**SECONDMENT AGREEMENT**

**THIS AGREEMENT made with effect as of the \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_**

**B E T W E E N:**

**[Organization Name]**

**(the "Home Organization")**

**-and-**

**[Insert Name]**

**(the "Secondee")**

**-and-**

**[Insert Name of Host Organization]**

**(the "Host Organization")**

WHEREAS, the Home Organization employs the Secondee and agrees to second the Secondee to the Host Organization; and

WHEREAS, the Host Organization desires to accept the secondment of the Secondee for the period and on the terms set forth in this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **Period of Secondment**

The period of secondment will commence on [Insert Start Date] and will end on [Insert End Date] unless earlier terminated in accordance with the terms of this Agreement.

1. **Scope of Work**

During the secondment, the Secondee will perform duties and responsibilities as described in the attached [Schedule A](#_heading=h.909mjme6jhpy), which may be updated from time to time by mutual agreement of all parties.

1. **Nature of the Relationship**

The Secondee remains an employee of the Home Organization for the duration of the secondment. The Host Organization shall have no authority to alter the Secondee's terms and conditions of employment without the express written consent of the Home Organization.

1. **Compensation and Benefits**

The Home Organization will continue to pay the Secondee's salary and provide benefits. The Host Organization agrees to reimburse the Home Organization for the cost of the Secondee's salary, benefits, and any additional costs directly associated with the secondment, as detailed in [Schedule B](#_heading=h.dtu2rioudto6).

1. **Confidential Information**

The Secondee agrees to protect and keep confidential any confidential information belonging to the Host Organization or the Home Organization and not to disclose it to any third party without the prior written consent of the disclosing party.

1. **Return of Property**

Upon termination of the secondment, the Secondee agrees to return to the Host Organization and the Home Organization all property and confidential information in their possession.

1. **Termination**

This Agreement may be terminated by any party with [Insert Notice Period] notice to the other parties. Upon termination, all obligations under this Agreement shall cease, except those intended to survive termination.

1. **Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the Province of [Insert].

1. **Entire Agreement**

This Agreement, including any attached schedules, represents the entire agreement between the parties regarding the secondment of the Secondee and supersedes all prior negotiations, representations, or agreements, either written or oral.

IN WITNESS WHEREOF, the parties hereto have executed this Secondment Agreement as of the day and year first above written.

**[Organization Name]**

**Per: Date**

**Authorized Signing Officer**

**Secondee**

**Name: Date**

**Host Organization**

**Per: Date**

**Authorized Signing Officer**

## SCHEDULE A

[Detailed Description of Duties and Responsibilities]

## SCHEDULE B

[Detailed Description of Compensation, Benefits, and Reimbursement Arrangements]