

Terms of Engagement for Temporary Workers

Between _____ T/A Driver Hire _____
 (hereinafter called the *Employment Business*)
 and _____
 (hereinafter called the *Temporary Worker*)

1. DEFINITIONS AND INTERPRETATION

1.1. In these Terms the following definitions apply:

“Actual Rate of Pay”	means, unless and until the Temporary Worker has completed the Qualifying Period, the rate of pay which will be paid for all time worked during an Assignment for each hour worked, as set out in the relevant Assignment Details Form;
“Actual QP Rate of Pay”	means the rate of pay which will be paid to the Temporary Worker if and when s/he completes the Qualifying Period, as set out in any variation to the relevant Assignment Details Form;
“Agreed Deductions”	means any deductions the Temporary Worker has agreed can be made from their pay;
“Assignment”	means assignment services to be performed by the Temporary Worker for the Hirer for a period of time during which the Temporary Worker is supplied by the Employment Business to work temporarily for and under the supervision and direction of the Hirer as indicated on an Assignment Details Form;
“Assignment Details Form”	means written confirmation of the assignment details to be given to the Temporary Worker upon acceptance of the Assignment;
“AWR”	means the Agency Workers Regulations 2010 or the Agency Workers (Northern Ireland) Regulations 2011;
“Calendar Week”	means any period of 7 days starting with the same day as the first day of the First Assignment;
“Conduct Regulations”	means the Conduct of Employment Agencies and Employment Businesses Regulations 2003 or the Conduct of Employment Agencies and Employment Businesses Regulations (Northern Ireland) 2005;
“Confidential Information”	means any and all confidential commercial, financial, marketing, technical or other information or data of whatever nature relating to the Hirer or Employment Business or their business or affairs (including but not limited to these Terms, data, records, reports, agreements, software, programs, specifications, know-how, trade secrets and other information concerning the Assignment) in any form or medium whether disclosed or granted access to whether in writing, orally or by any other means, provided to the Temporary Worker or any third party in relation to the Assignment by the Hirer or the Employment Business or by a third party on behalf of the Hirer whether before or after the date of these Terms together with any reproductions of such information in any form or medium or any part(s) of such information;
“Control”	means (a) the legal or beneficial ownership, directly or indirectly, of more than 50% of the issued share capital or similar right of ownership; or (b) the power to direct or cause the direction of the affairs and/or general management of the company, partnership, statutory body or other entity in question, whether through the ownership of voting capital, by contract or otherwise, and “Controls” and “Controlled” shall be construed accordingly;
“Data Protection Laws”	means the Data Protection Act 2018, 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;
“Deductions”	means any deductions which the Employment Business may be required by law to make and, in particular, in respect of PAYE pursuant to Sections 44-47 of the Income Tax (Earnings and Pensions) Act 2003 and Class 1 National Insurance Contributions;
“Emoluments”	means any pay in addition to the Actual QP Rate of Pay;
“Engagement”	means the engagement (including the Temporary Worker’s acceptance of the Hirer’s offer), employment or use of the Temporary Worker by the Hirer or any

third party to whom the Temporary Worker has been introduced by the Hirer, on a permanent or temporary basis, whether under a contract of service or for services, and/or through a company of which the Temporary Worker is an officer, employee or other representative, an agency, license, franchise or partnership arrangement, or any other engagement; and “Engage”, “Engages” and “Engaged” shall be construed accordingly;

“First Assignment”

means:

- a) the relevant Assignment; or
- b) if, prior to the relevant Assignment:
 - i. the Temporary Worker has worked in any assignment in the same role with the relevant Hirer as the role in which the Temporary Worker works in the relevant Assignment; and
 - ii. the relevant Qualifying Period commenced in any such assignment, that assignment (an assignment being (for the purpose of this defined term) a period of time during which the Temporary Worker is supplied by one or more Temporary Work Agencies to the relevant Hirer to work temporarily for and under the supervision and direction of the relevant Hirer);

“First DH Assignment”

means the first Assignment that the Temporary Worker carries out after being registered with the Employment Business.

“Hirer”

means the person, firm or corporate body together with any subsidiary or associated person, firm or corporate body (as the case may be) to whom the Temporary Worker is supplied or introduced;

“Hirer’s Group”

means (a) any individual, company, partnership, statutory body or other entity which from time to time Controls the Hirer, including (but not limited to) as a holding company as defined in section 1159 of the Companies Act 2006; and (b) any company, partnership, statutory body or other entity which from time to time is Controlled by or is under common Control with the Hirer, including (but not limited to) as a subsidiary or holding company as defined in section 1159 of the Companies Act 2006;

“Hourly Rate”

means National Minimum Wage, this being the minimum gross rate of pay that the Employment Business reasonably expects to achieve, for all hours worked by the Temporary Worker;

“Leave Year”

means the period during which the Temporary Worker accrues and may take statutory leave commencing [A: on the date that the Temporary Worker starts an Assignment or a series of Assignments] OR [B: on [...]] and runs until the anniversary of that date;

“Period of Extended Hire”

means any additional period that the Hirer wishes the Temporary Worker to be supplied for beyond the duration of the original Assignment or series of assignments as an alternative to paying a Transfer Fee;

“Qualifying Period”

means 12 continuous Calendar Weeks during the whole or part of which the Temporary Worker is supplied by one or more Temporary Work Agencies to the relevant Hirer to work temporarily for and under the supervision and direction of the relevant Hirer in the same role, and as further defined in the Schedule to these Terms;

“Relevant Period”

means the later of (a) the period of 8 weeks commencing on the day after the last day on which the Temporary Worker worked for the Hirer having been supplied by the Employment Business; or (b) the period of 14 weeks commencing on the first day on which the Temporary Worker worked for the Hirer having been supplied by 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;

“Temporary Work Agency”

means as defined in the Schedule to these Terms;

“Terms”

means these terms of engagement (including the attached schedule) together with any applicable Assignment Details Form;

“Transfer Fee”

means the fee payable by the Hirer to the Employment Business in accordance with clause 3.6, as permitted by Regulation 10 of the Conduct Regulations;

“Type of Work”

means work as a ***ENTER TYPE OF WORK***;

“WTR”

means the Working Time Regulations 1998 or the Working Time Regulations (Northern Ireland) 1998

- 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 these Terms 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 these Terms) and all subordinate legislation made (before or after these Terms) under it from time to time.

2. THE CONTRACT

- 2.1. These Terms constitute the entire agreement between the Employment Business and the Temporary Worker for the supply of services to the Hirer and they shall govern all and any Assignments undertaken by the Temporary Worker. The contract between the parties starts on the first day of the First DH Assignment under these Terms however, no contract shall exist between the Employment Business and the Temporary Worker between Assignments. These Terms shall prevail over any other terms put forward by the Temporary Worker.
- 2.2. During an Assignment the Employment Business will engage the Temporary Worker on a contract for services on these Terms. For the avoidance of doubt, the Temporary Worker is not an employee of the Employment Business although the Employment Business is required to make the Deductions from the Temporary Worker's pay. These Terms shall not give rise to a contract of employment between the Employment Business and the Temporary Worker, or the Temporary Worker and the Hirer. The Temporary Worker is supplied as a worker, and is entitled to certain statutory rights as such, but nothing in these Terms shall be construed as giving the Temporary Worker rights in addition to those provided by statute except where expressly stated. For the avoidance of doubt, the Temporary Worker is not a part year worker and agrees as such.
- 2.3. The Temporary Worker further agrees that the Assignment shall only last for the period indicated on each and every Assignment Details Form. An Assignment shall, therefore, automatically terminate without the need for notice, on the first day where the Temporary Worker is not scheduled to work as described on any Assignment Details Form.
- 2.4. These Terms shall commence on the first day of the First DH Assignment and shall continue, subject to the remaining terms of this agreement, until these Terms are terminated, either by the Employment Business or the Temporary Worker
- 2.5. No variation or alteration to these Terms shall be valid unless the details of such variation are agreed between the Employment Business and the Temporary Worker and set out in writing and a copy of the varied terms is given to the Temporary Worker no later than 5 business days following the day on which the variation was made stating the date on or after which such varied terms shall apply.
- 2.6. 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 or supplying the Temporary Worker for Assignments with its Hirers.

3. ASSIGNMENTS AND INFORMATION TO BE PROVIDED

- 3.1. The Employment Business will endeavour to obtain suitable Assignments for the Temporary Worker to perform the agreed Type of Work. The Employment Business is not obliged to offer an Assignment to the Temporary Worker and the Temporary Worker shall not be obliged to accept any Assignment offered by the Employment Business. Any offer of an Assignment or pattern of Assignments shall not entitle the Temporary Worker to any future Assignment(s) and any acceptance of previous Assignment(s) shall not obligate the Temporary Worker to accept future Assignment(s). The Employment Business and Temporary Worker do not intend there is any mutuality of obligation between them when it comes to Assignments regardless of any pattern or nature of historic Assignments, including but not limited to:
 - 3.1.1. the identity of any party or the Hirer to whom the Temporary Worker is supplied;
 - 3.1.2. the hours / days of work undertaken by the Temporary Worker; and/or
 - 3.1.3. other factors including similarities between Assignments provided by the Temporary Worker that may include, but not be limited to, routes driven, vehicles driven, locations visited by the Temporary Worker when carrying out any Assignment(s), teams to which the Temporary Worker is allocated by the Hirer or the personnel of the Hirer who interact with the Temporary Worker when the Temporary Worker provides services on Assignment(s).
- 3.2. The Temporary Worker acknowledges that the nature of temporary work means that there may be periods when no suitable work is available and agrees that:
 - 3.2.1. the suitability of the work to be offered shall be determined solely by the Employment Business; and
 - 3.2.2. the Employment Business shall incur no liability to the Temporary Worker should it fail to offer Assignments of the Type of Work or any other work to the Temporary Worker.
- 3.3. At the same time as an Assignment is offered to the Temporary Worker the Employment Business shall provide the Temporary Worker with an Assignment Details Form setting out the following:

For the purposes of the Conduct Regulations:

- 3.3.1. the identity of the Hirer, and if applicable the nature of their business;
- 3.3.2. the date the Assignment is to commence and the duration or likely duration of Assignment;
- 3.3.3. the Type of Work, location and details of hours during which the Temporary Worker would be required to work;
- 3.3.4. the Actual Rate of Pay that will be paid, intervals and any expenses payable by or to the Temporary Worker;

- 3.3.5.** any risks to health and safety known to the Hirer in relation to the Assignment and the steps the Hirer has taken to prevent or control such risks;
- 3.3.6.** what experience, training, qualifications and any authorisation required by law or a professional body the Hirer considers necessary or which are required by law to work in the Assignment; and

For the purposes of Section 1 of the Employment Rights Act:

- 3.3.7.** any other paid leave such as maternity, paternity or adoption leave;
 - 3.3.8.** the details of pension entitlements and pensions schemes; and
 - 3.3.9.** any other benefits
- 3.4.** Where the Employment Business does not give such information in paper form or by electronic means, it shall confirm the information by such means by the end of the third business day (excluding Saturday, Sunday and any Public or Bank Holiday) following except where:
- 3.4.1.** the Temporary Worker is being offered an Assignment in the same position as one in which the Temporary Worker has previously been supplied within the previous 5 business days and such information has already been given to the Temporary Worker and remains unchanged; or
 - 3.4.2.** subject to clause 3.5, the Assignment is intended to last for 5 consecutive business days or less and such information has previously been given to the Temporary Worker before and remains unchanged, the Employment Business needs only to provide written confirmation of the identity of the Hirer and the likely duration of the Assignment.
- 3.5.** Where the provisions of clause 3.4 are met but the Assignment extends beyond the intended 5 consecutive business day period, the Employment Business shall provide such information set out in clause 3.3 to the Temporary Worker in paper or electronic form within 8 days of the start of the Assignment.
- 3.6.** For the purpose of calculating the average number of weekly hours worked by the Temporary Worker on an Assignment for the purposes of the WTR, the start date for the relevant averaging period shall be the date on which the Temporary Worker commences the First Assignment.
- 3.7.** If, before or during an Assignment or during the Relevant Period, the Hirer wishes to Engage the Temporary Worker directly or through another employment business, the Temporary Worker acknowledges that the Employment Business will be entitled either to charge the Hirer a Transfer Fee or to agree a Period of Extended Hire with the Hirer at the end of which the Temporary Worker may be Engaged directly by the Hirer or through another employment business without further charge to the Hirer. In addition, the Employment Business will be entitled to charge a Transfer Fee to the Hirer if the Hirer introduces the Temporary Worker to a third party (other than another employment business) who subsequently Engages the Temporary Worker, directly or indirectly, before or during an Assignment or within the Relevant Period.
- 3.8.** If the Temporary Worker has completed the Qualifying Period on the start date of the relevant Assignment or following completion of the Qualifying Period during the relevant Assignment, and if the Temporary Worker is entitled to any terms and conditions relating to the duration of working time, night work, rest periods and/or rest breaks under the AWR which are different and preferential to rights and entitlements relating to the same under the WTR, any such terms and conditions will be as set out in the relevant Assignment Details Form or any variation to the relevant Assignment Details Form (as appropriate).

4. TEMPORARY WORKER'S OBLIGATIONS

- 4.1.** The Temporary Worker is not obliged to accept any Assignment offered by the Employment Business but if the Temporary Worker does accept an Assignment, then during every Assignment and afterwards where appropriate, s/he will:
- 4.1.1.** co-operate with the Hirer's reasonable instructions and accept the direction, supervision and control of any responsible person in the Hirer's organisation;
 - 4.1.2.** observe any relevant rules and regulations of the Hirer's establishment (including normal hours of work) to which attention has been drawn or which the Temporary Worker might reasonably be expected to ascertain;
 - 4.1.3.** take all reasonable steps to safeguard his or her own health and safety and that of any other person who may be present or be affected by his or her actions on the Assignment and comply with the Health and Safety policies and procedures of the Hirer;
 - 4.1.4.** not engage in any conduct detrimental to the interests of the Employment Business and/ or Hirer which includes any conduct which could bring the Employment Business and/or the Hirer into disrepute and/or which results in the loss of custom or business by either the Employment Business or the Hirer;
 - 4.1.5.** not commit any act or omission constituting unlawful discrimination against or harassment of any member of the Employment Business's or the Hirer's staff;
 - 4.1.6.** not at any time tell or give to any person, nor use for his or her own or any other person's benefit, any Confidential Information relating to the Hirer's or the Employment Business's employees, business affairs, transactions or finances;
 - 4.1.7.** on completion of the Assignment or at any time when requested by the Hirer or the Employment Business, return to the Hirer or where appropriate, to the Employment Business, any Hirer property or items provided to the Temporary Worker in connection with or for the purpose of the Assignment, including, but not limited to any equipment, materials, documents, swipe cards or ID cards, uniforms, personal protective equipment or clothing.
- 4.2.** The Employment Business itself does not exercise (or assert the right to exercise) supervision and/or direction and/or control as to the Temporary Worker's manner of working whilst the Worker is on Assignment.

- 4.3. If the Temporary Worker accepts any Assignment offered by the Employment Business, as soon as possible prior to the commencement of each such Assignment and during each Assignment (as appropriate) and at any time at the Employment Business's request, the Temporary Worker undertakes to:
- 4.3.1. inform the Employment Business of any Calendar Weeks prior to the date of commencement of the relevant Assignment and/or during the relevant Assignment in which the Temporary Worker has worked in the same or a similar role with the relevant Hirer via any third party and which the Temporary Worker believes count or may count toward the Qualifying Period;
 - 4.3.2. provide the Employment Business with all the details of such work, including (without limitation) details of where, when and the period(s) during which such work was undertaken, and any other details requested by the Employment Business; and
 - 4.3.3. inform the Employment Business if s/he has prior to the commencement of the relevant Assignment and/or during the relevant Assignment carried out work which could be deemed to count toward the Qualifying Period for the relevant Assignment in accordance with Regulation 9 of the AWR because s/he has:
 - 4.3.3.1. completed two or more assignments with the Hirer;
 - 4.3.3.2. completed at least one assignment with the Hirer and one or more earlier assignments with any member of the Hirer's Group; and/or
 - 4.3.3.3. worked in more than two roles during an assignment with the Hirer and on at least two occasions worked in a role that was not the same role as the previous role.
- 4.4. If the Temporary Worker is unable for any reason to attend work during the course of an Assignment s/he should inform the Employment Business within 1 hour of the commencement of the Assignment or shift. In the event that it is not possible to inform the Employment Business within these timescales, the Temporary Worker should alternatively inform the Hirer and then the Employment Business as soon as possible.
- 4.5. If, either before or during the course of an Assignment, the Temporary Worker becomes aware of any reason why s/he may not be suitable for an Assignment, s/he shall notify the Employment Business without delay.
- 4.6. The Temporary Worker warrants that in relation to these Terms, s/he shall comply strictly with all provisions applicable to him/her under the Data Protection Laws and shall not do or permit to be done anything which might cause the Employment Business or the Hirer to breach any Data Protection Laws.
- 4.7. The Temporary Worker acknowledges that any breach of his/her obligations set out in these Terms may cause the Employment Business to suffer loss and that the Employment Business reserves the right to recover such losses from the Temporary Worker.

5. TIMESHEETS

- 5.1. The Temporary Worker has no normal hours of work and will be required to work the hours and days as required by the Hirer during the Assignment. The Temporary Worker's hours and days of work will vary according to the needs of the Hirer and as described in the Assignment Details Form. The Temporary Worker will be notified of the hours and days they will be required to work in advance of accepting the Assignment (as specified in clause 3.3.3).
- 5.2. At the end of each week of an Assignment (or at the end of the Assignment where it is for a period of 1 week or less or is completed before the end of a week) the Temporary Worker shall submit to the Employment Business a timesheet duly completed to indicate the number of hours worked during the preceding week (or such lesser period) and signed by an authorised representative of the Hirer.
- 5.3. Subject to clause 5.3, the Employment Business shall pay the Temporary Worker for all hours worked regardless of whether the Employment Business has received payment from the Hirer for those hours.
- 5.4. Where the Temporary Worker does not submit a properly authenticated timesheet the Employment Business shall, in a timely fashion, conduct further investigations into the hours claimed by the Temporary Worker and the reasons that the Hirer has refused to sign or approve a timesheet (as requested by the Employment Business) in respect of those hours. **This may delay any payment due to the Temporary Worker.** The Employment Business will not pay the Temporary Worker for hours not worked.
- 5.5. For the avoidance of doubt and for the purposes of the WTR, the Temporary Worker's working time shall only consist of those periods during which s/he is carrying out activities or duties for the Hirer as part of the Assignment. Time spent travelling to the Hirer's premises (apart from time spent travelling between two or more premises of the Hirer), lunch breaks and other rest breaks shall not count as part of the Temporary Worker's working time for these purposes. This clause 5.4 is subject to any variation set out in the relevant Assignment Details Form or any variation to the relevant Assignment Details Form which the Employment Business may make for the purpose of compliance with the AWR.

6. PAY AND DEDUCTIONS

- 6.1. For each Assignment the Employment Business shall pay to the Temporary Worker the Hourly Rate. The Actual Rate of Pay will be notified on a per Assignment basis and set out in the relevant Assignment Details Form.
- 6.2. If the Temporary Worker has completed the Qualifying Period on the start of the relevant Assignment or following completion of the Qualifying Period during the relevant Assignment, the Employment Business shall pay to the Temporary Worker the Actual QP Rate of Pay which will be notified on a per Assignment basis and set out in the relevant Assignment Details Form or any variation to the relevant Assignment Details Form.
- 6.3. The Hourly Rate, Actual Pay of Rate or Actual QP Rate of Pay, as applicable, will be paid weekly in arrears, subject to any Deductions and or Agreed Deductions, together with any agreed Emoluments.
- 6.4. Subject to any statutory entitlement under the relevant legislation referred to in clauses 8 (Annual leave) and 11 (Sickness absence) below and any other statutory entitlement, the Temporary Worker is not entitled to receive payment from the Employment Business or the Hirer for time not spent on Assignment, whether in respect of holidays, illness or absence for any other reason unless otherwise agreed.

- 6.5.** Subject to compliance with Regulation 12 of the Conduct Regulations, the Employment Business reserves the right in its absolute discretion to deduct from the Temporary Worker's pay any sums which s/he may owe the Employment Business including, without limitation, any overpayments or loans made to the Temporary Worker by the Employment Business or any losses suffered by the Employment Business as a result of his/her negligence or breach of either the Employment Business's or the Hirer's rules.
- 6.6.** If the Employment Business provides any equipment or clothing to the Temporary Worker to be used in the course of an Assignment with the Hirer, the Temporary Worker must take reasonable care of the equipment or clothing. Furthermore, the Temporary Worker must return any equipment or clothing to the Employment Business upon termination of the Terms or within [3] days of a request from the Employment Business. If the Temporary Worker does not comply with the obligations set out in this clause, the Employment Business reserves the right to deduct the cost of replacement equipment or clothing from any sums owed to the Temporary Worker. The question of whether the Temporary Worker has taken reasonable care of the equipment or clothing will be solely assessed by the Employment Business's reasonable judgement.

7. BENEFITS

The Temporary Worker is not entitled to any benefits.

8. ANNUAL LEAVE

- 8.1.** The Temporary Worker is currently entitled to 5.6 working weeks paid annual leave per annum (maximum: 28 working days' holiday). For the avoidance of doubt, the Employee will receive no additional paid leave for Public Holidays.
- 8.2.** At the end of the Leave Year, should the Temporary Worker not have taken their full leave entitlement they will not be permitted to carry any of it forward into the next year. The Temporary Worker must ensure they take any leave entitlement that they have received payment for and it is the Temporary Worker's responsibility to arrange a suitable time to take their annual leave.
- 8.3.** The amount of leave that the Employee may take at any time during his/her first year of employment is limited to the amount that he/she has accrued at that time. If the Temporary Worker joins or leaves the Employment Business during a holiday year they will be entitled to a proportion of their holiday entitlement based on the period of their employment in that holiday year.
- 8.4.** Holiday pay may be accrued or advanced on request. The Temporary Worker will confirm to the Employment Business whether holiday pay should be accrued or advanced. Where the Temporary Worker elects to have holiday pay advanced, holiday pay will be paid in the Temporary Worker's weekly/monthly salary payments on account of his entitlement to paid leave under the Working Time Regulations 1998. This means currently that 12.07% of each weekly/monthly payment that the Employment Business makes to the Temporary Worker is in respect of the Temporary Worker's entitlement to paid annual leave under the Working Time Regulations. This is essentially a pre-payment in respect of paid annual leave. For the avoidance of doubt, where holiday pay is advanced to the Temporary Worker, when the Temporary Worker takes holidays, he will not receive any additional payment in respect of the leave actually taken, as payment for such leave has been paid in advance. Where the Temporary Worker has elected to have holiday pay accrued, then an amount equal to 12.07% of each weekly/monthly payment shall be retained and paid during annual leave in accordance with the number of holidays taken. The Temporary Worker agrees that 12.07% is a genuine and fair estimate of the holiday pay to which the Temporary Worker is entitled.
- 8.5.** For the avoidance of doubt, the Temporary Worker is not and does not consider his/her self to be a part-year worker.
- 8.6.** Whether the Temporary Worker chooses to have holiday pay accrued or advanced will not affect the right to annual leave under the Working Time Regulations.
- 8.7.** The Employment Business reserves the right to adjust the percentage of each payment which is made to the Temporary Worker in respect of entitlement to paid annual leave under the Working Time Regulations in the event that such under the Working Time Regulations is amended in the future.
- 8.8.** Where the Temporary Worker works part time hours, entitlement to annual leave shall be pro-rated accordingly.
- 8.9.** The Employment Business reserves the right to move any Temporary Worker who has previously elected for holiday pay to be advanced onto an accrued basis upon written notice to the Temporary Worker.

9. OTHER PAID LEAVE

Other than as described in these Terms, the Temporary Worker is not entitled to any other paid leave during the Assignment.

10. TRAINING

No training will be provided by the Employment Business to the Temporary Worker. The Temporary Worker may be required to undertake training with the Hirer from time to time, which will be provided by the Hirer and not the Employment Business.

11. SICKNESS ABSENCE

- 11.1.** The Temporary Worker may be eligible for statutory sick pay (SSP) provided that s/he meets the relevant statutory criteria.
- 11.2.** The Temporary Worker must give the Employment Business evidence of incapacity to work, which may be by way of a self-certificate for the first 7 days of incapacity and a doctor's certificate thereafter.
- 11.3.** For the purposes of SSP there is one qualifying day per week during the course of an Assignment and that qualifying day shall be the Wednesday in every week.

- 11.4.** If the Temporary Worker submits a statement of fitness for work ("the Statement") or similar medical evidence, which indicates that the Temporary Worker may, subject to certain conditions, be fit to work/return to work, the Employment Business will in its absolute discretion determine whether the Temporary Worker will be (a) placed in a new Assignment or (b) permitted to continue in an ongoing Assignment. In making such determination the Employment Business may consult with the Hirer and the Temporary Worker as appropriate to assess whether the conditions identified in the Statement or similar documentation can be satisfied for the duration of the Assignment.
- 11.5.** Where clause 11.4 applies, the Temporary Worker's placement in a new Assignment or continuation in an ongoing Assignment may be subject to the Temporary Worker agreeing to a variation of the Terms or the assignment details set out in the Assignment Details Form to accommodate any conditions identified in the Statement or other similar medical evidence as is appropriate.

12. TERMINATION

- 12.1.** Any of the Employment Business, the Temporary Worker or the Hirer may terminate the Temporary Worker's Assignment at any time without prior notice or liability.
- 12.2.** The Temporary Worker acknowledges that the continuation of an Assignment is subject to and conditioned by the continuation of the contract entered into between the Employment Business and the Hirer. If the contract between the Employment Business and the Hirer is terminated for any reason, the Assignment shall cease with immediate effect without liability to the Temporary Worker (except for payment for hours worked by the Temporary Worker up to the date of termination of the Assignment).
- 12.3.** If the Temporary Worker does not tell the Hirer or the Employment Business that they are unable to attend work during the course of an Assignment (as required in clause 4.4) this will be treated as termination of the Assignment by the Temporary Worker in accordance with clause 12.1, unless the Temporary Worker can show that exceptional circumstances prevented him or her from complying with clause 4.4.
- 12.4.** If the Temporary Worker is absent during an Assignment and the Assignment has not been otherwise terminated under clauses 12.1 or 12.3 above, the Employment Business will be entitled to terminate the Assignment in accordance with clause 12.1 if the work to which the Temporary Worker was assigned is no longer available.
- 12.5.** If the Temporary Worker does not commence an Assignment for a period of 8 weeks, these Terms will automatically terminate and the Employment Business will forward his/her P45 to his/her last known address without further reference to the Temporary Worker.
- 12.6.** These Terms and any Assignment under these Terms shall terminate with immediate effect at the point the Temporary Worker (or any Personal Service Company (PSC) which the Temporary Worker can control) shall enter into a contract for the supply of services via the Employment Business but using any intermediary umbrella, PSC or similar structure.
- 12.7.** In any event, and whether or not a P45 is sent to the Temporary Worker under clause 12.5 or otherwise, the Terms shall terminate 7 days prior to the anniversary of the First DH Assignment without the need for notice.

13. INTELLECTUAL PROPERTY RIGHTS

The Temporary Worker acknowledges that all copyright, trademarks, patents and other intellectual property rights deriving from services carried out by him/her for the Hirer during the Assignment shall belong to the Hirer. Accordingly, the Temporary Worker shall execute all such documents and do all such acts as the Employment Business shall from time to time require in order to give effect to its rights pursuant to this clause.

14. CONFIDENTIALITY

- 14.1.** In order to protect the confidentiality and trade secrets of any Hirer and the Employment Business and without prejudice to every other duty to keep secret all information given to it or gained in confidence the Temporary Worker agrees as follows:
- 14.1.1.** not at any time, whether during or after an Assignment (unless expressly so authorised by the Hirer or the Employment Business as a necessary part of the performance of its duties) to disclose to any person or to make use of any of the trade secrets or the Confidential Information of the Hirer or the Employment Business with the exception of information already in the public domain;
- 14.1.2.** to deliver up to the Hirer or the Employment Business (as directed) at the end of each Assignment all documents and other materials belonging to the Hirer (and all copies) which are in its possession including documents and other materials created by him/her during the course of the Assignment; and
- 14.1.3.** not at any time to make any copy, abstract, summary or précis of the whole or any part of any document or other material belonging to the Hirer except when required to do so in the course of its duties under an Assignment in which event any such item shall belong to the Hirer or the Employment Business as appropriate.

15. DATA PROTECTION

The Temporary Worker acknowledges that the Employment Business must process personal data about him/her in order to properly fulfil its obligations under these Terms and as otherwise required by law in relation to his/ her engagement in accordance with the Data Protection Laws. Such processing will principally be for personnel, administrative and payroll purposes.

16. PENSIONS

If the Temporary Worker is eligible to be enrolled into a pension scheme, he/she will be auto-enrolled. Further details on the pension scheme can be obtained on request from the Employment Business office manager.

17. DISCIPLINARY AND GRIEVANCE PROCEDURES

- 17.1.** There are no disciplinary rules and procedures which apply to the engagement. The Temporary Worker's attention is drawn to the grievance procedure, applicable to their engagement, copies of which are on the Employment Business' website. These rules and procedures do not form part of this agreement.
- 17.2.** If the Temporary Worker wishes to appeal against a grievance decision, or is dissatisfied with any decision to terminate their contract, they may apply in writing to the Quality Manager at Driver Hire Group Services (Quality@driverhire.co.uk).

18. COLLECTIVE AGREEMENTS

Unless communicated otherwise, there is no collective agreement which directly affects the Temporary Worker's engagement as a worker.

19. SEVERABILITY

If any of the provisions of these Terms 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.

20. NOTICES

- 20.1.** All notices which are required to be given by the Temporary Worker in accordance with these Terms shall be in writing and must be delivered by first class prepaid post to the registered office of the party to whom the Temporary Worker provided services. Any such notice shall be deemed to have been served 48 hours following posting.
- 20.2.** All notices which are required to be given by the Employment Business in accordance with these Terms shall be in writing and may be delivered personally or by first class prepaid post or email to the address of the party on whom the notice is to be served. Any such notice shall be deemed to have been served: if by first class post 48 hours following posting; and if by email, when that email is sent. Notice by email will be served upon the email address provided for the purpose of the Temporary Worker receiving Assignment Details Forms.

21. ENTIRE AGREEMENT

- 21.1.** This agreement constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.
- 21.2.** Each party acknowledges that in entering into this agreement it does not rely on any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in this agreement.

22. RIGHTS OF THIRD PARTIES

None of the provisions of these Terms are intended to be for the benefit of or enforceable by third parties and the operation of the Contracts (Rights of Third Parties) Act 1999 (and the Contracts Rights of Third Parties) Act (Scotland) 2017) is excluded.

23. GOVERNING LAW AND JURISDICTION

These Terms are governed by the law of the country and the exclusive jurisdiction of the Courts of the country in which the Employment Business has its operational address.

Signed by the Temporary Worker

[print name here]

Date

SCHEDULE: "QUALIFYING PERIOD" AND "TEMPORARY WORK AGENCY"

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

- a) the Temporary Worker has started working during an assignment and there is a break, either between assignments or during an assignment, when the Temporary 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 Temporary 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 Temporary 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 Temporary Worker returns to work;
 - (iv) wholly for the purpose of taking time off or leave, whether statutory or contractual, to which the Temporary 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 Temporary 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 Temporary Worker returns to work in the same role with the Hirer, any weeks during which the Temporary 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 Temporary Worker works for the Hirer after the break. In addition, when calculating the number of weeks during which the Temporary Worker has worked, where the Temporary 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 Temporary 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 Temporary Worker working during an assignment before 1 October 2011 (or 5 December 2011 in Northern Ireland) does not count for the purposes of the definition of "Qualifying Period".

"Temporary Work Agency" means as defined in Regulation 4 of the AWR 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.