。乙方将按照甲方的要求工作。其基本职责如下: (1)人力资源 (2)自德国总部进口产品 (3)日常办公室事务处理 (4)观察收集市场信息 (5)客户服务 (6)会计相关信息支持 (7)销售团队相关信息支持 (8)仓库管理，包括货物和样品管理

Party B shall engage office manager in. party B shall perform his duties according to instructions of party A. party B s basic duties are detailed as follows: (1)labor management(2)import the products from German headquarter (3)manage the daily office routine (4)monitor and collect market information (5)customer service (6)support accountant with relevant information (7)support the sales team with relevant information (8)warehouse management ,including the goods and samples.

2. 甲方因工作安排需要和根据乙方的工作能力和工作表现，可随时更改乙方劳动报酬，但应在国家法律规定的范围内。

According to the needs of work, the work ability and the work performance of party B, party A can change the income of party B at any time, but subject to the regulations made by the state.

3.如果甲方认为乙方的工作能力和工作表现不符合本条第1款规定的工作要求，甲方有权在任何时候调换乙方的工作岗位、工作地点及劳动报酬，或解除本劳动合同。

If party A thinks that party B s work ability and work performance can not meet the requirements under item 1 of this article , party A has the right to change party B s work position, the location of working, the income, or terminate the labor contract at any time.

第三条 工作条件和劳动保护 article 3 working conditions and working protection

甲方须为乙方提供符合国家规定的安全卫生的工作环境，并向乙方提供必要的劳动防护用品。

Party A shall provide party B with the safe and healthful working environment and essential working protection according to the prc regulations.

第四条 工作时间 article 4 working time

1. 乙方每天和每周工作时间参照甲方有关规定。

The daily and the weekly working time refer to party A s relative regulations.

2.乙方享有国家规定的法定节假日、年假和其他法律法规和员工手册规定的假日。

Party B is entitled to mandatory public holidays, the annual leave and other leaves according to laws and regulations and labor handbook.

3.乙方为甲方工作满12个月后，乙方每年可享有10天带薪休假;工作满五年后每年享有15天带薪休假;满十年后每年享有20天带薪休假。乙方要休假时，应提前壹个月向甲方提出书面申请，得到甲方书面批准后，乙方才可休假。但员工每年可以享有最多五天的跨年度带薪休假。跨年度休假必须在第二年第一季度最后一天前休完。

After working for party A for 12 months, party B is entitled to 10 days annual leave with full income each year. after working for party A for 5 years, party B is entitled to 15 days annual leave with full income each year. after working for party A for 10 years, party B is entitled to 20 days annual leave with full income each year. when party B wants to have a vacation, party B should provide an application in writing one month in advance. upon the written approval from party A, party B may have a vacation with full income. but party B may enjoy at most five days trans- year annual leaves that shall be completed by the last day of march in the next year.

第五条 劳动报酬 article 5 compensation

1. 乙方收入参照本合同中附件1的规定。甲方实行新的工资制度时，乙方的工资待遇按新的制度予以调整。

The income of party B is set out in appendix i of this contract. the income of party B will be adjusted accordingly when party A carries out a new income system.

2. 甲方实行年12个月薪金制，工作满一年后,每年十二月份发双薪。发薪日为第二个月的5号左右。甲方视乙方在服务的上一年中的表现和甲方的财务状况决定乙方是否享有年终奖金。乙方若在得到年终奖金后的六个月内辞职的，应在其离开公司前返还其全额年终奖金。 Party A carries out a system of 12 months income each year，after he or she have worked for one year,he or she can get the double salary in decmber of each year. the day of payment is about the 5th day of the next month. the annual bonus is subject to party A s financial situation and party B s work performance in the previous year. if party B resigns within 6 months after party B received the annual bonus for the previous year, party B shall refund this bonus back to party A before party B leaves the company.

第六条 劳动保险和福利待遇 article 6 insurance and welfare

乙方因生、老、病、伤、残、死，甲方按国家和地方有关规定办理。

If party B gives birth, retires, falls in sickness, is injured, disabled, died, party A shall deal with it according to the national and local regulations relating to birth, pension, sickness, injure, disability and death.

第七条 劳动纪律及奖惩 article 7 working regulations, reward and punishment

1. 乙方应遵守国家的法律法规，并遵守甲方的各项规章制度。

Party B should abide by the law and regulations and the internal rules made by party A.

2. 乙方被依法追究刑事责任的, 合同自动解除。

this contract shall be terminated automatically if party B is accused by criminal charge.

3.未经甲方书面同意，乙方不得在外兼职，也不能在任何情况下使用或准许他人使用其为甲方工作期间所获得的任何信息，包括但不限于，泄漏任何技术，市场或财务文件或信息给第三方。任意此类违反将被视为严重违反合同，一经发现，乙方应向甲方支付违约金50,000元人民币。如造成甲方的经济损失，乙方应当承担赔偿责任。

Without the writing approval by party A, party B shall neither have a part time job outside at the same time nor in any form use or permit any person to use any information obtained during the period of its working for party A, including but not limited to, pulging or leaking any technical, market or financial documents or information to any third party. any disobey shall be considered as the serious breach of the contract. once found out, party B shall pay a penalty fee, amounting to 50,000 yuan to party A. if such breach causes the losses of party A, party B shall bear all liability for compensation.

4.对于甲方为了业务需要给予乙方的预支款，一般情况下，乙方应在预支后的十个工作日内提供甲方要求的结算凭证，返还剩余预支款，与甲方完成结算;无论如何，该预支款应在预支后一个月内结算完毕。

As to the advance granted by party A to party B for the business needs, in the normal case, party B shall provide invoices or bills for settlement required by party A, refund the remainder and complete the settlement with party A within ten working days from the date of the granting; in any event, such advance shall be settled in one month from the date of the granting.

第八条 合同的解除 article 8 terminate of the contract

1. 符合下列情况之一(除了第四项)，甲方可以无需事先通知乙方解除本合同:

If any following situation (exclusive of item 4) occurs, party A has the right to terminate the contract without the notice in advance;

(1)在试用期内，甲方可无条件辞退乙方;

During the probation, party A may dismiss party B without any reason at any time;

(2)甲方认为乙方因严重违反劳动纪律或规章制度的;

Party A thinks that party B seriously violates the working discipline and stipulations;

(3) 乙方严重失职、营私舞弊、泄露重要商业信息;

Party B has serious neglect of duty，jobbery or leak out of important business information;

(4) 甲方认为乙方工作表现及能力不能达到本合同第二条第一款的要求;

Party A thinks that party B s work performance and ability cannot meet the requirements under article 2 item 1 hereunder;

(5) 如果乙方严重违反最新 员工手册 及其他不时制定的规章制度。

If party B seriously violates any rules or regulations set out in the latest version of labor handbook and internal rules stipulated from time to time.

2. 符合下列情况之一的，甲方不得解除本合同，但本合同第八条第一款规定和法律法规规定的情况除外。

If any following situation occurs, party A has no right to terminate the contract, but except the situation set out in article 8 item 1 and laws and regulations.

(1) 乙方因病或非因工负伤在规定的医疗期内。

If party B is sick or injured, party A has no right to terminate the contract during the treatment or convalescence period.

(2) 实行计划生育的乙方(指女方)在孕期、产期和哺乳期间。

During the period of the pregnant, giving birth and lactation of party B who abide by the birth control regulation of prc.

3. 乙方提出辞职的。应提前以书面形式向甲方提出申请。未经甲方书面批准，乙方不得辞职。甲方只有在每年下述两个时期对乙方辞职申请进行答复。该两个时期为每年五月至六月(针对去年十一月至当年四月提出的申请)，十一月至十二月(针对当年五月至当年十月提出的申请)。 在甲方批准乙方的辞职，乙方将工作项目与甲方交接后，并将所使用的所有仪器、工具以完好，清洁，功能正常的状态返还给甲方后，方可办理解除或终止合同的手续，但是前提是乙方还应自甲方接受其辞职后根据甲方要求，继续为甲方工作二个月，除非甲方放弃该权利。该二个月期满后，双方劳动关系最终解除或终止，乙方所享有的所有待遇如工资都即刻终止，其放弃提出任何经济要求。如果乙方不按照上述规定办理离职手续，在劳动关系正式解除前未经甲方同意即停止工作或不办理交接，即视乙方放弃所有根据法律和合同其享有的权利和待遇,如休假、任何补偿金等,甲方也不再对乙方负有任何责任，并有权追究其违约责任。

If party B wants to resign, she should provide party A with a written application in advance. without the written approval, party B is not allowed to resign the job. party A only makes a reply in response to party B s application of resignation during the following two periods, which is the period from may to june and the period from november to december each year, respectively. the reply during the period from may to jun each year is made for the application provided in the period from november last year to april this year. the reply during the period from november to december each year is made for the application provided in the period from may to october this year. after party A approves, in writing, the resignation, party B handed over the works it is responsible for to party A and delivered all working tools used by party B in complete, clean, and good condition back to party A, party B can be allowed to go through the procedure of terminating the contract, provided however that per requirements of party A, party B shall continue working for party A for two months as from the date of the acceptance by party A of his resignation, unless party A waives the right of such requirement. when such two months expires, the contract is formally terminated, any claim and right enjoyed or had by party B, such as income claims, shall be deemed as termination or expiration. party B gives up all rights of any claims against party A. if party B fails to handle the procedure of resignation stipulated above, stop working for party A or reject handing over his works to party A without the consent of party A before the formal termination of labor contract, such activities of party B shall be deemed as the waive of any right and claims party B enjoys or provides according to the labor contract and laws, such as holidays and severance payment in all kinds, and therefore party A has no any liability to party B and has the right to take action against it.

4. 甲乙双方任何一方提出解除合同，应提前壹个月书面通知对方 ( 本合同第8.1和 9.3条规定的情况除外)。该书面通知原则上应由双方签字。如接受通知一方不同意签字，则通知方可将该通知以挂号信的方式邮寄至下述对方地址即视为送达。但按照本合同第8.1条(1)、(2)、(3)、(5)项规定解除劳动合同的不必提前通知对方除外。

If any party wants to terminate the labor contract, a written notice should be given to the other party 1 month in advance (exclusive of any one of article 8.1 and article 9.3). both parties should sign on this notice in principle. if the party receiving the notice is not willing to sign this notice, the notifying party shall post the notice by registered letter to the other party At the following address, which shall be deemed as delivery. according to any one of article 8. regulation 1. item (1),(2), (3),and (5),a written notice in advance is not required to be given by one party to the other party. party A s address:

第九条 双方约定其他条款 article 9 other provisions agreed by parties

1. 在合同期间，所有与甲方雇用有关或执行甲方的任务或者主要是利用甲方提供的条件所完成的发明创造和成绩，无论是通过脑力或体力，均属职务发明创造，归甲方所有，未经甲方批准不得以乙方名义申请专利，不得对外公开或交付其他方使用。

All inventions and other achievements of party B whatever through intellectual as well as physical, which are made during and in connection with the employment at party A, or for completing the assignment of party A, or by the condition provided by party A, shall be deemed as employment invention and achievement and therefore belong to party A. without the approval by party A, party B shall not apply for patents and make it public and use it by other methods in the name of party B.

2. 对于甲方在本合同期内向乙方提供的培训，乙方应遵守甲方的培训规定, 并不得向第三方泄露培训涉及的事宜.

For each training provided by party A to party B during the term of the contract, party B shall follow the traininging instructions of party A strictly. any information provided relating to such training is not allowed to be disclosed to any third party.

3.乙方掌握甲方生产技术，专利，经营等商业秘密的，其不得向任何第三方透露任何与上述有关的信息，即使在合同终止或解除后。如果乙方在要求解除劳动合同时，应提前6个月向甲方提出书面申请，以便甲方进行必要的岗位调整，乙方同意在该期间内的工资按照调整后的岗位工资标准计算。

Where party B has access to technical, patent or management secrets, it is strictly forbidden for party B to leak out any of these information to any third party, even after termination of this contract. if party B wants to terminate this contract he should notify party A 6 months in advance with written resignation letter so that party A may move the position of party B. party B agrees that during said period, the income of party B is calculated according to the income standard for new position for party B.

第十条 违约责任 article 10 breach liability

1. 乙方违反本合同第八条第3款和第4款规定的时限解除劳动合同，必须支付相当于乙方一个月收入的赔偿金。

If party B violates the provisions relating to the time for terminating the contract prescribed in article 8. regulation 3 and 4 to terminate the contract, such party shall pay one-month income of party B to the other party As compensation.

2.无论双方以任何形式解除劳动关系，乙方必须及时根据甲方的要求办理完整工作交接手续，否则甲方将要求乙方支付相当于乙方一个月收入乘以乙方在甲方工作年限数的赔偿金。 Party B shall completely hand over the job in time to party A no matter under which condition to terminating the contract, otherwise party B should pay party A a compensation, amounting to one month income of party B multiplying the amount of years party B has been working for party A.

3. 乙方如违反本合同第九条任意一款，乙方必须支付甲方至少50，000元人民币。

If party B violates any regulation of article 9. party B shall pay at least 50,000 rmb a penalty to party A.

第十一条 劳动争议 article 11 dispute

本合同在上海签订. 甲乙双方发生劳动争议时，由争议的一方或双方向上海市 区劳动争议仲裁委员会申请仲裁。

this contract is signed by both parties in shanghai. if any dispute arises between party A and party B, the dispute can be solved by applying for arbitration with the district s labor arbitration committee of shanghai.

第十二条 其他 article 12 miscellaneous

1. 本合同一式二份，甲乙双方各执一份，经甲方法定代表人或授权人签字和乙方签字并加盖甲方公章后生效。两份合同具有同等的法律效力。双方间的劳动关系正式从乙方的招工录用手续办理完毕之日起开始计算。

The contract is made in 2 originals, each party holding one. this contract becomes effective upon the execution of the legal representative of party A or authorized persons and party B, together with the company seal of party A. both originals have the same legal force. the labor relationship between both parties shall formally commerce as from the date of the completion of recruitment of party B.

2. 本合同签署后，乙方应配合甲方办理其招工录用手续。如因乙方个人原因导致招工录用手续无法及时办理完毕，乙方应承担由此引起的一切后果。

After the execution of this contract, party B shall cooperate with party A to handle the procedure of recruitment. in the event that party B s personal reason causes the failure of completion of such recruitment, party B shall bear all liability incurred.

3. 如果与合同条款有关的国家法律法规有所变更, 该合同其他部份将继续有效。

If any clause or regulation of this contract is or will become invalid due to the change of national laws and regulations, the rest of this contract will remain valid.

4.甲方不时制定或修改的规章制度及《员工手册》是本合同的组成部分。

The internal rules and employee handbook stipulated or modified by party A from time to time constitute a part of this contract.

甲方: party A: 代表: representative: 盖章: stamp

乙方 party B: 身份证号码

2. 合同附件(1) appendix no. 1

1: 乙方工资待遇 1.乙方的税前月工资为:工资 人民币 元, 试用期内为人民币 元。甲方实行新的工资制度时，乙方的工资待遇按新的制度予以调整

The monthly gross income structure of party B is like following. the basic income is rmb x in the probation and will be after it. party B s income is subject to relevant policies and regulations of party A, which can be modified at any time.

2.未经甲方书面批准，乙方不得以任何方式从公司客户处私自收取或扣留公司应收货款。一经发现，甲方有权立即要求乙方归还，及对乙方要求相当与乙方一个月收入的违约金。 Without the written approval of party A, party B is not allowed to collect the money or keep the receivable in cash from the customers of party A in any kind of way. other wise party A has the right to ask party B give back immediately and the penalty amount one month income of party B.

甲方party A: 代表: representative (stamp):

乙方: party B: 身份证号码: id number:

3.补充协议(2) :保密协议 appendix no.2 non-disclosure agreement of party B

根据甲乙双方于 20xx年 11月 19日签订的劳动合同以下简称(合同)，甲方聘请乙方担任甲方公司的办公室经理职务，鉴于乙方担任该职务将了解到甲方的商业秘密和技术秘密，经甲乙双方协商一致，双方就乙方在甲方任职期间以及离职后一定期间内保守甲方商业秘密和技术秘密事宜达成以下协议:

According to the employment contract (hereinafter referred to as contract ) made by both parties on nov. 19th, 20xx, party A employs party B as a position of office manager. considering that party B can have access to know-how and secret of party A s commerce and technology during the term of employment ( know-how and secret ), through friendly consultation, for non-disclosure of party A s know-how and secret during the term of employment and certain time after party B leaves party A, both parties hereby make the following contents:

一、 乙方在甲方任职期间，对其以任何方式获得的有关甲方的商业秘密和技术秘密，负有不向其他任何第三方泄露的义务。

During the term of party B s employment, party B shall be responsible for not disclosing, laying out to any third party know-how and secret which party B has access to in any way.

二、 如果由于甲方工作的需要，乙方必须向第三方提供与上述秘密有关的信息时，乙方应当事先向乙方的上司通报并获得书面许可后方可进行。

In cases where, according to working needs of party A, party B has to provide a third party with said information in respect of know-how and secret, party B shall give a report to its supervisor and obtain a written consent before such provision of information.

三、 如果乙方因合同期满或其他原因致使其合同被解除而离开甲方，甲方可以在支付乙方竞业禁止补偿金人民币二万八千八百元整(28,800)元后，有权要求乙方在离职之日起两年内，不得为与甲方同行业的企业工作或提供任何服务，无论该企业注册或位于在何处。

In the event that party B leaves party A upon the expiration of contract or the termination of the contract caused by any other reasons, after party A pays party B a compensation for non-competition, amounting to rmb 28,800, party A shall have the right to demand that party B shall not work for or provide any services to any enterprise in the same industry as party A s for 2 years, wherever such enterprise is registered or located.

四、 如果乙方违反本协议第一、二条的规定，甲方有权要求乙方向甲方支付违约金人民币五万(50,000)元;如违反本协议第三条规定，乙方应向甲方支付违约金人民币十五万(150,000)元;除了上述违约金责任外，乙方应同时赔偿由于乙方的违约行为给甲方造成的一切经济损失，包括但不限于律师费用等。如乙方行为触犯我国刑法，除了上述民事责任外，乙方应承担相应的刑事责任。

If party B breaches the stipulation set forth in article 1 and 2, party A has the right to require party B to pay a penalty fee, amounting to rmb50,000; if party B breaches the stipulation set forth in article 3, party B shall pay party A a penalty fee, amounting to rmb150,000; save the said liability for the payment of penalty fees, party B shall compensate party A all losses and damages incurred from activities of breach of party B, including but not limited to attorney fees etc. in the event that activities of party B breach the criminal law of china, save said civil liability, party B shall bear corresponding criminal liability.

五、 本协议中，(1)商业秘密和技术秘密是指:乙方在甲方任职期间所接触到的所有信息，包括但不限于，甲方原材料进货渠道、产品销售渠道、客户名单、合作伙伴信息、产品的成本、销售价格、生产工艺、生产设备等相关的信息，以及其它与甲方生产、经营、商业、技术、物流、财务、管理、采购、人事有关所有信息;(2)本协议所指上司是: 先生;(3)合同是指:以上提到的劳动合同以及该合同的修改、补充或延续。

In this agreement, (1) know-how secret refers to all information party B has access to during the term of employment with party A, including but not limit to party A s raw materials outsourcing channels, products sale channels, information relating to cooperative partners, list of customers and clients, cost of products, sale price, and production techniques and procedure, manufacturing equipment, together with all information relating to party A production, management, commerce, technology, logistics, finance, operation, procurement and human resources; (2) the supervisor mentioned in this agreement is mr. ; (3) the contract means the above mentioned contract and all amendments, supplementary documents and renewing documents of the contract.

六、 乙方在此完全理解本协议第三条是否实施的决定权在于甲方;其次无论甲方是否执行第三条都不免除乙方在本协议项下其他义务的履行。

Party B hereby fully understands that the decision on carrying out article 3 of this agreement shall be made by party A; secondly, whether or not to carry out such article shall not release any liability of party B under this agreement.

七、 本协议系合同的补充，如果本协议和合同的内容存在冲突，应以本协议为准，未尽事宜参照合同。

This agreement is a supplement to the contract. if any discrepancy between this agreement and the contract exists in conflict, the agreement shall prevail. unmentioned matters in this agreement shall refer to the contract.

八、 本协议一式两份，甲乙双方各执一份，具有同等法律效力。

This agreement is made in two originals, each one holding one with same effect.

九、 本协议自双方签字盖章后生效。

The agreement shall become effective upon the signature and seal of both parties.

甲方: party A: 代表representative:

乙方(签字)party B: 签约日期/date

标准劳动合同中英文版 篇2

甲方： Party A: 法定代表人(主要负责人)或委托代理人： Legal Representative (main responsible person) or Entrusted Agent: 地址： Address:

乙方： Party B (Employee): 性别： Gender: 通讯地址： Communication Address: 居民身份证号码 ID Card No.: 联系电话： Telephone:

根据《中华人民共和国劳动法》、《中华人民共和国劳动合同法》的有关规定，双方遵循公平合法、平等自愿、协商一致、诚实信用原则，订立本合同。 The contract is hereby concluded by both parties in accordance with Labor Law of the People s Republic of China, Labor Contract Law of the People s Republic of China, in the principles of fairness, legitimacy, equality, voluntariness, consensus through negotiation and good faith.

一、劳动合同期限

Contract Term

第一条 本合同为固定期限劳动合同。 本劳动合同期限为 年，其中试用期至 年 月日止。本合同于 年 月 日终止。

Article 1 : Party A and Party B signs a fixed-term labor contract. The contract lasts for \_\_\_ year(s), from \_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_. Theprobation is \_\_\_\_ month(s), from \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_.

二、工作内容和工作地点

Working Contents and Working Place

第二条 乙方同意根据甲方工作需要，担任 岗位(工种)工作。

Article 2 : Party B agrees to engage in\_\_\_\_\_\_\_\_\_\_\_\_\_(post, work posts) according to needs of the Party A.

第三条 乙方的工作地点为: 。 Article 3 : The working place of Party B is \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

三、工作时间和休息休假

Working Hours and Rest Hours

第四条 甲、乙双方同意按以下方式确定乙方的工作时间(正常工作时间：

上午8：30 11：30，下午：12：30 17：30，11：30 12：30为午餐时间。)： 标准工时制，即每日工作 小时，每周工作 天。

Article 4 : Both parties agree Party B s working hours are specified as follows (normal working hours: 8:30 11: 30, 12:30 17: 30; lunch time: 11:30 12: 30.) : Standard working hours system, i.e. \_\_\_\_ hour(s)/day, \_\_\_\_ day(s)/week;

第五条 乙方依法享受国家规定的法定节假日。

Article 5 : Party B is entitled to have the legal holidays stipulated by the country.

四、劳动报酬

Labor Remuneration

第六条 甲方每月 日以货币的形式足额支付乙方工资，结算周期为上月月到上月月末，实行先工作后发薪的制度。乙方正常工作基本月薪 。

Article 6：Party A shall pay off salary to Party B in currency on the of every month. The pay period is from the beginning to the end of last month. Party

B works before paid.

乙方在试用期期间的工资为 元。 Party B s normal basic salary is \_\_\_\_\_\_\_\_. Party B s probation period salary is RMB\_\_\_\_\_\_\_\_.

第七条 甲方调整乙方工作岗位的，根据乙方能力及其相关职位，双方协商一致后调整乙方劳动报酬。

Article 7: Party B s labor remuneration will be adjusted as per Party B s competence and job requirements on the basis of consensus in case Party A adjust Party B s job.

五、社会保险及其他保险福利待遇

Social Welfare and Benefits

第八条 甲方按国家和地方政策规定为乙方办理社会保险有关手续，并承担相应的义务。 Article 8 : Party A shall deal with the relevant formalities of social security for Party B according to the country and local policies and take up the relevant liabilities.

第九条 乙方患职业病或因工负伤后的工资和医疗补助执行按照国家和地方的有关法律法规执行。 Article 9: The salary and Medicare benefits of Party B in case of occupational diseases or work-related injuries shall be paid in accordance with the relevant national an local laws and regulations.

第十条 乙方患职业病或因工负伤的待遇按国家的有关规定执行。

Article 10: If Party B suffers illness or non-work related injury, Party A shall implement relevant state provisions.

六、劳动保护、劳动条件和职业危害防护

Labor protection, labor condition and occupational harm prevention and cure

第十一条 甲方根据生产岗位的需要，按照国家有关劳动安全、卫生的规定为乙方配备必要的安全防护措施，发放必要的劳动保护用品。 Article 11: Party A shall equip Party B with the necessary safety protection measures and issue the necessary labor protection articles according to the needs of the post and the rules of the labor safety and hygiene.

第十二条 甲方应当建立、健全职业病防治责任制度，加强对职业病防治的管理，提高职业病防治水平。

Article 12 : Party A shall set up and optimize the occupational disease cure responsibility system, enforce the management over the occupational disease and promote the cure level of the occupational disease.

七、劳动合同的解除、终止和经济补偿

Change, Cancellation, Termination and Renewal of the Labor Contract

第十三条 甲乙双方解除、变更、终止、续订劳动合同应当依照《劳动合同法》和国家及省、市等有关规定执行。

Article 13 :If the parties revoke, modify, terminate and extent the labor contract, they shall perform them according to the relevant rules of the LaborContract Law and the country, province and city etc.

第十四条 甲方应在解除或者终止劳动合同时，为乙方出具解除或者终止劳动合同的证明，并在15日内为劳动者办理相关手续。乙方应在甲方出具解除或者终止劳动合同的证明后10日内办理工作移交，如涉及经济补偿的按国家有关规定在办结工作交接时支付。

Article 14 ：Upon the revocation or termination of the labor contract, Party Ashall issue the certification for revocation or termination of the labor contract to Party B and deal with the relevant formalities for the laborer within fifteen

(15)days. Party B shall make the work handover within ten (10) days after issuance by Party A of the certificate of revocation or termination of the labor contract Regarding any economic compensation, they shall be paid upon the handover of the work according to the rules of the country.

八、劳动争议处理

Labor Dispute Resolutions

第十五条 双方发生争议，任何一方当事人可向甲方所在地的劳动争议仲裁委员会申诉，由仲裁委员会依法调解或裁决。如对仲裁不服，向甲方所在地人民法院起诉，一方当事人期满不起诉但又不执行裁决的，另方当事人可向人民法院申请强制执行。

Article 15 ：In case disputes arise between two parties, either party can appeal to

labour disputes arbitration commission at party A s location, subject to mediation or adjudication by arbitration commission. In case of disobedience of arbitrationresult, either party can sue to the court at party A s location. Either party neitherbrings the lawsuit during the valid period nor performs the adjudication; the otherparty has the right to apply for forcible execution to the court. 第十六条 乙方承诺本合同乙方通讯地址为甲方向乙方寄送邮件信函的

地址，甲方按该地址寄送的邮件信函如无法送达被退回即视为该邮件已送达乙

方。 Article 16 ：Party B promises his correspondence address of the contract shallbe the address that Party A sends the letters or mails to Party B. If any letters ormails are not returned or undeliverable after Party A sends them, it is deemed thatthey have arrived at Party B. 第十七条 本合同未尽事宜，应按国家现行法律、法规、规章执行。本合同条款如与国家法律、法规、政策相抵触时，以国家规定为准。

Article 17：Affairs unmentioned in this contract shall be executed accordingto present laws, statutes and regulations of the state. In case any contradictionarises between the articles of this contract and laws, statutes or policies of the state,the latter shall be referred to as final.

第十八条 本合同一式两份，甲乙双方各执一份，经甲乙双方签字盖章后生效。

两份合同具同等法律效力。 Article 18 ：The contract is in duplicate, held by Party A and Party B respectively. The contract comes into effect upon signatures or seals of both parties. The two copies areequally authentic.

甲方(公 章)： Party A： 法定代表人(主要负责人)或委托代理人

乙方：

签订日期：

标准劳动合同中英文版 篇3

Labor Contract for Internship

甲方(用人单位)： 代理人：

Party A (Employer):

Authorized Agent：乙方(实习生)： Alex 居民身份证号码：

ID Number:

为明确实习学生与实习单位的责任与义务，经甲、乙双方协商，在自愿、平等、公平的基础上，一致同意签订本协议。

The contract is hereby concluded by both parties to definite each other s responsibilities, in the principles of fairness, legitimacy, equality, voluntariness, consensus through negotiation and good faith.

一、协议期限 Contract Term

本协议自\_20xx\_年\_\_04\_\_月\_\_27\_\_日起至\_\_20xx\_\_\_年\_\_\_04\_\_月\_\_\_\_28\_\_\_日止。

二、实习岗位 Job Responsibilities

甲方根据乙方的实际情况和工作需要，安排实习学生在 英文编辑 岗位实习，乙方应按公司的工作要求，努力完成实习任务。 in accordance with both parties need and

arrangement. Party B shall fulfill his job according to company s business requirement.

三、实习补贴 Labor Remuneration

依照按劳取酬的原则，按甲方现行制度确定实习生的实习补贴。具体支付方法如下：实习补贴 12 美元/小时，其他奖励: 根据实习生在岗工作表现而定 。

Party A shall pay off salary to Party B in accordance with current salary system and regulation:

四、工作时间及休息假日 Working Hours and Resting Hours

1、每周工作10小时;

1. Party B shall work for 10 hours a week.

2、每小时英文文章修改量不低于1000字;

2. Party B shall review English essays with more than 1000 words per hour.

五、合同解除、变更、终止 Revocation and Termination of Labour Contracts

1、经甲乙双方协商同意，本协议可以变更或解除;

1. The contract could be revoked upon agreement between the parties hereto.

2、乙方在本合同履行期间可以在说明原因的情况下向甲方提出终止实习合同，但必须提前1个月通知甲方，并作好工作交接，否则应承担相关责任。

2. Party B cannot suspend the contract during the period of validity unless he informs Party A andexplains the reason 1 month in advance and arranges the handing-over, or Party B shall take theresponsibility of any loss of Party A.

3、实习期间，乙方无法达到实习岗位工作要求甚至对甲方项目等造成损失或的，甲方有权单方面终止实习生劳动合同，并保留追究法律责任的权益。

3. Party A has the right to suspend the contract if Party B can not meet the demand of the job,even causes loss for Party A. Party A reserves the rights to investigate for legal responsibility

六、法律效力 Miscellaneous

本合同正本一式两份，双方各执一份，经甲乙双方签字后生效。

The contract is in duplicate, held by Party A and Party B respectively. The contract comes into effect upon signatures or seals of both parties.

甲方(签章)： 乙方(签字)：

Party A (Signature and seal): Party B (Signature):

日期： 年 月 日 日期： 年 月 日

Date: Date:

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