

Terms of Business with the Client for the supply of a self-employed consultancy who has not opted out of the Conduct Regulations (outside IR35 and is not under SDC)

THE PARTIES

- (1) Optima Site Solutions Ltd Limited (registered company no. 04236274) of Unit 5 Kingsway Business Park, Oldfield Road, Hampton TW12 2HD (**"the Employment Business"**).

RECITALS

- (A) The Employment Business carries on the business of sourcing and supplying independent contractors to provide services to clients of the Employment Business. The Client has instructed the Employment Business to supply a Consultancy to provide certain services, as specified in the Assignment Details Form (**"the Consultancy Services"**).
- (B) The Employment Business will Introduce a Consultancy to the Client to provide the Consultancy Services to the Client subject to the terms of this Agreement.

IT IS AGREED as follows:

1. DEFINITIONS AND INTERPRETATION

1.1. In this Agreement the following definitions apply:

- "Assignment"** means the Consultancy Services to be performed by the Consultancy Staff for the Client for a period of time during which the Consultancy is supplied by the Employment Business to provide the Consultancy Services to the Client;
- "AWR"** means the Agency Workers Regulations 2010 [and/or the Agency Workers (Northern Ireland) Regulations 2011];
- "Charges"** means the charges as notified to the Client at the commencement of the Assignment and which may be varied by the Employment Business from time to time during the Assignment. The charges are comprised of the Consultancy Fees, the Employment Business's commission, and any travel, hotel or other disbursements as may have been agreed with the Client or, if there is no such agreement, such expenses as are reasonable;
- "Commencement Date"** means the first day of assignment
- "Conduct Regulations"** means the Conduct of Employment Agencies and Employment Businesses Regulations 2003 [and/or the Conduct of Employment Agencies and Employment Businesses Regulations (Northern Ireland) 2005];
- "Consultancy"** means the person, firm or corporate body Introduced to the Client by the Employment Business to carry out an Assignment (and save where otherwise indicated, includes Consultancy Staff and any third party to whom the provision of the Consultancy Services is assigned or sub-contracted in accordance with clause 2.6);
- "Consultancy Fees"** means the fees payable to the Consultancy for the provision of the Consultancy Services;
- "Consultancy Staff"** means any officer, employee, worker or representative of the Consultancy supplied to provide the Consultancy Services (and, save where otherwise indicated, includes any officer, employee, worker or representative of any third party to whom the provision of the Consultancy Services is assigned or sub-contracted with the prior approval of the Client);

“Data Protection Laws”

means the Data Protection Act 1998, the General Data Protection regulation (EU 2016/679) and any applicable statutory or regulatory provisions in force from time to time relating to the protection and transfer of personal data;

“Engagement”

means the engagement (including the Consultancy’s and/or the Consultancy Staff’s acceptance of the Client’s offer), employment or use of the Consultancy’s Services or the services of any Consultancy Staff, by the Client or by any third party to whom the Consultancy and/or any Consultancy Staff have been introduced by the Client, directly or indirectly, on a permanent or temporary basis, whether under a contract of service or for services, an agency, licence, franchise or partnership arrangement, or any other engagement; and “Engage”, “Engages” and “Engaged” shall be construed accordingly;

“Introduction”

means (i) the passing to the Client of a curriculum vitae or information which identifies the Consultancy or Consultancy Staff or (ii) the Client’s interview of a Consultancy or Consultancy Staff (in person, by telephone or by any other means), following the Client’s instruction to the Employment Business to supply a consultancy; or (iii) the supply of a Consultancy; and, in any case, which leads to an Engagement of that Consultancy or Consultancy Staff; and “Introduces” and “Introduced” shall be construed accordingly;

“ITEPA”

means the Income Tax (Earnings and Pensions) Act 2003;

“Losses”

means all losses, liabilities, damages, costs, expenses, fines, penalties or interest, whether direct, indirect, special or consequential (including, without limitation, any economic loss or other loss of profits, business or goodwill, management time and reasonable legal fees) and charges, including such items arising out of or resulting from actions, proceedings, claims and demands;

“NICs Legislation”

means the Social Security (Categorisation of Earners) Regulations 1978 [the Social Security (Categorisation of Earners) (Northern Ireland) Regulations 1978].

“Period of Extended Hire”

means any additional period that the Client wishes the Consultancy to be supplied for beyond the duration of the original Assignment or series of Assignments as an alternative to paying a Transfer Fee;

“Public Authority”

means a public authority (a) as defined in the Freedom of Information Act 2000 [or the Freedom of Information (Scotland) Act 2002] and (b) as further defined in Section 61L(1)(c) to (f) ITEPA;

“Relevant Period”

means whichever ends the later of (a) the period of 8 weeks commencing on the day after the last day on which the Consultancy worked for the Client having been supplied by the Employment Business; or (b) the period of 14 weeks commencing on the first day on which the Consultancy worked for the Client having been supplied by the Employment Business or 14 weeks from the first day of the most recent Assignment where there has been a break of more than 6 weeks (42 days) since any previous Assignment;

- “Remuneration”** includes gross base salary or fees, guaranteed and/or anticipated bonus and commission earnings, allowances, inducement payments, the benefit of a company car and all other payments taxable, (and, where applicable, non-taxable) payable to or receivable by the Consultancy for services rendered to or on behalf of the Client. Where a company car is provided, a notional amount of £400 per month will be added to the sums paid to the Consultancy in order to calculate the Transfer Fee;
- “Transfer Fee”** means the fee set out in Schedule 1 and payable in accordance with clause 8 below and Regulation 10 of the Conduct Regulations; and
- “Vulnerable Person”** means any person who by reason of age, infirmity, illness, disability or any other circumstance is in need of care or attention, and includes any person under the age of 18.

- 1.2. Unless the context otherwise requires, references to the singular include the plural and references to the masculine include the feminine and vice versa.
- 1.3. The headings contained in this Agreement are for convenience only and do not affect their interpretation
- 1.4. Any reference, express or implied, to an enactment includes a reference to that enactment as from time to time amended, modified, extended, re-enacted, replaced or applied by or under any other enactment (whether before or after the date of this Agreement) and all subordinate legislation made (before or after this Agreement) under it from time to time.

2. THE AGREEMENT

- 2.1. This Agreement together with the attached Schedule and the relevant Assignment Details From constitutes the entire agreement between the Employment Business and the Client for the supply of the Consultancy Services by the Employment Business to the Client (“**the Agreement**”). This Agreement is deemed to be accepted by the Client by virtue of its request for, interview with, or Engagement of a Consultancy or the passing of any information about the Consultancy to any third party following an Introduction.
- 2.2. Unless otherwise agreed in writing by a director the Employment Business, this Agreement shall prevail over any terms of business or purchase conditions (or similar) put forward by the Client.
- 2.3. Subject to clause 6.2 no variation or alteration to this Agreement shall be valid unless the details of such variation are agreed between a director the Employment Business and the Client and are set out in writing and a copy of the varied terms is given to the Client stating the date on or after which such varied terms shall apply.
- 2.4. The Employment Business shall act as an employment business (as defined in Section 13(3) of the Employment Agencies Act 1973 [or in the Employment (Miscellaneous Provisions) (Northern Ireland) Order 1981]) (as amended) when Introducing Consultancies for Assignments with the Client.
- 2.5. The Client acknowledges that the Consultancy and the Consultancy Staff carrying out the Assignment have not opted out of the Conduct Regulations and that any person to whom the performance of the Consultancy Services may be assigned or sub-contracted has not opted out of the Conduct Regulations and consequently that all of the Conduct Regulations apply to this Agreement

- 2.6. The Client acknowledges that the Consultancy may supply any of the Consultancy Staff to perform the Consultancy Services and where the Consultancy is unable to provide any part of the Consultancy Services for whatever reason the Consultancy shall be entitled to assign or sub-contract the performance of the Consultancy Services provided that the Employment Business and the Client are reasonably satisfied that the assignee or sub-contractor has the required skills, qualifications, resources and personnel to provide the Consultancy Services to the required standard and that the terms of any such assignment or sub-contract contain the same acknowledgements under and obligations imposed by the agreement between the Consultancy and the Employment Business. The Client shall not unreasonably withhold or delay any approval sought for the assignment or sub-contracting of the Consultancy Services
- 2.7. The Client acknowledges that the Consultancy shall be permitted to determine how it will provide the Consultancy Services and will have the flexibility to determine the number of hours required and the times worked, to complete the Consultancy Services, subject to the Consultancy complying with any reasonable operational requirements of the Client. The Consultancy will be at liberty to determine the location at which it will provide the Consultancy Services, but where the Consultancy Services are undertaken at the Client's site, the Consultancy will comply with any reasonable requirements relating to working hours, and any other operational requirements in relation to the Client's site. Accordingly the Client acknowledges that neither the Consultancy nor the Consultancy Staff work under (or subject to the right of) supervision, direction or control of the Client as to the manner in which they provide the Consultancy Services.
- 2.8. The Client confirms that it is not a Public Authority. If the Client is a Public Authority the Employment Business may terminate this Agreement and any Assignments issued under it in accordance with clause 11.3.

3. THE CLIENT'S OBLIGATIONS

- 3.1. To enable the Employment Business to comply with its obligations under the Conduct Regulations the Client undertakes to provide to the Employment Business details of the position which the Client seeks to fill, including the following:
- 3.1.1. the type of work that the Consultancy would be required to do;
 - 3.1.2. the location and hours of work;
 - 3.1.3. the experience, training, qualifications and any authorisation which the Client considers necessary or which are required by law or any professional body for the Consultancy Staff to possess in order to work in the position;
 - 3.1.4. any risks to health or safety known to the Client and what steps the Client has taken to prevent or control such risks;
 - 3.1.5. the date the Client requires the Consultancy to commence the Assignment;
 - 3.1.6. the duration or likely duration of the Assignment.

4. INFORMATION TO BE PROVIDED BY THE EMPLOYMENT BUSINESS TO THE CLIENT

- 4.1. When making an Introduction of a Consultancy to the Client the Employment Business shall inform the Client:
- 4.1.1. of the identity of the Consultancy and that of the Consultancy Staff supplied by the Consultancy to carry out the Assignment;
 - 4.1.2. that the Consultancy Staff has the necessary or required experience, training, qualifications and any authorisation required by law or a professional body to work in the Assignment;
 - 4.1.3. that the Consultancy is Engaged by the Employment Business under a contract for services;
 - 4.1.4. that the Consultancy Staff are willing to work in the Assignment;

4.1.5. the Charges.

4.2. Where such information is not given in paper form or by electronic means it shall be confirmed by such means by the end of the third business day (excluding Saturday, Sunday and any Public or Bank Holiday) following, save where the Consultancy is Introduced for an Assignment in the same position as one in which the Consultancy had previously been supplied within the previous 5 business days and such information has already been given to the Client and remains unchanged, unless the Client requests that the information be resubmitted.

5. VERIFICATION OF EXECUTION OF THE CONSULTANCY SERVICES

5.1. At the end of each week of the Assignment (or at the end of the Assignment where the Assignment is for a period of less than 1 week or is completed or finished before the end of a week), the Client shall verify the execution of the Consultancy Services by completing and returning a form provided to the Client for this purpose. Client execution of the Consultancy Service is accepted via email authorisation from the Client, digital spreadsheet emailed directly from the Client, verification via our online timesheet portal or signed timesheets

5.2. The Client agrees that by verifying the execution of the Consultancy Services it also agrees that the Consultancy Services have been provided satisfactorily and in accordance with this Agreement. Even if the Client does not verify execution in writing, it will still be obliged to pay the Charges in respect of the work done. the event that the Client is dissatisfied with the work performed by the Consultancy the provisions of clause 10.1 and 11 below shall apply.

6. CHARGES

6.1. The Client agrees to pay the Charges. VAT is payable at the applicable rate on the entirety of the Charges.

6.2. The Employment Business reserves the right to vary the Charges agreed with the Client, by giving written notice to the Client, in order to comply with any additional liability imposed by statute or other legal requirement or entitlement

6.3. The Employment Business will invoice the Client on a weekly basis. The Client will pay the Charges within the agreed time period

6.4. The Employment Business reserves the right to charge interest under the Late Payment of Commercial Debts (Interest) Act 1998 on invoiced amounts unpaid by the due date at the rate of 8% per annum above the base rate from time to time of the Bank of England from the due date until the date of payment

6.5. The Employment Business will not refund any of the Charges.

6.6. The Client's obligations under this clause 6 shall be performed without any right of the Client to invoke set-off, deductions, withholdings or other similar rights.

7. PAYING THE CONSULTANCY

The Employment Business is responsible for paying the Consultancy.

8. TRANSFER FEES

- 8.1. The Client shall be liable to pay a Transfer Fee if it Engages the Consultancy or any Consultancy Staff Introduced by the Employment Business other than via the Employment Business, or Introduces the Consultancy or any Consultancy Staff to a third party and such Introduction results in an Engagement of the Consultancy or any Consultancy Staff by the third party other than via the Employment Business and:
- 8.1.1. where the Consultancy has been supplied by the Employment Business, such Engagement takes place during the Assignment or within the Relevant Period; or
 - 8.1.2. where the Consultancy has not been supplied, such Engagement takes place within 6 months from the date of the Introduction to the Client. The Transfer Fee shall be calculated as follows: 15% of the Remuneration payable to the Consultancy during the first 12 months of the Engagement or, if the actual amount of the Remuneration is not known, the Charges multiplied by 300 times the hourly rate
- 8.2. If the Client wishes to Engage the Consultancy other than via the Employment Business, without liability to pay a Transfer Fee the Client may, on giving one week's *or such notice as you require* written notice to the Employment Business, engage the Consultancy for the Period of Extended Hire
- 8.3. During such Period of Extended Hire the Employment Business shall supply the Consultancy on the same terms on which it has or would have been supplied during the Assignment and in any case on terms no less favourable than those terms which applied immediately before the Employment Business received the notice in clause 8.1.2 and the Client shall continue to pay the Charges. If the Employment Business is unable to supply the Consultancy for any reason outside its control for the whole or any part of the Period of Extended Hire; or the Client does not wish to hire the Consultancy on the same terms as the Assignment, but the Consultancy is Engaged by the Client, the Client shall pay the Transfer Fee, reduced pro-rata to reflect any Charges paid by the Client during any part of the Period of Extended Hire worked by the Consultancy before being Engaged by the Client. If the Client fails to give notice of its intention to Engage the Consultancy other than via the Employment Business before the Engagement takes place, the parties agree that the Transfer Fee shall be due in full.
- 8.4. Where prior to the commencement of the Client's Engagement other than via the Employment Business, the Employment Business and the Client agree that such Engagement will be on the basis of a fixed term of less than 12 months, the Employment Business may, in its absolute discretion, reduce the Transfer Fee as calculated in accordance with Schedule 1 pro-rata. Such reduction is subject to the Client Engaging the Consultancy for the agreed fixed term. Should the Client extend the Consultancy's Engagement or re-Engage the Consultancy within 12 months from the commencement of the initial Engagement the Employment Business reserves the right to recover the balance of the Transfer Fee.
- 8.5. The Employment Business will not refund the Transfer Fee if the Engagement of the Consultancy other than via the Employment Business by the Client or a third party to which the Client introduces the Consultancy or any Consultancy Staff, subsequently terminates or terminates before the end of the fixed term referred to in clause 8.4.
- 8.6. VAT is payable at the applicable rate in addition to any Transfer Fee due.

9. SUITABILITY CHECKS AND INFORMATION TO BE PROVIDED IN SPECIAL SITUATIONS

9.1. Where:

- 9.1.1. the Consultancy or the Consultancy staff are required by law, or any professional body to have any qualifications or authorisations to work on the Assignment the Employment Business will take all reasonably practicable steps to obtain and offer to provide to the Client copies of any relevant qualifications or authorisations of the Consultancy Staff; and
- 9.1.2. in addition, where the Assignment involves working with, caring for or attending one or more Vulnerable Persons, the Employment Business will take all reasonably practicable steps to obtain and offer to provide copies to the Client of two references from persons who are not relatives of the Consultancy Staff and who have agreed that the references they provide may be disclosed to the Client;

and such other reasonably practicable steps as are required to confirm that the Consultancy or the Consultancy staff supplied to do the work are suitable for the Assignment. If the Employment Business has taken all reasonably practicable steps to obtain the information above and has been unable to do so fully it shall inform the Client of the steps it has taken to obtain this information in any event.

- 9.2. The Client shall advise the Employment Business at the time of instructing the Employment Business to supply a Consultancy, whether during the course of the Assignment, the Consultancy or the Consultancy Staff will be required to work with, care for or attend one or more Vulnerable Persons or engage in activity or otherwise be working in a position covered by the Safeguarding Vulnerable Groups Act [or the Protecting Vulnerable Groups (Scotland) Act 2007 or the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007].
- 9.3. The Client shall assist the Employment Business by providing any information required to allow the Employment Business to comply with its statutory obligations under the Safeguarding Vulnerable Groups Act 2006 [or the Protecting Vulnerable Groups (Scotland) Act 2007 or the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007] and to allow the Employment Business to select a suitable Consultancy for the Assignment
- 9.4. In particular in the event that the Client removes a Consultancy from an Assignment in circumstances which would require the Employment Business to provide information to the Independent Safeguarding Authority (or equivalent authority) under the Safeguarding Vulnerable Groups Act 2006 [or the Protecting Vulnerable Groups (Scotland) Act 2007 or the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007], the Client will provide sufficient information to the Employment Business to allow it to discharge its statutory obligations.

10. UNSUITABILITY OF THE CONSULTANCY

- 10.1. The Client undertakes to satisfy itself with the Consultancy's suitability in carrying out the Consultancy Services. If the Client reasonably considers that the services of the Consultancy are unsatisfactory, the Client must notify the Employment Business in writing immediately and may terminate the Assignment in accordance with clause 11.2.
- 10.2. The Employment Business shall notify the Client immediately if it receives or otherwise obtains information which gives the Employment Business reasonable grounds to believe that a Consultancy supplied to the Client is unsuitable for the Assignment and shall be entitled to terminate the Assignment forthwith without prior notice and without liability. Notwithstanding, the Client shall remain liable for all such Charges incurred prior to the termination of the Assignment
- 10.3. The Client shall notify the Employment Business immediately and without delay and in any event within 4 hours if the Consultancy or the Consultancy Staff fails to provide the Consultancy Services or has notified the Client that they are unable to provide the Consultancy Services for any reason.

11. TERMINATION OF THE ASSIGNMENT

- 11.1. A: The Assignment will terminate when the Client confirms that the Consultancy Services have been completed.
- 11.2. Notwithstanding the provisions of clause 11.1 the Client may terminate the Assignment with immediate effect by notice in writing to the Employment Business where
 - 11.2.1. the Consultancy has acted in breach of any statutory or other reasonable rules and regulations applicable to them while providing the Consultancy Services;
 - 11.2.2. the Client reasonably believes that the Consultancy has not observed any condition of confidentiality applicable to the Consultancy from time to time; or
 - 11.2.3. the Client reasonably considers that the Consultancy's provision of the Consultancy Services is unsatisfactory.
- 11.3. The Employment Business may terminate an Assignment with immediate effect by notice in writing if:
 - 11.3.1. the Client is in wilful or persistent breach of its obligations under these Terms and where the breach is capable of being remedied, fails to remedy the breach within 7 days of receiving written notice from the Employment Business to do so; or
 - 11.3.2. the Client fails to pay any amount which is due to the Employment Business in full and on the date that the payment falls due; or
 - 11.3.3. the Client is dissolved, ceases to conduct all (or substantially all) of its business, is or becomes unable to pay its debts as they fall due, is or becomes insolvent or is declared insolvent, or convenes a meeting or makes or proposes to make any arrangement or composition with its creditors; or
 - 11.3.4. an administrator, administrative receiver, liquidator, receiver, trustee, manager or similar is appointed over any of the assets of the Client; or
 - 11.3.5. an order is made for the winding up of the Client, or where the Client passes a resolution for its winding up (other than for the purpose of a solvent company reorganisation or amalgamation where the resulting entity will assume all the obligations of the other party under this Agreement); or
 - 11.3.6. (where the Client is an individual) the Client dies, or as a result of illness or incapacity becomes incapable of managing his or her own affairs, or is the subject of a bankruptcy petition or order; or
 - 11.3.7. the Employment Business knows or suspects that the Consultancy or the Consultancy Staff work under (or subject to the right of) supervision, direction or control of any person as to the manner in which they provide the Consultancy Services, in breach of this Agreement; or
 - 11.3.8. the Client fails to provide accurate and sufficient evidence that neither the Consultancy nor the Consultancy Staff work under (or subject to the right of) supervision, direction or control of any person as to the manner in which they provide the Consultancy Services; or
 - 11.3.9. the Client provides to the Employment Business, the Consultancy or the Consultancy Staff, a document which fraudulently states that the Consultancy Staff do not work under (or are not subject to) supervision, direction or control of any person as to the manner in which they provide the Consultancy Services or
 - 11.3.10. the Employment Business knows or suspects that the Client is a Public Authority;

11.3.11. the Employment Business knows or suspects that the Client has breached the Data Protection Laws.

12. CONFIDENTIALITY AND DATA PROTECTION

- 12.1. All information relating to a Consultancy is confidential and where that information relates to an individual is also subject to the Data Protection Laws and is provided solely for the purpose of providing Consultancy Services to the Client. Such information must not be used for any other purpose nor divulged to any third party and the Client undertakes to abide by the provisions of the Data Protection Laws in receiving and processing the information at all times.
- 12.2. Information relating to the Employment Business' business which is capable of being confidential must be kept confidential and not divulged to any third party, except information which is in the public domain.

13. INTELLECTUAL PROPERTY RIGHTS

- 13.1 All copyright, trademarks, patents and other intellectual property rights deriving from the provision of the Consultancy Services by the Consultancy or any third party to whom the Consultancy Services are assigned or sub-contracted for the Client during the Assignment shall belong to the Client, save such rights as may be expressly owned or retained by the Consultancy and set out in the Assignment Details Form. Accordingly the Employment Business shall use its reasonable endeavours to ensure that the Consultancy shall (and any relevant member of the Consultancy Staff shall) execute all such documents and do all such acts in order to give effect to the Client's rights pursuant to this clause.

14. LIABILITY

- 14.1. Whilst reasonable efforts are made by the Employment Business to give satisfaction to the Client by ensuring reasonable standards of skills, integrity and reliability from the Consultancy and to provide the same in accordance with the Assignment details as provided by the Client, no liability is accepted by the Employment Business for any Losses arising from the failure to provide a Consultancy for completion of the Assignment or from the negligence, dishonesty, misconduct or lack of skill of the Consultancy or if the Consultancy terminates the Assignment for any reason. For the avoidance of doubt, the Employment Business does not exclude liability for death or personal injury arising from its own negligence or for any other loss which it is not permitted to exclude under law.
- 14.2. The Client warrants that neither it nor the Employment Business do (or have the right to) supervise, direct or control the Consultancy or the Consultancy Staff as to the manner in which they provide the Consultancy Services. The Client will notify the Employment Business in writing if it exercises supervision, direction or control, or seeks the right to supervise, direct or control the Consultancy or the Consultancy Staff in which case the Employment Business may terminate the Agreement and/or any Assignments under the Agreement in accordance with clause 11.3.
- 14.3. Furthermore no member of the Consultancy Staff is an agency worker as defined under the AWR.
- 14.4. The Client shall advise the Employment Business of any special health and safety matters about which the Employment Business is required to inform the Consultancy and about any requirements imposed by law or by any professional body, which must be satisfied if the Consultancy is to fill the Assignment. The Client will comply in all respects with all relevant statutes, by-laws, codes of practice and legal requirements including the provision of adequate public liability insurance in respect of the Consultancy.
- 14.5. The Client undertakes not to request the supply of a Consultancy to perform the duties normally performed by a worker who is taking part in official industrial action or duties normally performed by a worker who has been transferred by the Client to perform the duties of a person on strike or taking official industrial action.
- 14.6. The Client undertakes that it knows of no reason why it would be detrimental to the interests of the Consultancy for the Consultancy to fill the Assignment.

- 14.7. The Client shall indemnify and keep indemnified the Employment Business against any Losses incurred by the Employment Business by reason of any proceedings, claims or demands by any third party (including specifically, but without limitation, HMRC and any successor, equivalent or related body pursuant to any of the provisions of ITEPA or the NICs Legislation (and/or any supporting or consequential secondary legislation relating thereto)) arising out of any Assignment or arising out of any non-compliance with, and/or as a result of any breach of, this Agreement by the Client.
- 14.8. The Client shall indemnify and keep indemnified the Employment Business against any Losses incurred by the Employment Business by reason of any proceedings, claims or demands by the Consultancy, the Consultancy Staff or any third party arising out of any non-compliance with, and/or as a result of, any breach of the Data Protection Laws by the Client.

15. NOTICES

- 15.1 All notices which are required to be given in accordance with this Agreement shall be in writing and may be delivered personally or by first class prepaid post to the registered office of the party upon whom the notice is to be served or any other address that the party has notified the other party in writing, by email or facsimile transmission. Any such notice shall be deemed to have been served: if by hand when delivered; if by first class post 48 hours following posting; and if by email or facsimile transmission, when that email or facsimile is sent.

16. SEVERABILITY

- 16.1 If any of the provisions of this Agreement shall be determined by any competent authority to be unenforceable to any extent, such provision shall, to that extent, be severed from the remaining terms, which shall continue to be valid to the fullest extent permitted by applicable laws.

17. RIGHTS OF THIRD PARTIES

- 17.1 None of the provisions of this Agreement is intended to be for the benefit of or enforceable by third parties and the operation of the Contracts (Rights of Third Parties) Act 1999 is excluded

GOVERNING LAW AND JURISDICTION

This Agreement is governed by the law of [England & Wales/Scotland/Northern Ireland] and are subject to the exclusive jurisdiction of the Courts of [England & Wales/Scotland/Northern Ireland].



Signed for and on behalf of the Employment Business

JOEL EMERSON - DIRECTOR

Name & Title [print name and job title here - above]

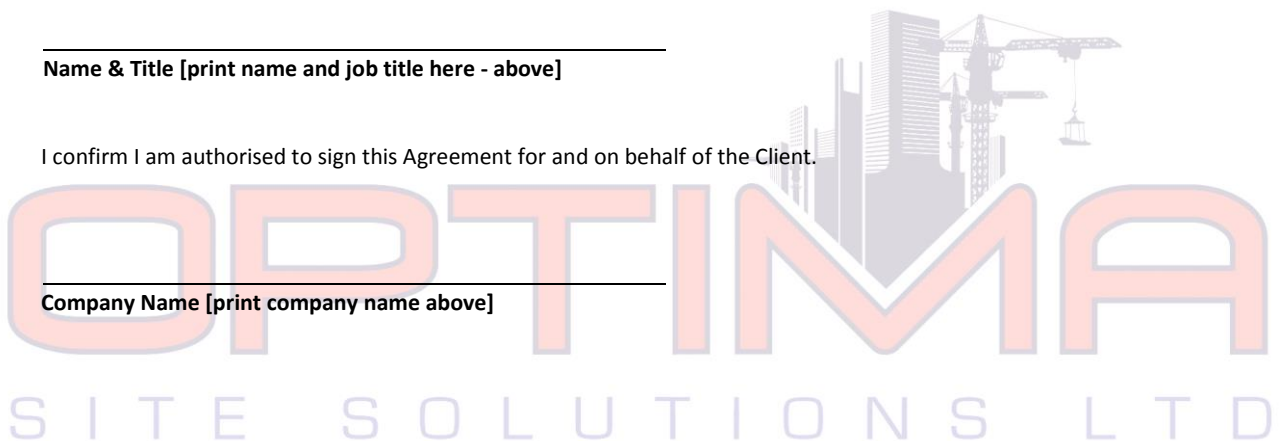
Signed for and on behalf of the Client (sign here - above)

Name & Title [print name and job title here - above]

I confirm I am authorised to sign this Agreement for and on behalf of the Client.

Company Name [print company name above]

Date [print date above]



SCHEDULE 1: "COMPARABLE EMPLOYEE" "QUALIFYING PERIOD" AND TEMPORARY WORK AGENCY

"Comparable Employee" means as defined in Regulation 5(4) of the Agency Workers Regulations being an employee of the Hirer who:

- (a) works for and under the supervision of the Hirer and is engaged in the same or broadly similar work as the Agency Worker having regard, where relevant, to whether the employee and the Agency Worker have a similar level of qualification and skill; and
- (b) works or is based at the same establishment as the Agency Worker or, where there is no comparable employee working or based at that establishment who satisfies the requirements of (a) above, works or is based at a different establishment and satisfies those requirements.

For the purpose of the definition of "Qualifying Period" in clause 1.1 of this Agreement, when calculating whether any weeks completed with the Hirer count as continuous towards the Qualifying Period, where:

- (a) the Agency Worker has started working during an assignment and there is a break, either between assignments or during an assignment, when the Agency Worker is not working;
- (b) the break is:
 - (i) for any reason and not more than six Calendar Weeks;
 - (ii) wholly due to the fact that the Agency Worker is incapable of working in consequence of sickness or injury and the break is 28 Calendar Weeks or less; paragraph (iii) does not apply; and, if required to do so by the Employment Business, the Agency Worker has provided such written medical evidence as may reasonably be required;
 - (iii) related to pregnancy, childbirth or maternity and is at a time in a protected period, being a period beginning at the start of the pregnancy and ending at the end of the 26 weeks beginning with childbirth (being the birth of a living child or the birth of a child whether living or dead after 24 weeks of pregnancy) or, if earlier, when the Agency Worker returns to work;
 - (iv) wholly for the purpose of taking time off or leave, whether statutory or contractual, to which the Agency Worker is otherwise entitled which is:
 - i. ordinary, compulsory or additional maternity leave;
 - ii. ordinary or additional adoption leave;
 - iii. ordinary or additional paternity leave;
 - iv. time off or other leave not listed in paragraphs (iv)i, ii, or iii above; or
 - v. for more than one of the reasons listed in paragraphs (iv)i, ii, iii to iv above;
 - (v) wholly due to the fact that the Agency Worker is required to attend at any place in pursuance to being summoned for service as a juror and the break is 28 Calendar Weeks or less;
 - (vi) wholly due to a temporary cessation in the Hirer's requirement for any worker to be present at the establishment and work in a particular role for a pre-determined period of time according to the established custom and practices of the Hirer;
 - (vii) wholly due to a strike, lock-out or other industrial action at the Hirer's establishment; or
 - (viii) wholly due to more than one of the reasons listed in paragraphs (ii), (iii), (iv), (v), (vi) or (vii); and

(c) the Agency Worker returns to work in the same role with the Hirer, any weeks during which the Agency Worker worked for the Hirer before the break shall be carried forward and treated as counting towards the Qualifying Period with any weeks during which the Agency Worker works for the Hirer after the break. In addition, when calculating the number of weeks during which the Agency Worker has worked, where the Agency Worker has started working in a role during an Assignment and is unable to continue working for a reason described in paragraph (b)(iii) or (b)(iv)i., ii, or iii., for the period that is covered by one or more such reasons, the Agency Worker shall be deemed to be working in that role with the Hirer for the original intended duration or likely duration of the relevant Assignment, whichever is the longer. For the avoidance of doubt, time spent by the Agency Worker working during an assignment before 1 October 2011 does not count for the purposes of the definition of "Qualifying Period".



"Temporary Work Agency" means as defined in Regulation 4 of the Agency Workers Regulations being a person engaged in the economic activity, public or private, whether or not operating for profit, and whether or not carrying on such activity in conjunction with others, of: (a) supplying individuals to work temporarily for and under the supervision and direction of hirers;

or

(b) paying for, or receiving or forwarding payment for, the services of individuals who are supplied to work temporarily for and under the supervision and direction of hirers.

Notwithstanding paragraph (b) of this definition a person is not a Temporary Work Agency if the person is engaged in the economic activity of paying for, or receiving or forwarding payments for,

the services of individuals regardless of whether the individuals are supplied to work for hirers. For the purpose of this definition, a "hirer" means a person engaged in economic activity, public or private, whether or not operating for profit, to whom individuals are supplied, to work temporarily for and under the supervision and direction of that person.



SCHEDULE 2: TRANSFER FEES

- (a) The Transfer Fee referred to in clause 8 shall be calculated as follows: 50% of the Remuneration payable to the Intermediary or Agency Worker (as appropriate) during the first 12 months of the Engagement or, if the actual amount of the Remuneration is not known, the charges multiplied by 300.
- (b) The Period of Extended Hire, referred to in clause 8, before the Hirer Engages an Intermediary or Agency Worker (as appropriate) shall be: 12 weeks

SCALE OF TRANSFER FEE REBATES													
Number of complete weeks the Intermediary has been supplied prior to the Hirer serving notice under clause 8.2 above	0	1	2	3	4	5	6	7	8	9	10	11	12
Transfer Fee Rebate (as a % of the Fee set out in clause 8.1 and above)	0	5	7	10	20	30	40	50	60	70	80	90	100

PERIOD OF EXTENDED HIRE													
Number of weeks the Intermediary has been supplied to the Hirer prior to the start of the Period of Extended Hire	0	1	2	3	4	5	6	7	8	9	10	11	12
Period of Extended Hire (in weeks)	12	11	10	9	8	7	6	5	4	3	2	1	0