

INFORMATION

SMARTWORK BENEFITS

For over 20 years, we have been the preferred supplier for some of the UK's largest recruitment agencies.

**OUR COMPLIANCE, ACCREDITATION,
AND EXPERIENCE MAKE US AN IDEAL
CHOICE FOR CONTRACTORS**



INTRODUCTION

When joining SmartWork, we become your employer to keep life as simple as possible and ensure you are paid on time. Alongside this, we give you access to a great range of employee benefits and can help you legitimately offset business expenses to help increase your net pay.

With over 20 years of experience within the contracting market, our service has been shaped specifically with our flexible workforce in mind.

A FULLY COMPLIANT UMBRELLA SERVICE

SmartWork's accreditation comes from FCSA (The Freelancer & Contractor Services Association), the UK's leading membership body dedicated to raising standards and promoting compliance for the temporary labour market.

FCSA's code of compliance is recognised as the gold standard in the industry, and its members go through the strictest and most stringent audit process annually.

PENSION CONTRIBUTIONS - WORKPLACE PENSION & SIPP

Auto Enrolment (Workplace Pension) - SmartWork has joined forces with The People's Pension as our pension scheme for our employees, which is provided by B&CE, an experienced provider of workplace pensions in the UK.

Self-Invested Private Pension - We can happily facilitate contributions to your Private Pension fund (SIPP) as an additional service to your payroll service with SmartWork.

ONLINE PORTAL

We created our SmartPortal so you can submit your timesheets and expenses (for end-of-year claims) quickly and easily. We understand the importance of having relevant information readily available, at the click of a button, 24/7.

A DEDICATED BUSINESS MANAGER

Each of our workers is assigned a dedicated business manager, so they always have a contact to speak to and find answers to any questions from contracts to expenses, payments or timesheets.

SERVICE LEVEL AGREEMENT

We are dedicated to meeting the highest expectations while providing impeccable service to every one of our employees. This is why we've created our service level agreement (SLA) as a promise to our employees.

CONTRACT REVIEWS AND IR35 SUPPORT

We teamed up with industry leader IR35 specialists Qdos Contractor to provide you with discounted IR35 contract reviews and IR35 insurance.

INSURANCE

During your time with us, we will provide you with all required insurance policies, which include:

- £10 million Public Liability
- £10 million Products Liability
- £10 million Employers Liability
- £5 million Professional Indemnity
- £2 million Medical Malpractice

MATERNITY LEAVE & PAY

We offer up to 52 weeks of statutory maternity pay, ensuring our employees can take time off work to care for their newborn while receiving financial support.

Eligible employees can receive up to 39 weeks of statutory maternity pay, providing peace of mind and financial stability during this special time.

PATERNITY LEAVE & PAY

SmartWork offers statutory paternity pay to eligible employees, enabling them to take time off work to welcome their new arrival or support their partner during childbirth or adoption.

With up to two weeks of statutory paternity pay available, our employees can prioritize family without worrying about their financial well-being.

HOLIDAY ENTITLEMENT

SmartWork offers statutory holiday entitlements, ensuring our employees have adequate time to rest, recharge, and spend quality time with loved ones.

We offer 28 days of paid holiday a year (including bank holidays) and pro-rata this for shorter service and part-time staff.

As part of the registration process, we provide the option to accrue funds from your salary into a "holiday pot" to use when you take time off or have funds paid straight across to you (advanced) in each payment.

REFERRAL SCHEME

We also offer a Refer-a-Friend scheme where you can earn up to £100 in shopping vouchers or four weeks of service FREE for referring fellow contractors who join our flexible workforce.

MORTGAGES AND FINANCIAL ADVICE

We've teamed up with contractor specialists [Freelancer Financials](#) to bring you their services at a special SmartWork discount. Whether you are looking for your first home, a buy-to-let, or remortgaging, we will put you in touch with the right person.

SAVINGS AND INVESTMENT

We wanted to bring you the services of a company that provides financial, investment and future planning advice, so we teamed up with [Sanlam Wealth Management](#). They are open and honest in their approach and seem to genuinely understand that financial advice is a lot more than just figures; it is also about lives, futures and families.

EXPERT TAX GUIDANCE

Our benefits package is designed to help you make the most of your income, so we are working together with [MyAccountant](#), to provide expert tax and accounting services to our contractors and help them with their self-assessment tax returns if needed.

CONTRACTOR ACCOMMODATION SERVICES (CAS)

We partnered with [CAS](#), a market leader in sourcing accommodation for small businesses, contractors, interims, consultants and other independent professionals.

USEFUL CONTACTS

Telephone enquiries: 0800 434 6446 / 0117 311 9800

Email: Service information - enquiries@smartwork.com

Timesheets and expenses enquiries - invoicing@smartwork.com

Contracts and legal documentation - contracts@smartwork.com