



**SmartWork**

and

**XXXXXX XXXXX**

**Start Date: XX/XX/XXXX**

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## **CONTRACT OF EMPLOYMENT**

Incorporating particulars required by  
Employment Rights Act 1996 (as amended 2020)

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## 1. YOUR EMPLOYMENT

### 1.1. Definitions and Preliminary

- 1.1.1. In this Agreement,
  - 1.1.1.1. 'Assignment' includes any Client Assignment detailed in your Assignment Schedule, and any other Assignments as detailed in this Agreement.
  - 1.1.1.2. 'Client' includes any End Client specified in your Assignment Schedule.
  - 1.1.1.3. 'the Company', 'SmartWork', 'we', 'us', and 'our' all refer to SmartWork.com Ltd, Whitefriars, Lewins Mead. Bristol. BS1 2NT.
  - 1.1.1.4. 'Entire Assignment' means the entire period during which you work continuously in the same role for the same End Client, and therefore may be covered by more than one Assignment Schedule.
- 1.1.2. Before offering you employment, the Company will require certain documents from you in order to satisfy itself that you are legally entitled to work in the UK. You confirm that you are legally entitled to work in the UK without any additional immigration approvals, and you agree to notify the Company immediately if you cease to be so entitled at any time.

### 1.2. Intentions; Commencement and continuity of employment

- 1.2.1. You are willing and intending to carry out successive Assignments for various clients and at various locations.
- 1.2.2. We offer and you hereby accept employment on the terms of this Agreement. This Agreement is intended to be overarching.
- 1.2.3. Your period of continuity of employment commenced on the date of this contract. No previous period of employment by the Company or by any other company counts as part of your period of continuity of employment with the Company.
- 1.2.4. Where there is no preceding continuity of employment, this Agreement is conditional on
  - 1.2.5. you having the legal right to work in UK, and
  - 1.2.6. actual commencement of your first Client Assignment.

### 1.3. Duties (during Assignments, and between Assignments)

- 1.3.1. You are employed as a **XXXXXXXXXXXXXX**, having regard to your qualifications and experience as notified to us, and to perform such other duties as allocated to you from time to time.
- 1.3.2. We undertake at all times during the currency of this Agreement
  - 1.3.2.1. to use reasonable endeavours to allocate suitable Client Assignments to you; and
  - 1.3.2.2. to provide such support, advice, management and assistance as may be required or as you may request (in either case, to the extent that is in all the circumstances reasonable) in order to assist you to source and secure suitable Client Assignments.
- 1.3.3. An Assignment Schedule will be issued to you for each Client Assignment, and this will include details of the role and tasks to be performed, and the working location and working hours. You agree to perform and complete such suitable Client Assignments.
- 1.3.4. You agree to report to the senior leadership team of the Company, and to any other person they may from time to time specify.
- 1.3.5. You agree to work with all proper skill and care, and in a professional manner, at all times
- 1.3.6. We ourselves do not exercise (or assert the right to exercise) supervision and/or direction and/or control as to your manner of working whilst on Client Assignment. You agree to comply with our reasonable, lawful instructions, and with our reasonable working practices, standards, regulations and other reasonable requirements.
- 1.3.7. Whilst on Client Assignment,
  - 1.3.7.1. the End Client, the location, and the duration, to which you are assigned will be specified in the applicable Assignment Schedule; and
  - 1.3.7.2. you agree to comply with such reasonable requirements (such as timesheets, or electronic time recording system) as may be required by the End Client for recording and verifying all time so worked; and
  - 1.3.7.3. you agree to comply with the End Client's requirements as notified from time to time, to the extent that such requirements apply in relation to external contractors at the place of work, such as security requirements, quality requirements and health and safety

procedures, but not so that your discretion as to the manner in which you perform your work is compromised; and

- 1.3.7.4. you agree to notify us promptly if you become aware of any circumstances giving rise to the possibility of a claim being made against us as a result of any act, default or omission on your part, regardless of whether or not you yourself consider such claim might be justifiable, and comply with all the obligations imposed on us or on you in the Client contract; and
- 1.3.7.5. you agree to comply with all the terms of an Assignment Schedule, and
- 1.3.7.6. you agree to notify us immediately if you are told by anyone other than us that an Assignment is to end.
- 1.3.8. You agree to use your reasonable endeavours to develop the business in the form of suitable Client Assignments for you to perform and to source new opportunities for you and the company in the form of suitable Client Assignments.
- 1.3.9. You may be required to spend up to one week (40 hours) or such longer period as we may require after each Client Assignment as a sourcing assignment ('Search Week') on efforts to source new business in the form of your next Client Assignment.
- 1.3.10. As a minimum we guarantee that you will be offered at least 336 hours of paid work over the course of any full 12-month period of employment commencing on the start date of this Agreement or an anniversary thereof. When we reasonably require you to work you are obliged to do so. We do not guarantee that there will always be a suitable Client Assignment to which you can be allocated, and you acknowledge that there may be periods when no work is available for you.
- 1.3.11. Whilst you are not working on Client Assignment and not on paid leave,
  - 1.3.11.1. you agree to liaise regularly and cooperate reasonably with any person we may nominate as your point of contact, in relation to efforts to source a suitable Client Assignment,
  - 1.3.11.2. you agree to notify us each week to confirm your availability for work during that week, and to update us as to the progress of your own efforts to source a suitable Client Assignment, and
  - 1.3.11.3. If you do not so contact us, we shall be entitled to conclude that you are not available for work and we may regard this as indicating an intention to resign unless you advise us otherwise.
- 1.3.12. You are only authorised to enter into or conclude contracts on our behalf with our specific consent for each individual contract, acting loyally and faithfully.
- 1.3.13. You agree that following the end of your Assignment you will be placed on unpaid leave unless you commence a new Assignment. You also agree that if there is a downturn in work of the kind you are employed to do when the Company may not be able to provide work, you will be required to remain at home and/or have your hours of work reduced (layoff).

#### 1.4. **Location**

- 1.4.1. Your duties will be carried out at such places of work as you and we may from time to time agree with you within the United Kingdom or otherwise. We do not expect to provide workspace for you at our premises.

## 2. **AGENCY WORKERS REGULATIONS**

- 2.1. You will promptly notify us in writing immediately upon it coming to your notice that you may have grounds for complaint concerning any aspects of such entitlements as you may have under the Agency Workers Regulations 2010 ("AWR"), in order that we may have a proper opportunity to investigate and make any necessary changes.
- 2.2. When assessing your pay entitlement under regulation 5 of the AWR, regard shall be had to any official Guidance to the AWR, and discretionary bonuses (Bonus or Bonuses), to the extent that such Bonuses are in fact paid, will be taken into account as forming part of your pay.
- 2.3. If, in relation to any Client Assignment,
  - 2.3.1. you have completed the Qualifying Period under regulation 7 of the AWR, and
  - 2.3.2. the amount you receive in pay under that Client Assignment (calculated as set out in clause 2.2 above) exceeds that which you would have been paid if you had been engaged by the hirer for the position other than by using the services of a temporary work agency (the 'Excess'), and

- 2.3.3. had you been engaged directly by the hirer, you would have received either or both of (a) a greater entitlement to paid holiday than that to which you are entitled under this Agreement, or (b) some other benefit which falls to be treated as pay under the Agency Workers Regulations 2010 (together, 'Shortfall'), then credit shall be given for the amount of the Excess against the Shortfall, and the amount of the Excess shall be considered to have been received by you on account of any entitlements you may have to receive the Shortfall.

### 3. PAYMENT

- 3.1. **Salary:** You are entitled to Salary for all authorised hours and or days actually worked on Assignment, subject in all cases to you complying with all applicable procedures and requirements. We undertake that we will pay your Salary for all authorised hours and or days actually worked on Assignment, whether or not we ourselves receive payment in respect of that work.
- 3.1.1. Hours and or days worked in excess of those specified in your current Assignment Schedule will only be paid if authorised by the End Client, and so if you work additional hours and or days without first getting such authorisation, you accept the risk that such hours will be unpaid.
- 3.1.2. Your salary will be at the applicable National Minimum Wage (or, if applicable, the National Living Wage) rate ("Salary"); and will commence when the first Client Assignment commences.
- 3.1.3. There is no obligation on any End Client to require you to work on any day, and no obligation on us to make payment in respect of any day on which your services are not required.
- 3.1.4. You will be paid monthly in arrears, directly into your bank account, unless otherwise indicated in your current Assignment Schedule.
- 3.1.5. You will be provided with a payslip for each pay period, which will include a statement of the number of hours and or days worked during that pay period.
- 3.2. **Guarantee:** If at the end of any full 12 month period of employment commencing on the start date of this Agreement or an anniversary thereof we have not offered you at least 336 hours of paid work, we will pay you at the applicable National Minimum Wage (or, if applicable, the National Living Wage) rate for such number of hours as is represented by 336, less the number of hours in respect of which we have previously paid you during that 12 month period.
- 3.3. **Bonus:** You may be considered periodically for a bonus ('Bonus'), provided that:
- 3.3.1. you have generated sufficient revenues to warrant the grant of such a Bonus, in our reasonable opinion and as determined by us; and
- 3.3.2. you have not breached the terms of this Agreement.
- 3.4. To the extent that your gross taxable pay (excluding holiday pay) exceeds your Salary (calculated at the applicable National Minimum Wage (or, if applicable, the National Living Wage) rate), it constitutes your Bonus, even if not separately identified on your payslip. You will be paid Salary for authorised time actually spent working on Assignment. You agree that for all other payments (other than Salary for authorised time actually spent working on Assignment), we may withhold payment until we ourselves have been paid by the Client.
- 3.5. **Reimbursement of Expenses:** At the start of each Entire Assignment we will discuss with you whether any expenses may be reimbursed (including, where applicable, conducting an assessment as to whether or not we are satisfied that the manner of your working is subject to supervision, direction or control by any person).
- 3.6. We may reimburse to you authorised expenses actually and reasonably incurred in the performance of your duties in accordance with our current expenses policies, provided
- 3.6.1. we are satisfied that the reimbursement would not offend against any applicable salary sacrifice or other legislative requirements
- 3.6.2. we are satisfied that the expense claimed can legitimately be reimbursed without deduction of tax and National Insurance contributions
- 3.6.3. you comply with our current rules and procedures for expense claims
- 3.6.4. the claim is (unless our current expenses policy states otherwise) accompanied by receipts, and is submitted at the same time as any timesheet for the period in question.
- 3.7. **Deductions:**
- 3.7.1. We will make all necessary deductions from your pay as required by law.
- 3.7.2. If any money becomes lawfully due from you to us (including pay advances, and money that may have been overpaid to you in error), we may deduct all or part of such money from pay, expenses, or any other payments due from us to you.

- 3.7.3. If we have advanced you monies against your accrued paid leave entitlement, we may recoup that advance by deduction or set-off against any payment due to you for paid leave, as and when you actually become entitled to receive such payment.
- 3.7.4. If you are in breach of Agreement (for example, a failure to return equipment issued to you by a Client) and provided that we may not withhold more than would be reasonable compensation for such breach we may withhold any monies otherwise due to you in compensation for losses resulting from such breach.
- 3.7.5. If in breach of Agreement you terminate an Assignment without giving the full period of notice that you are contractually required to give, or if you fail to pay the Client an amount the Client reasonably considers to be due from you to the Client, and (in either case) if as a result the Client withholds part or all of any payment due to us in respect of services you have provided, we may withhold payment of a corresponding amount from any sums due to you.
- 3.7.6. If any equipment is issued to you for the purposes of or in connection with an Assignment, you agree to use it for no other purposes, take all proper care of it, and return it at the end of the Assignment in good serviceable condition, fair wear and tear only excepted. Failure by you to so return any such equipment would be a breach of Agreement, and pending such return we may withhold payment of any sums due to you (including pay), provided that we may not withhold more than the value of the equipment (if not returned) or the cost of repair (if returned damaged).
- 3.7.7. If a motor vehicle made available to you by a Client suffers damage whilst is in your charge, and if after investigation you are found to be responsible for the damage, you will be liable for the cost of repairing such damage, up to a maximum of the excess applicable under the Client's motor insurance policy.
- 3.7.8. Subject thereto, and to End Client authorisation in respect of any hours worked in excess of those specified in your current Assignment Schedule, we will not withhold Salary in respect of any periods you have actually worked, whether or not we are paid by the Client.

#### 4. HOLIDAYS AND PAID LEAVE

- 4.1. Unless otherwise notified to you in relation to (and for the duration of) a specific Client Assignment, your annual paid leave entitlement is 5.6 weeks per year (which is usually 28 days per year), and during the first year of your employment accrues at 2.33 days per month. For the avoidance of doubt, bank and public holidays falling on days which would otherwise be normal working days, but which are not in fact worked by you, will be taken as part of your annual paid leave entitlement.
- 4.2. Payment in respect of annual paid leave will generally be made out of your annual paid leave reserve fund. Unless otherwise notified to you in relation to (and for the duration of) a specific Client Assignment, your annual paid leave reserve fund accrues at the rate of 12.07% of your gross pay.
- 4.3. To the extent that payment in respect of annual paid leave can be funded from your annual paid leave reserve fund, you may take any annual paid leave entitlement at anytime, subject only to the requirements of any current Client Assignment. We will not generally approve requests to take annual paid leave exceeding that which can be funded from your annual paid leave reserve fund.
- 4.4. We will honour any additional statutory rights to paid leave to which you may from time to time become entitled (such as maternity/paternity, adoption or shared parental leave, or paid time off for ante-natal appointments).
- 4.5. Periods not worked (other than as a result of sickness or injury, or the exercise of some additional statutory right to which you may from time to time become entitled (such as maternity/paternity, adoption or shared parental leave, or paid time off for ante-natal appointments)) will be taken as annual paid leave, to the extent of accrued but any untaken annual paid leave entitlement, and thereafter will be treated as unpaid leave.
- 4.6. The holiday year runs from 1st October in each year;
  - 4.6.1. on a change to the start date for the holiday year, a *pro rata* calculation will be made, and any balance of annual paid leave entitlement (whether surplus or deficit) will be carried forwards from the last holiday year with the previous start date to the first holiday year with the new start date;
  - 4.6.2. subject thereto, accrued annual paid leave entitlements may not be carried forwards from year to year, and it is your responsibility to ensure that you take any accrued annual paid leave entitlement before the end of the holiday year.
- 4.7. The amount of a week's pay for the purposes of paid leave will be calculated in accordance with the Working Time Regulations 1998 (as amended) ("WTR"), and based on an average of your gross pay (disregarding paid leave itself, and any advances we may have made against your annual paid leave reserve fund) calculated over the applicable reference period (generally 52 weeks). There is no other entitlement to paid leave.

## 5. SICKNESS AND INJURY

- 5.1. We will make payments of such statutory sick pay ('SSP') as may be due to you in respect of any period of absence. Should you recover damages from any third party in respect of any period of absence you will repay any sums paid to you under this clause. We do not make any payment for sickness and injury beyond statutory sick pay as required by law. For SSP, qualifying days are your normal working days.
- 5.2. If you are absent from work for any reason and absence has not previously been authorised by us, you agree to inform us and the End Client as early as possible. In the case of an absence of uncertain duration you agree to keep us regularly informed of its expected duration.
- 5.3. If you are absent from work due to sickness or injury which continues for more than five working days (excluding weekends) you agree to provide us with a medical certificate from your doctor on the sixth day of sickness or injury. Thereafter medical certificates must be provided to us on a weekly basis.
- 5.4. Sickness absence related to an injury or accident at work must be reported to our HR team immediately or, in the case of incapacity, as soon as is reasonably practical.
- 5.5. Immediately following return to work after a period of absence which has not previously been authorised you are required to complete a self-certification form stating the dates of and the reason for absence, including details of sickness on non-working days (this information is required by us for calculating SSP entitlement).
- 5.6. In relation to any medical conditions or other circumstances known to you that might adversely affect your ability to perform the duties of your position/role, and/or of any Assignment we may propose to allocate to you, you warrant that you have disclosed to us such circumstances and on an ongoing basis will promptly disclose to us such circumstances.

## 6. WORKING DAYS AND HOURS

- 6.1. You will be expected to work 40 hours per week for a full time week. However, when performing work in connection with Services you will be expected to work such lawful hours as a Client or End User agrees with the Company as reflected within the Client Schedule.
  - 6.1.1. Client Assignments: Your normal working days and normal working hours are such days and hours as required for the current Client Assignment as we notify. The days and times may be set and varied by us from time to time. You may work such additional hours as you and we agree. You will be entitled to an unpaid lunch break (minimum 20 minutes) where your Assignment requires you to work more than six hours in any one day.
  - 6.1.2. Sourcing Assignments: You may be required to spend up to one week (40 hours), during the week following the end of the immediately preceding Client Assignment.
- 6.2. You agree to record working time and expenses as we may reasonably specify from time to time.
- 6.3. Flexible hours may be required from time to time. You agree to maintain records of days and/or hours worked and to ensure that you do not work for more than 46.4 weeks in any year.
- 6.4. The Client may, for whatever reason, require us to temporarily suspend your Assignment. If your Assignment is to be suspended, we will give you as much notice as possible. You will not be entitled to be paid in respect of any such period of suspension.
- 6.5. We are required to display on your payslip the total number of hours and days for which you have worked during each pay period.
  - 6.5.1. We ourselves may not have direct visibility of these hours (for example, if you send a timesheet direct to the agency, or if you are paid on the basis of a day rate and not by the hour).
  - 6.5.2. To enable us to comply with our own obligations, you agree to therefore keep appropriate records, notify us on an ongoing basis of the total number of hours worked during each pay period, and notify us promptly if you consider the figure stated on your payslip for the total number of hours worked to be inaccurate.

## 7. PENSIONS

- 7.1. The statutory Pension Auto-Enrolment provisions will apply. The Company will comply with the employer pension duties to you, in accordance with Part 1 of the Pensions Act 2008.
- 7.2. The Company's chosen Auto-Enrolment pension scheme provider is People's Pension. The Company reserves the right to change its chosen Auto-Enrolment pension scheme provider from time to time, and you will be notified of any such changes. Subject thereto, there is no company pension scheme.
- 7.3. Your Pay Reference Period for the purpose of Pensions Auto-Enrolment will be Monday to Sunday when weekly paid (or when paid by reference to multiples of a week) and each Calendar Month when monthly paid.

## 8. INTELLECTUAL PROPERTY RIGHTS

- 8.1. All rights in the nature of intellectual property rights ('IPR') (including, but not limited to, copyright) arising in any work created by you (whether alone, or in conjunction with others) in the course of an Assignment must be disclosed promptly to us, and shall vest in us and or the End Client. It is our responsibility to pass on to any third party such rights as we have agreed. You will cooperate fully in any formal steps reasonably required by us so as to put this term into effect. If we so require, you will sign any reasonable form of assurance of IPR which may be required. This **clause 8.1** shall not apply, to the extent that it conflicts with the provisions of any document approved by us and signed direct between you and the End Client.
- 8.2. If as a result of any alleged infringement of any third party's IPR arising from of any act by you, other than to the extent that any such infringement results from compliance with any specifications issued by us or by an End Client, we suffer any loss or damage, you agree to indemnify us against such loss or damage.

## 9. CONFIDENTIALITY

- 9.1. You may not disclose or use for your own purposes or for any purposes (other than ours) any information of a private, confidential, or secret nature which you have obtained by virtue of your employment with us and either relating to us or to our business, or in respect of which we owe an obligation of confidence to an End Client or any third party:
- 9.1.1. during the employment, except in the proper course of the employment, or
  - 9.1.2. at all, after the termination of the employment.
- 9.2. You will sign any reasonable form of non-disclosure, secrecy, or confidentiality agreement that may be required from time to time.
- 9.3. For the avoidance of doubt, nothing precludes you from making a "protected disclosure" within the meaning of Part 4A (Protected Disclosures) of the Employment Rights Act 1996. This includes protected disclosures made about matters previously disclosed to another recipient.
- 9.4. Your obligations under this clause shall survive the termination of this Agreement, for whatever reason.

## 10. SOCIAL MEDIA, COMPUTERS, AND TELECOMMUNICATIONS

- 10.1. We may provide you with a computer and ancillary equipment, high speed internet access and a telephone for use at your home solely in connection with our business; it is your responsibility to ensure that this and any other equipment belonging to us and kept at your home is adequately insured, and we will reimburse you with any additional premium in respect thereof.
- 10.2. We may provide a mobile telephone in our name for use by you solely in connection with our business, and if we do so provide we shall pay all bills in connection therewith.
- 10.3. You will comply with all applicable policies (both ours, and those of any Client for whom you may be engaged on an Assignment) in relation to social media and the use of computer and telecommunications equipment.

## 11. DISCIPLINARY AND GRIEVANCE PROCEDURES

- 11.1. Disciplinary and Grievance Procedures based on those recommended by ACAS will generally be followed. These procedures are not contractual, and the Company reserves the right to depart from them at its discretion, and/or to change them from time to time.
- 11.2. Any grievance should be brought to the attention of your SmartWork account manager in the first instance. If your account manager is unable to resolve it, you may refer it to a member of the SmartWork senior leadership team. Appeals in relation to disciplinary matters may be made to the SmartWork board.

## 12. TERMINATION

- 12.1. There is no probationary period associated with your employment. Your employment is not for a fixed term and is not of a temporary nature. It may be terminated by notice, as set out in this clause (or, where we are justified in so doing, for example as a result of gross misconduct, without notice and without making payment in lieu of notice.
- 12.2. Termination of a Client Assignment does not terminate your Agreement. An Assignment may be terminated by you on the same terms as we ourselves can lawfully terminate the relevant Client contract.
- 12.3. You may not terminate your employment until any current Client Assignment can also be lawfully terminated by us. You may not terminate a Client Assignment without also terminating your contract of employment, without our written agreement Subject thereto, this employment may be terminated by written notice as follows:
- 12.3.1. During the first month, either by you or by us with immediate effect
  - 12.3.2. Until you have achieved two years continuous employment, either (a) by you giving us one week's notice, or (b) by us giving you one weeks' notice

12.3.3. Thereafter, either (a) by you giving us one week's notice, or (b) by us giving you notice of two weeks, plus one additional week for each year of continuous employment, up to a maximum of twelve (maximum notice fourteen weeks);

12.4. Your employment will automatically terminate, without any requirement for notice, if continuation of your employment would become unlawful, whether by reason of the expiry of any required work permit, or otherwise.

12.5. If on termination you have taken more or less than the amount of paid leave to which you are entitled (calculated to the date of termination), an adjustment calculated in accordance with the WTR will be made to your final pay.

12.6. On termination of your employment for whatever reason, you will forthwith return all property belonging to us or to any Client which is in your possession or under your control. You will if so required by us, confirm in writing that you have complied with your obligation under this clause.

### 13. DATA PROTECTION AND PRIVACY

13.1. We are required by law to give you information about the personal data (including sensitive personal data / special category data) about you that we record, keep and process, and about the conditions under which we ensure our processing of such data is lawful.

13.2. This information is now contained in our Privacy Notice on our website, [www.smartwork.com](http://www.smartwork.com). This notice is not contractual, and may be changed from time to time.

13.3. You consent to the Company disclosing your payslips to the Client where required under an audit or transparency requirement under the Company's contract with the Client.

### 14. HEALTH AND SAFETY

14.1. You agree to:

14.1.1. familiarise yourself and comply at all times with all aspects of our Health and Safety policy, and with that of any Client on whose premises you are working;

14.1.2. comply with the requirements of the Health and Safety at Work Act 1974 and all other current relevant safety legislation, regulations, laws, codes of practice, standards, and requirements imposed by any competent authority ('the Requirements');

14.1.3. take responsible care for the health and safety of yourself and any other person who may be affected by your acts or omissions at work, as required by section 7 of that Act;

14.1.4. as regards any duty imposed on us or on any other person by or under any relevant Requirement, cooperate with us or such other person so far as is necessary to enable that duty or requirement to be performed or complied with;

14.1.5. not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare in pursuance of any relevant statutory provisions; and

14.1.6. report any workplace near misses, injuries or accidents immediately or, in the case of incapacity, as soon as is reasonably practical.

14.2. Failure to comply with Health and Safety requirements is a serious matter, and may result in disciplinary action.

### 15. PREVENTION OF BRIBERY AND CORRUPTION

15.1. The Company takes a zero-tolerance approach to bribery and corruption. You must comply with the applicable anti-bribery and corruption laws, and with any related policies and procedures of which we may notify you from time to time.

15.2. If you are offered a bribe, or if you are asked to make one, or if you suspect that any bribery or corruption has occurred or may occur, you agree to immediately report to the company compliance officer or a director. Failure to do so will be treated as a disciplinary matter and may result in the immediate termination of your employment.

### 16. PREVENTION OF THE FACILITATION OF TAX EVASION

16.1. The Company takes a zero-tolerance approach to tax evasion. You agree to not engage in any form of facilitating tax evasion, whether under UK law or under the law of any foreign country.

16.2. You agree to immediately report to the compliance officer or a director any request or demand from a third party to facilitate the evasion of tax, or any concerns that such a request or demand may have been made.



## 17. PREVENTION OF DISCRIMINATION AND HARASSMENT

- 17.1. The Company is committed to promoting equal opportunities in employment. You and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.
- 17.2. The Company takes a zero tolerance approach to unlawful discrimination and harassment of other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts or when wearing a work uniform), and on work-related trips or events including social events.
- 17.3. Unlawful discrimination or harassment will be treated as a disciplinary matter and may result in the immediate termination of your employment.

## 18. WORKING TIME REGULATIONS

- 18.1. Unless you are a mobile worker working in operations that are subject to Community Drivers' Hours Regulation (EC) 561/2006 or are working in an industry to which other special rules apply.
  - 18.1.1. 'Working Time' means working time as defined by the WTR.
  - 18.1.2. The WTR require that you do not work for more than 48 hours in any week, unless you consent in advance to waive that limit. You hereby indicate such consent.
    - 18.1.2.1. You have the right to give us 3 months' notice in writing to withdraw this consent.
    - 18.1.2.2. If you withdraw such consent, the Company must ensure that it does not offer you work which would result in you working for more than 48 hours in any week. You agree to therefore keep the Company informed of the hours that you work for third parties, so that it can comply with its own obligations.
  - 18.1.3. Time spent travelling to the Client's premises; lunch breaks and other rest breaks shall not count as part of your Working Time for these purposes.
- 18.2. If you are a mobile worker and are working in operations that are subject to Community Drivers' Hours Regulation (EC) 561/2006 you agree to not accept or undertake any work that causes you to infringe the Community Drivers' Hours Regulation (EC) 561/2006 or the Road Transport (Working Time) Regulations 2005 or any other Regulations that supersede or replace these Regulations.

## 19. COMPLIANCE WITH ALL OTHER APPLICABLE LAWS

- 19.1. In addition to the specific requirements for compliance elsewhere in this Agreement, you expressly agree that you will at all times comply with all other applicable laws, statutes, regulations and codes from time to time in force.

## 20. OTHER OBLIGATIONS OF EMPLOYEE

- 20.1. **Staff Handbook**  
The Company may publish a Staff Handbook containing detailed information about the Company's procedures and policies. The Staff Handbook is not contractual, and the Company may change it from time to time.
- 20.2. **Vehicles**  
If you provide a vehicle for commuting or for use in connection with your work, you agree to ensure that your motor insurance includes the use of the vehicle for commuting and (where applicable) for business purposes, and you agree to on request provide us with a copy of your insurance certificate.
- 20.3. **Integrity**  
You agree to maintain the highest standards of honesty and fair dealing in your work.
- 20.4. **Warranty**  
You warrant that you are not subject to any restriction (whether contractual or otherwise) which might restrict you from fully performing any of the duties of your employment.
- 20.5. **Indemnity**  
You fully indemnify us against any liability we may incur or loss we may suffer as a result of any wilful or negligent failure on your part to comply with the obligations under this agreement.

20.6. **Criminal charges**

If you have any criminal conviction that is are not deemed spent under the provisions of the Rehabilitation of Offenders Act 1974 you agree to disclose this to us upon entering into this Agreement and disclose to us immediately any future criminal charges or convictions other than for a road traffic offence where the court has no power to order endorsement of your driving licence.

20.7. **Other work**

20.7.1. During your normal working hours on a Client Assignment you agree to devote the whole of your time, attention and abilities to your duties under this Agreement, and you may not under any circumstances during the normal working hours on a Client Assignment undertake any other duties, of whatever kind;

20.7.2. We do not seek to restrict what you do outside your normal working hours. However, to ensure we at all times have accurate up to date information as to your ongoing availability for work, you agree to notify us before taking any employment with a third party, and keep us informed on a reasonable basis of any periods during which you are committed to such other employment.

20.8. **Working Clothing**

You agree to provide yourself with suitable working clothing and ensure that your personal presentation is appropriate at all times when you may come into contact with Clients; any protective clothing or equipment which may be necessary to minimise risks to your health or safety will be provided without charge.

20.9. **Property**

20.9.1. If any property is issued to you by us or by a Client in connection with the performance of your duties under this Agreement, you will use it for no other purpose, take all proper care of it, ensure that at all times it is adequately insured, under no circumstances seek to exercise any lien on such property, and return it at the end of your employment (earlier, if so required) in good serviceable condition, fair wear and tear only excepted.

20.9.2. All property of yours shall be at your risk at all times and we shall not be liable for any loss or damage to it, however such loss or damage may be caused.

21. **GENERAL**

21.1. **Status**

It is not the intention of either of us that you should be or become an employee of any Client for whom you may perform a Client Assignment.

21.2. **Collective Agreements**

No collective agreement will apply to your employment with the Company.

21.3. **Training**

There is no entitlement to training to be provided by us, or which you are required to complete; and there is no other training which you are required to complete that we will not bear the cost of.

21.4. **Other benefits**

There are no other benefits to be provided by us to which you are entitled as a result of your employment.

21.5. **Conduct of Employment Agencies and Employment businesses Regulations 2003 (“Regulations”)**

Where these regulations apply to us in relation to an Assignment, our capacity will be that of an employment business. If we contract at your request with an employment business for the provision of your services, you confirm that you wish to Opt Out of the Regulations where it is legally permissible to do so, unless you specifically instruct us otherwise in relation to any particular engagement; and you authorise us to notify the employment business of such agreement between us.

21.6. **Governing Law**

This Agreement is governed by the laws of England and Wales and any questions arising shall be dealt with by the courts of England and Wales.

21.7. **Severance**

If any term of this Agreement is held by any court or other competent authority to be wholly or partially void, invalid, or unenforceable, such term shall be severed from the body of these terms (which shall continue to be valid and enforceable to the fullest extent permitted by law).

21.8. **Reasonable Changes**

We reserve the right to make reasonable changes to any of these terms and conditions.

Not less than one month's written notice of any significant changes may be given by way of an individual notice or a general notice to all employees. Such changes will be deemed to be accepted unless you notify us of any objection in writing before the expiry of the notice period.

**21.9. Notices**

Any notice pursuant to this Agreement shall be given in writing (excluding email), provided that notices

21.9.1. from us to you may be given by email to the most recent email address provided to us by you, and shall be deemed received forthwith upon sending unless notice of rejection is received from your email provider

21.9.2. from you to us may be given by electronic message *via* our website when you are logged in on your portal and shall be deemed received forthwith upon sending unless you are notified of non-acceptance by the website.

**21.10. Electronic signatures**

21.10.1. This Agreement and/or your Assignment Schedule may be signed by electronic signature (whatever the form the electronic signature takes), and that such method of signature shall be equally conclusive of the intention of each of us to be bound by its terms and conditions as if signed with manuscript signatures.

21.10.2. Notwithstanding that this Agreement and/or your Assignment Schedule may have been signed by a form of electronic signature, and save in case of changes pursuant to clause 20.8 above, no addition, amendment to, or modification or discharge of, this Agreement and/or your Assignment Schedule shall be effective otherwise than in writing on paper and signed with the manuscript signature of each party (in our case, by a director on our behalf), and no additional or modified terms may be implied by any other actions of you or the Company.

**21.11. Entire Agreement**

21.11.1. This Agreement and your current Assignment Schedule together are intended to fully reflect the intentions and expectations of both parties as to our future dealings, and (in the event of any dispute regarding your engagement by the Company) shall be regarded as a true, accurate and exhaustive record of the terms on which we have agreed to enter into a relationship; together, they contain and constitute the entire understanding between us, and supersede any prior arrangements relating to your employment (which shall be deemed to have been discharged by mutual consent).

21.11.2. In case of conflict, this Agreement has priority over your Assignment Schedule.

21.11.3. You confirm that you have read and understood the contents of this document and have had the opportunity to take advice where necessary.

**22. NON-SOLICITATION**

22.1. You covenant with the Company that you will not, save with the prior written consent of the Company, directly or indirectly, either alone or with or on behalf of any person, firm, company or entity and whether on your own account or as principal, partner, shareholder, director, employee, consultant or in any other capacity whatsoever solicit or endeavour to solicit the employment or engagement of or employ or engage any employee of the Company or of any Client or End Client in a business supplying services which are the same or similar to the Services (whether or not such person would breach their contract of employment or engagement) during the Assignment and for a period of 12 months following the end of all Client Assignments.

22.2. You covenant with the Company that you will not, save with the prior written consent of the Company, directly or indirectly, either alone or with or on behalf of any person, firm, company or entity and whether on your own account or as principal, partner, shareholder, director, employee, consultant or in any other capacity whatsoever be employed or engaged by any Client or End Client in a business supplying services which are the same or similar to the services during the Assignment and for a period of 12 months following the end of all Client Assignments.

22.3. You agree not to be engaged or employed in any other business or activity during your employment unless the Company has given its permission for such engagement or employment

**Signed:**

Signed for and on behalf of the Company:

Date:

Signed for and on behalf of the employee:

Date:

This contract has been formed, following electronic signature by the parties.

**Important Note**

The rate the Agency or Client will pay us is NOT your gross pay.

It is an amount intended to cover not only your gross pay, but also

- your employment overheads (including employer's National Insurance and workplace pension auto-enrolment contributions, and apprenticeship levy),
- our own margin, and
- provision for your holiday pay.

If you work through an Agency, you should find an illustration of your expected gross pay in the Key Information Document given to you by them.