

# HOST STAFFING LTD

## AGENCY WORKER CONTRACT FOR SERVICES

Between:

Host Staffing Ltd (hereinafter referred to as the 'company' or the 'employment business').

and

You, the Agency Worker

### **Nature of Engagement**

The company will act as an employment business in respect of this agreement and will endeavour to find Hospitality and Events assignments for you.

The employment business does not provide any other goods or services in respect of which you may be charged a fee.

Work assignments will be offered to you on an ad-hoc basis as and when the employment business matches you with suitable clients. You are free to accept or decline such assignments. You are not guaranteed continuous work and we are under no obligation to offer you further assignments. No contract shall exist between the employment business and yourself in periods between agreed work assignments.

Although you are free to engage in other work, if you already have or are considering any additional work, you should notify the employment business so that any implications arising from the current working time legislation can be discussed.

For the avoidance of doubt, you are engaged as temporary Agency Worker. This contract for services and any attachments or particular assignment schedules do not therefore constitute a contract of employment between you and the employment business.

Assignments may be offered to you on an hourly, daily, weekly, or other basis. Attendance at work assignments will be in accordance with the assignment schedule for that particular assignment.

**Notice of Assignment** Available Assignments will be advertised on the Host app which will explain the work that it wishes you to carry out and the date that the Assignment is due to start. You should accept the Assignment via the app as soon as possible to maximise your chance of securing work.

If you later do not wish to accept the Assignment, you should contact the person who notified you of the Assignment at least 24 hours before the start of the Assignment.

**Notification requirements to end an assignment**

The employment business (or the client to whom you are assigned) may end an assignment at any time without prior notice or liability. You must give us 24 hours notice should you wish to terminate an assignment.

**Payment**

The employment business will ensure that you are paid at least the National Minimum Wage. However, your actual payment in respect of any particular assignment may be more or less than the above amount and you will be notified of the applicable rate when you are offered any particular assignment.

You will become entitled to equal treatment under the Agency Workers Regulations 2010 with regard to pay after you have accrued 12 weeks in a particular role with a client organisation. Where this is the case, you will be advised separately of the relevant rate at the appropriate time. Please note that equal treatment does not relate to all aspects of pay.

You will be paid in respect of work done regardless of whether or not the employment business receives payment from the client to whom you are assigned.

Payment will be made weekly in arrears by bank credit transfer following submission of a properly completed time sheet. Statutory deductions such as income tax and NI contributions will be made from the payments.

Non-submission or incorrectly completed documentation may result in delayed payment. Any queries regarding payment should be raised with the Host Staffing Payroll Team.

**Absence**

Any absence, for whatever reason, whilst on an agreed assignment must be reported at least 24 hours before you are due to work to enable alternative arrangements to be made. Notification should be made personally to your Manager.

We do not operate a contractual sickness/injury payment scheme for agency workers.

### **Statutory Annual Leave**

Your leave year commences on 1<sup>st</sup> April.

You are entitled to paid annual leave in accordance with the relevant statutory provisions. For part years of service, entitlement will be calculated on a pro rata basis.

You will become entitled to equal treatment in relation to annual leave entitlement under the Agency Workers Regulations 2010 after you have accrued 12 weeks in a particular role with a client organisation. Where this is the case, you will be advised separately of the relevant entitlement at the appropriate time.

You should give notice of your intention to take annual leave at least twice the length of the period of leave you wish to take.

The employment business will allocate agreed leave dates to take account of business needs and the arrangements made by other agency workers and or clients own employees to ensure operational efficiency. The employment business reserves the right to refuse leave requests if they conflict with the needs of the business and may, with due notice, require that you take your annual leave on specified dates.

Annual leave must be taken in the leave year in which it is accrued. You will not be allowed to 'carry over' any annual leave into a subsequent leave year.

You will not be entitled to any payment for bank holidays or public holidays unless you are actually required to work them or they are taken as part of your statutory annual leave.

Payment in respect of statutory annual leave will be in accordance with the Working Time Regulations. In the event of the termination of your contract any annual leave accrued but not taken will be paid in lieu. However, in the event of your having taken more paid leave than you have accrued pro-rata, then the appropriate payments will be deducted from your final payment. This is an express written term of your contract for services.

### **Information about previous assignments**

You shall inform us at the earliest possible opportunity prior to an assignment, or during each assignment, of any instances where you have worked, since 1 October 2011, in the same or similar role with the client or any member of the client's group with whom we have placed you for assignment, via a third party. You shall provide us with details of such work and the periods during which it was carried out. You will comply with any reasonable requests we make for the provision of such information.

### **Health & Safety at Work**

Under Health and Safety legislation each individual has a legal responsibility for their own welfare and for health and safety of others. You must take all reasonable steps to safeguard your own safety and for the safety of any other person who may be present and comply with the health and safety policies of any client to whom you are assigned.

## **Standards**

You are under no obligation to accept an offer of an assignment, but if you do so, you agree, during every assignment and afterwards as appropriate, to observe the following conditions:

1. On attending a client's establishment, you will observe any specific instructions given regarding standards of dress. Where no specific instructions have been given, you should present a professional image and wear clothes appropriate to the responsibilities of your assignment.
2. You will familiarise yourself with and observe any rules and regulations of the client's establishment, particularly with regard to use of any computer equipment, client telephones and personal mobile phones.
3. You will not engage in any conduct detrimental to the interests of the client or the employment business.
4. You will co-operate with the client's staff and accept the direction, instruction and supervision of any responsible person in the client's establishment.
5. You will not at any time divulge to any person, nor use for your own or any other person's benefit, any confidential information relating to the client's or the employment business' transactions, finances, customers, employees or business affairs.

## **Equal Opportunities**

The employment business is committed to the principle of equality regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Policies will be applied that are fair, equitable and consistent with skills and abilities. You have a duty to support the employment business in implementing these policies to ensure equality of opportunity.

## **Complaining about Discrimination or Harassment**

If you believe you are the victim of minor discrimination or harassment you should first make it clear to the discriminator/harasser that their behaviour is unwelcome and politely ask them to stop. If you feel unable to do this, or if this approach fails, or if the discrimination/harassment is more serious, you should discuss the matter with a senior employee of the employment business, who will endeavour to resolve the situation on your behalf.

## **Pension Scheme**

When required, we operate a contributory pension scheme to which you will be auto-enrolled into (subject to the conditions of the scheme). The scheme enables you to save for your retirement using your own money, together with tax relief and contributions from the company.

I have read and understand the conditions relating to this work engagement and agree to my personal details being retained by the employment business for the purpose of matching me with suitable clients and contacting me with offers of ad hoc work assignments. I understand that this engagement, and any future work assignments will not indicate an employment relationship between the employment business and myself.

**Key Information Document**

<b>GENERAL INFORMATION</b>	
<b>Name of employment business:</b>	Host Staffing Ltd
<b>Type of contract you will be engaged under:</b>	Temporary
<b>How often you will be paid:</b>	Weekly
<b>Minimum rate of pay:</b>	£10.42/hour
<b>Deductions from your pay required by law:</b>	<p><b>Tax @ 20% over</b>            £242 per week            £1048 per month            £12570 per year</p> <p><b>National Insurance @ 12% over</b>            £242 per week            £1048 per month            £12570 per year</p>
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	<p><b>You will be auto-enrolled after 3 months if you don't opt out. Pension: 5% after 3 months over</b>            £120 Per Week            £520 Per month            £6240 per year</p>
<b>Holiday entitlement and pay:</b>	Accrued at 12.8% of pay

<b>EXAMPLE PAY (assuming 40 hours/week)</b>	
(Values in brackets represent the amount once you are enrolled in pension scheme)	
<b>Example rate of pay:</b>	£11.95*40 = £478
<b>Deductions from your wage required by law:</b>	
<b>Tax</b>	£47.25 (£43.67)
<b>National Insurance</b>	£28.35 (£28.35)
<b>Any other deductions or costs from your wage: if applicable</b>	
<b>Pension (if you don't opt out within 3 months)</b>	0 (£17.90)
<b>Example net take home pay:</b>	£402.40 (£388.08)