GUGAMI & ASSOCIATES
ADVOCATES · LEGAL CONSULTANTS

PRACTICAL CHECKLIST · TANZANIA

Employment contracts and workplace policies

Document and review checklist

> A preparation list for reviewing an employment contract and the policies that support it. Employment terms must be consistent with the Employment and Labour Relations Act 2004 and the applicable regulations.

Contract essentials

- ☐ Employer and employee details, job title and duties
- ☐ Place of work, reporting line and mobility
- ☐ Salary, allowances, payment date and deductions
- ☐ Hours, shifts, overtime and rest periods
- ☐ Leave entitlements and public holidays
- ☐ Probation, notice and termination

Policies and records

- ☐ Staff handbook and code of conduct
- ☐ Disciplinary and grievance procedures
- ☐ Health, safety and anti-harassment policies
- ☐ Leave, attendance and expense records
- ☐ Signed policy acknowledgements and training records

Before a dispute

- ☐ A dated chronology of the relevant events
- ☐ Warnings, investigation notes and meeting records
- ☐ The decision-maker and the reason for the decision
- ☐ Comparable cases and how they were treated
- ☐ Any CMA, court or labour-authority correspondence

NEXT STEP

If you would like the firm to apply this checklist to your matter, contact Gugami & Associates at www.gugami.co.tz or +255 684 220 531. A short conversation can confirm what is actually required.

GENERAL INFORMATION ONLY · NOT LEGAL ADVICE

This checklist is general information, not legal advice. Employment requirements depend on the role, the applicable law and the facts.