

## TERMS AND CONDITIONS OF BUSINESS FOR THE SUPPLY OF STAFF

### 1. DEFINITIONS

#### 1.1. In these Terms of Business the following definitions apply:

- “Assignment” means the period during which the Temporary Worker is supplied to render services to the Client;
- “Client” means the person, firm or corporate body together with any subsidiary or associated company as defined by the Companies Act 1985 to whom the Temporary Worker is supplied or introduced;
- “The Employment Business” means GET ME STAFF Recruitment Limited, a limited liability Company registered in England & Wales, registration number 06568463 or The Recruitment Firm Limited of 45 Hagley Road, Stourbridge, West Midlands, DY8 1QR, or any group, franchised, branch, associated or subsidiary Companies or associates and contractors
- “Engages/Engaged/Engagement” means the engagement, employment or use of the Temporary Worker directly by the Client or any third party or through any other employment business on a permanent or temporary basis, whether under a contract of service or for services; an agency, license, franchise or partnership arrangement; or any other engagement; directly or through a limited company of which the Temporary Worker is an officer or employee
- “Temporary Worker” means the Individual or Contractor Business who is introduced by the Employment Business to render services to the Client.
- “Transfer Fee” means the fee payable in accordance with clause 7.1 below and Regulation 10 of the Conduct of Employment Agencies and Employment Businesses Regulations 2003.
- “Introduction Fee” means the fee payable in accordance with clause 7.2 below and Regulation 10 of the Conduct of Employment Agencies and Employment Businesses Regulations 2003.
- “Introduction” means (i) the Client’s interview of a Temporary Worker in person or by telephone, following the Client’s instruction to the Employment Business to supply a Temporary Worker; or (ii) the passing to the Client of a curriculum vitae or information which identifies the Temporary Worker; and which leads to an Engagement of that Temporary Worker.
- “Remuneration” includes 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 and taxable (and, where applicable, non-taxable) emoluments payable to or receivable by the Temporary Worker for services rendered to or on behalf of the Client or any third party.
- 1.2. Unless the context otherwise requires, references to the singular include the plural.
- 1.3. The headings contained in these Terms are for convenience only and do not affect their interpretation.

### 2. THE CONTRACT

- 2.1. These Terms constitute the contract between the Employment Business and the Client for the supply of the Temporary Worker’s services by the Employment Business to the Client and are deemed to be accepted by the Client by virtue of its request for, interview with or Engagement of the Temporary Worker or the passing of any information about the Temporary Worker to any third party following an Introduction.
- 2.2. These Terms contain the entire agreement between the parties and unless otherwise agreed in writing by a director of the Employment Business, these Terms prevail over any terms of business or purchase conditions put forward by the Client.
- 2.3. No variation or alteration to these Terms shall be valid unless the details of such variation are agreed between 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.

### 3. CHARGES AND PAYMENT TO THE EMPLOYMENT BUSINESS

- 3.1 The Client agrees to pay such hourly or daily charges of the Employment Business as shall be notified to and agreed with the Client. The hourly or daily charges are calculated according to the number of hours or days worked by the Temporary Worker (to the nearest quarter hour or day) and comprise mainly the Temporary Worker’s hourly or daily rate but also include the Employment Business’ commission calculated as a percentage of the Temporary Worker’s hourly rate, employer’s National Insurance contributions and any travel, hotel or other expenses as may have been agreed with the Client or, if there is no such agreement, such expenses as are reasonable. VAT, if applicable, is payable on the entirety of these charges.
- 3.2 The charges are invoiced to the Client on a weekly basis and are payable within 14 days of invoice date. Payment terms of 30 days and 60 days are available on request and subject to satisfactory credit references from external agencies.
- 3.3 The Employment Business reserves the right to charge interest on any overdue amounts at the rate of 8% per annum above the base lending rate from time to time of the Bank of England from the due date until the date of payment. In the case of a credit account, on default of payment within agreed payment terms, the agency reserves the right to collect all outstanding undisputed accounts with 24 hours notice of failed payment, dishonoured cheques or none receipt of payment.
- 3.4 The Employment Business may from time to time use an external credit reference agency to obtain credit limits. If the limit of the client is reduced or revoked for any reason, the employment business may refuse supply of services and seek full recovery of the outstanding credit account. The Employment Business must be informed by the client within 24 hours if the client becomes insolvent, bankrupt or changes trading style,
- 3.5 The Employment Business must be notified in writing any discrepancies regarding invoices and charges within 14 days of date of invoice. All notifications must be made only to the accounts department. If notification of query is not received within this period, the employment business will assume the invoice and charges to be correct and collection and recovery of the full invoice value will be assumed
- 3.6 All payments must be made to the parties listed in the bottom left hand corner of the invoice
- 3.7 The agency reserves the right to raise charges without prior notification to cover costs of additional taxation (PAYE or VAT) and working time legislation including but not limited to Annual Holiday Pay Accrual and National Minimum Wage increases
- 3.8 There are no other rebates payable in respect of the charges of the Employment Business other than those set out in clause 7 below.
- 3.9 All charges must be paid within the payment terms irrespective of the following:-
- any outstanding or pending insurance claims
  - the return of relevant tachograph charts or paperwork to the client
  - Any other loss or damage to property of the client or of the clients customers

### 4. INFORMATION TO BE PROVIDED

- 4.1. The Client must at all times ensure that relevant insurances are in place and all legal obligations including but not limited to business licences or operating licence are available for inspection by the Employment Business upon request
- 4.2. When making an Introduction of a Temporary Worker to the Client the Employment Business shall inform the Client of the identity of the Temporary Worker; that the Temporary Worker has the necessary or required experience, training, qualifications and any authorisation required by law or a professional body to work in the Assignment; whether the Temporary Worker will be employed by the Employment Business under a contract of service or apprenticeship or a contract for services; and that the Temporary Worker is willing to work in the Assignment.
- 4.3. 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 Temporary Worker is being Introduced for an Assignment in the same position as one in which the Temporary Worker had previously been supplied within the previous five business days and such information has already been given to the Client, unless the Client requests that the information be resubmitted.

**5. TIME SHEETS**

- 5.1 At the end of each week of an Assignment (or at the end of the Assignment where it is for a period of one week or less) the Client shall sign the Employment Business' time sheet verifying the number of hours worked by the Temporary Worker during that week.
- 5.2 Signature of the time sheet by the Client is confirmation of the number of hours worked. If the Client is unable to sign a time sheet produced for authentication by the Temporary Worker because the Client disputes the hours claimed, the Client shall inform the Employment Business as soon as is reasonably practicable and shall co-operate fully and in a timely fashion with the Employment Business to enable the Employment Business to establish what hours, if any, were worked by the Temporary Worker.
- 5.3 Failure to sign the time sheet does not absolve the Client's obligation to pay the charges in respect of the hours worked. If hours cannot be verified, a minimum charge will be raised based on the charges agreed
- 5.4 The Client shall not be entitled to decline to sign a timesheet on the basis that he is dissatisfied with the work performed by the Temporary Worker. In cases of unsuitable work the Client should apply the provisions of clause 10.1 below.

**6. PAYMENT OF THE TEMPORARY WORKER**

- 6.1 The Employment Business assumes responsibility for paying the Temporary Worker and where appropriate, for the deduction and payment of National Insurance Contributions and PAYE Income Tax applicable to the Temporary Worker pursuant to sections 44-47 of the Income Tax (Earnings and Pensions) Act 2003, except in the case of contractor businesses who take the responsibility and is contracted and paid by the Employment Business with the assumption that the responsibility is undertaken by the contractor business.

**7. TRANSFER AND INTRODUCTION FEES****7.1 Where there has been a supply**

- 7.1.1 In the event of the Engagement by the Client of a Temporary Worker supplied by the Employment Business for an Assignment either (1) directly or (2) pursuant to being supplied by another employment business, during the Assignment or within whichever is the longer of either
- 14 weeks from the start of the first Assignment (each new assignment where there has been a break of more than 42 days (6 weeks) since the end of a previous Assignment shall also be considered to be the 'first Assignment' for these purposes); or
  - 8 weeks from the day after the last day the Temporary Worker worked on the Assignment the Client shall be liable, subject to electing by giving 30 days prior notice, to either:
    - a) An extended period of hire of the Temporary Worker being 14 weeks during which the Client shall pay the current hourly charge agreed pursuant to clause 3.1 for each hour the Temporary Worker is so employed or supplied; or
    - b) A Transfer Fee calculated as follows: 20% of the Remuneration applicable during the first 12 months of the Engagement or, if the actual amount of the Remuneration is not known, the hourly charges agreed pursuant to clause 3.1 multiplied by 300 times the hourly charge. No refund of the Transfer Fee will be paid in the event that the Engagement subsequently terminates. VAT is payable in addition to any fee due.
 However, where the client does not give such notice before the Temporary Worker is engaged the parties agree that the Transfer Fee shall be due.

**7.2 Where there has been an introduction but no supply**

- 7.2.1 In the event that there is an Introduction of a Temporary Worker to the Client which does not result in the supply of that Temporary Worker by the Employment Business to the Client, but which leads to an Engagement of the Temporary Worker by the Client either directly or pursuant to being supplied by another employment business within [6 months] from the date of Introduction the Client shall be liable, subject to electing upon giving 30 days notice, to either:
- a) A period of hire of the Temporary Worker being 13 weeks during which the Client shall pay the hourly charges agreed pursuant to clause 3.1 above for each hour the Temporary Worker is so employed or supplied; or
  - b) An Introduction Fee calculated as follows: 20% of the Remuneration applicable during the first 12 months of the Engagement or, if the actual amount of the Remuneration is not known, the hourly charges agreed pursuant to clause 3.1 multiplied by 300 times the hourly charge. No refund of the Introduction Fee will be paid in the event that the Engagement subsequently terminates. VAT is payable in addition to any fee due.

However, where the client does not give such notice before the Temporary Worker is engaged the parties agree that the Transfer Fee shall be due.

- 7.3 In the event that the Engagement of the Temporary Worker is for a fixed term of less than 12 months, the fee in clause 7.1.1(b) or 7.2.1(b), calculated as a percentage of the Remuneration, will apply pro-rata. If the Engagement is extended beyond the initial fixed term or if the Client re-engages the Temporary Worker within 3 months of the termination of the first Engagement the Client shall be liable to pay a further fee based on the additional Remuneration applicable for the period of Engagement following the initial fixed term up to the termination of the second Engagement or the first anniversary of its commencement, whichever is sooner.

**7.4 Inability to supply during the period of hire**

- 7.4.1 If the Client elects for an extended period of hire, as set out above, but before the end of such period Engages the Temporary Worker supplied by the Employment Business either directly or pursuant to being supplied by another employment business or the Temporary Worker chooses not to be supplied for an extended period of hire, the Transfer or Introduction Fee calculated in accordance with either 7.1(b) or 7.2(b) may be charged, reduced by such percentage to reflect the period of extended hire already undertaken by the Temporary Worker and paid for by the Client.
- 7.4.2 Where period(s) of absence due to illness or injury prevent the Temporary Worker from being employed or supplied for 4 or more days, which shall be qualifying days for the purposes of Statutory Sick Pay (SSP), during the period of hire as set out above, the period of hire shall be extended by a period equivalent to the total period of absence. Where the Employment Business pays the Temporary Worker SSP during the period of hire an equivalent amount shall be charged to and be payable by the Client in addition to the charges agreed pursuant to clause 3.1.

**7.5 Where there has been an Introduction to and Engagement by a Third Party**

- 7.5.1 In the event that a Temporary Worker supplied to a Client is **introduced by the Client to a third party** which results in the Engagement of the Temporary Worker by the third party during the Assignment or within whichever is the longer of either
- 14 weeks from the start of the first Assignment (each new assignment where there has been a break of more than 42 days (6 weeks) since the end of the previous Assignment shall also be considered to be the 'first Assignment' for these purposes); or
  - 8 weeks from the day after the last day the Temporary Worker worked on the the Client shall be liable to pay a Transfer Fee calculated as follows: 20% of the Remuneration applicable during the first 12 months of the Engagement or, if the actual amount of the Remuneration is not known, the hourly charges agreed pursuant to clause 3.1 multiplied by 300 times the hourly charge. No refund of the Transfer Fee will be paid in the event that the Engagement subsequently terminates. VAT is payable in addition to any fee due.

**7.6 Where there has been an Introduction but no Supply resulting in an Engagement by a Third Party**

- 7.6.1 In the event that there is an Introduction of a Temporary Worker to the Client which does not result in the supply of that Temporary Worker by the Employment Business to the Client, but **the Temporary Worker is introduced by the Client to a third party** which results in the Engagement of the Temporary Worker by the third party within [6 months] from the date of Introduction the Client shall be liable, to **an Introduction Fee** calculated as follows: 20% of the Remuneration applicable during the first 12 months of the Engagement or, if the actual amount of the Remuneration is not known, the hourly charges agreed pursuant to clause 3.1 multiplied by 300 times the hourly charge. No refund of the Introduction Fee will be paid in the event that the Engagement subsequently terminates. VAT is payable in addition to any fee due.

## 8. LIABILITY

- 8.1** Whilst every effort is made by the Employment Business to give satisfaction to the Client by ensuring reasonable standards of skills, integrity and reliability from Temporary Workers and further to provide them in accordance with the Client's booking details, the Employment Business is not liable for any loss, expense, damage or delay arising from any failure to provide any Temporary Worker for all or part of the period of booking or from the negligence, dishonesty, misconduct or lack of skill of the Temporary Worker. For the avoidance of doubt, the Employment Business does not exclude liability for death or personal injury arising from its own negligence.
- 8.2** Temporary Workers supplied by the Employment Business are engaged under contracts for services. They are not the employees of the Employment Business but are deemed to be under the supervision, direction and control of the Client from the time they report to take up duties and for the duration of the Assignment. The Client agrees to be responsible for all acts, errors or omissions of the Temporary Worker, whether wilful, negligent or otherwise as though the Temporary Worker was on the payroll of the Client. The Client will also comply in all respects with all statutes including, for the avoidance of doubt, the Working Time Regulations, Health and Safety At Work Act etc, by-laws, codes of practice and legal requirements to which the Client is ordinarily subject in respect of the Client's own staff (excluding the matters specifically mentioned in Clause 6 above), including in particular the provision of adequate Employer's and Public Liability Insurance cover for the Temporary Worker during all Assignments.
- 8.3** The Client shall advise the Employment Business of any special health and safety matters about which the Employment Business is required to inform the Temporary Worker and about any requirements imposed by law or by any professional body, which must be satisfied if the Temporary Worker is to fill the Assignment. The Client will assist the Employment Business in complying with the Employment Business' duties under the Working Time Regulations by supplying any relevant information about the Assignment requested by the Employment Business and the Client will not do anything to cause the Employment Business to be in breach of its obligations under these Regulations. Where the Client requires or may require the services of a Temporary Worker for more than 48 hours in any week, the Client must notify the Employment Business of this requirement before the commencement of that week.
- 8.4** The Client undertakes that it knows of no reason why it would be detrimental to the interests of the Temporary Worker for the Temporary Worker to fill the Assignment.
- 8.5** The Client undertakes not to request the supply of a Temporary Worker to perform the duties normally performed by a worker who is taking part in official industrial action or duties normally performed someone who has been transferred by the Client to perform the duties of the person on strike or taking official industrial action.
- 8.6** The Client shall indemnify and keep indemnified the Employment Business against any costs, claims or liabilities incurred by the Temporary Worker or the Employment Business arising out of any Assignment or arising out of any non-compliance with clauses 8.2, 8.3 and 8.5 and/or as a result of any breach of these Terms by the Client.
- 8.7** For the avoidance of any doubt, the employment business take no responsibility for the return of tachograph charts to the client. Although the employment business will endeavour to assist the client with the return all tachograph charts for drivers supplied to the client, within the legally specified period
- 8.8** The client agrees to carry relevant insurances for negligence and accidental damage caused by temporary workers as if the Temporary Worker was on the payroll of the client, including but not limited to driver and vehicle insurance and public liability insurance. Copies of such insurances must be available upon request of the Employment Business. In the event of the supply of drivers, the Employment Business does carry an Insurance Policy for Drivers Negligence, to cover the excess of the Clients' policy to the value of £15,000 per claim. The Drivers' Negligence Insurance will only cover damages to the Clients' vehicle used by the Temporary Worker and not 3<sup>rd</sup> party damages. Claims for Drivers Negligence will only be pursued and honoured by the Employment Business if the client account is paid and continues to be paid up to date and within offered credit terms. Costs incurred by the Client for damages cannot be taken in lieu of outstanding payments on account with the Employment Business
- 8.9** Any fines or summons incurred during the work undertaken in the working day of the client by the Temporary Worker are the responsibility of the Client

## 9. SPECIAL SITUATIONS

- 9.1** Where the Temporary Worker is required by law, or any professional body to have any qualifications or authorisations to work on the Assignment or the Assignment involves caring for or attending one or more persons under the age of eighteen or any person who by reason of age, infirmity or who is otherwise in need of care or attention, the Employment Business will take all reasonably practicable steps to obtain and offer to provide to the Client:
- Copies of any relevant qualifications, legal documentation, licences or authorisations of the Temporary Worker, and
  - Two references from persons not related to the Temporary Worker who have agreed that the references they provide may be disclosed to the Client
  - has taken all reasonably practicable steps to confirm that the Temporary Worker is suitable for the Assignment.
  - Relevant documentation to ensure legal right to work in the United Kingdom
  - Any other relevant legislation obligations are undertaken

If the Employment Business is unable to do any of the above it shall inform the Client of the steps it has taken to obtain this information in any event.

## 10. TERMINATION

- 10.1** The Client undertakes to supervise the Temporary Worker sufficiently to ensure the Client's satisfaction with the Temporary Worker's standards of workmanship. If the Client reasonably considers that the services of the Temporary Worker are unsatisfactory, the Client may terminate the Assignment either by instructing the Temporary Worker to leave the Assignment immediately, or by directing the Employment Business to remove the Temporary Worker. The Employment Business may, in such circumstances, reduce or cancel the charges for the time worked by that Temporary Worker, provided that the Assignment terminates: -
- a) Within four hours of the Temporary Worker commencing the Assignment where the booking is for more than seven hours; or
  - b) Within two hours for bookings of seven hours or less;
- And also provided that notification of the unsuitability of the Temporary Worker is confirmed in writing to the Employment Business within 8 hours of the termination of the Assignment.
- 10.2** Any of the Client, the Employment Business or the Temporary Worker may terminate an Assignment at any time without prior notice and without liability.
- 10.3** The Client shall notify the Employment Business immediately and without delay and in any event within 24 hours if the Temporary Worker fails to attend work or notifies the Client that the Temporary Worker is unable to attend work for any reason.
- 10.4** The Employment Business shall notify the Client immediately if it receives or otherwise obtains information which gives it reasonable grounds to believe that a Temporary Worker supplied to the Client is unsuitable for the Assignment and shall be entitled to terminate the Assignment forthwith by notice in writing without prior notice and without liability.

## 11. LAW

- 11.1** These Terms are governed by the law of England & Wales and are subject to the exclusive jurisdiction of the Courts of England & Wales
- 11.2** The Employment Business is registered with the Information Commissioners Office Data Protection Register, Registration Number Z9269466. All documentation provided to the Employment business is subject to relevant Data Protection Laws

## Terms and Conditions for The Supply of Staff

**Get Me Staff Recruitment  
The Recruitment Firm**  
A Simpler Way Of Recruitment  
**0845 2578520**

COMPANY NAME .....

DEPOT ADDRESS .....

.....

.....

POSTCODE .....

Tel No ..... Fax No .....

Contact Name .....

Position .....

CO REG No .....

REGISTERED OFFICE .....

.....

POSTCODE .....

Accounts Tel no & Contact .....

Accounts Fax .....

INVOICE ADDRESS if Different .....

.....

**Get Me Staff Recruitment Limited**  
**The Recruitment Firm Limited**  
**A Simpler Way Of Recruitment**  
**Head Office and Accounts**  
**45 Hagley Road, Stourbridge,**  
**West Midlands, DY8 1QR**  
**Tel 01384 398900 Fax 01384 360923**  
**e-mail info@getmestaff.co.uk**  
**Limited Liability Company Registered in England &**  
**Wales Number 06568463**  
**VAT Reg No 938 7216 92**

Category or Type Of Staff	Day Charge Rate £ per Hr	Night Charge Rate £ Per Hr	Saturday Day Charge Rate	Saturday Night Charge Rate	Sunday & Bank Holiday Day Charge Rate	Sunday & Bank Holiday Night Charge Rate	Minimum Hours Charged Daily or Weekly	Overtime Charge Rates	
								<i>EQUATION</i> <i>X1/12 etc.</i>	<i>HOURS WORKED PER</i> <i>AFTER DAY OR WEEK</i>

**DO YOU OPERATE A PURCHASE ORDER SYSTEM ? YES NO** **PAYMENT TERMS ARE STRICTLY 14 DAYS FROM DATE OF INVOICE**

I Agree to the Terms and Conditions of Business for The Supply of Staff enclosed ("T&Cs") and I, as an authorised representative of the above named Company, agree to pay all agreed charges of the Employment Business within the specified payment period and in accordance with the T&Cs.

**SIGNED ON BEHALF OF THE CLIENT**

Signed .....

Print Name .....

Date ...../...../.....

**SIGNED ON BEHALF OF THE EMPLOYMENT BUSINESS**

Signed .....

Consultant Name .....

Date ...../...../.....