

## CONTRACT FOR SERVICES FOR TEMPORARY WORKERS (TERMS OF ENGAGEMENT) VALID 1ST AUGUST 2007

### 1. DEFINITIONS

1. In these Terms of Engagement 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 requiring the services of the Temporary Worker together with any subsidiary or associated company as defined by the Companies Act 1985;
"Employment Business"	means Brookes Health Care Recruitment Ltd
"Temporary Worker"	means [ _____ ]
"Relevant Period"	means the longer period of either 14 weeks from the first day on which the Temporary Worker worked for the Client, or 8 weeks from the day after the Temporary Worker was last supplied by the Employment Business to the Client.

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 a contract for services between the Employment Business and the Temporary Worker and they govern all Assignments undertaken by the Temporary Worker. However, no contract shall exist between the Employment Business and the Temporary Worker between Assignments.

2.2. For the avoidance of doubt, these Terms shall not give rise to a contract of employment between the Employment Business and the Temporary Worker. The Temporary Worker is engaged as a self-employed worker, although the Employment Business is required to make statutory deductions from the Temporary Worker's remuneration in accordance with clause 4.1.

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 Temporary Worker and set out in writing and a copy of the varied terms is given to the Temporary Worker stating the date on or after which such varied terms shall apply.

### 3. ASSIGNMENTS

3.1 The Employment Business will endeavour to obtain suitable Assignments for the Temporary Worker. The Temporary Worker shall not be obliged to accept an Assignment offered by the Employment Business.

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 the suitability of the work to be offered shall be determined solely by the Employment Business; that the Employment Business shall incur no liability to the Temporary Worker should it fail to offer opportunities to work in the above category or in any other category; and that no contract shall exist between the Temporary Worker and the Employment Business during periods when the Temporary Worker is not working on an Assignment.

3.3 At the same time as an Assignment is offered to the Temporary Worker the Employment Business shall inform the Temporary Worker of the identity of the Client, and if applicable the nature of their business; the date the work is to commence and the duration or likely duration of the work; the type of work, location and hours during which the Temporary Worker would be required to work; the rate of remuneration that will be paid and any expenses payable by or to the Temporary Worker; and any risks to health and safety known to the Client in relation to the Assignment and the steps the Client has taken to prevent or control such risks. In addition the Employment Business shall inform the Temporary Worker what experience, training, qualifications and any authorisation required by law or a professional body the Client considers necessary or which are required by law to work in the Assignment.

3.4 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 offered 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 Temporary Worker.

3.5 For the purpose of calculating the average number of weekly hours worked by the Temporary Worker on an Assignment, the start date for the relevant averaging period under the Working Time Regulations shall be the date on which the Temporary Worker commences the first Assignment.

3.6 If, before the first Assignment, during the course of an Assignment or within the Relevant Period the Client wishes to employ the Temporary Worker direct or through another employment business, the Temporary Worker acknowledges that the Employment Business will be entitled either to charge the Client a fee or to agree an extension of the hiring period with the Client at the end of which the Temporary Worker may be engaged directly by the Client or through another employment business without further charge to the Client. In addition the Employment Business will be entitled to charge a fee to the Client if the Client introduces the Temporary Worker to a third party who subsequently engages the Temporary Worker within the Relevant Period.

### 4. REMUNERATION

4.1 The Employment Business shall pay to the Temporary Worker remuneration calculated at a minimum hourly rate of £7.83 being the minimum rate of remuneration that the Employment Business reasonably expects to achieve, for all hours worked. The actual rate will be notified on a per Assignment basis, to be paid weekly in arrears, subject to deductions in respect of PAYE pursuant to Sections 44-47 of the Income Tax (Earnings and Pensions) Act 2003 and Class 1 National Insurance Contributions and any other deductions which the Employment Business may be required by law to make.

4.2 Subject to any statutory entitlement under the relevant legislation, the Temporary Worker is not entitled to receive payment from the Employment Business or Clients for time not spent on Assignment, whether in respect of holidays, illness or absence for any other reason unless otherwise agreed.

### 5. STATUTORY LEAVE

5.1 For the purposes of calculating entitlement to paid annual leave pursuant to Working Time Regulations 1998 under this clause, the leave year commences on the first day of January each year and ends in December of the same year.

5.2 Under the Working Time Regulations 1998, the Temporary Worker is entitled to statutory paid leave per leave year, this is subject to legislative change. All entitlement to leave must be taken during the course of the leave year in which it accrues and none may be carried forward to the next holiday year.

5.3 Where a Temporary Worker wishes to take paid leave during the course of an assignment he/she

shall notify the Employment Business of the dates of his/her intended absence giving notice of at least twice the length of the period of leave that he/she wishes to take. In certain circumstances the Employment Business may give counter-notice to the Temporary Worker to postpone or reduce the amount of leave that the Temporary Worker wishes to take and in such circumstances the Employment Business will inform the Temporary Worker in writing giving at least the same length of notice as the period of leave that has been requested.

5.4 Entitlement to payment for leave accrues in proportion to the amount of time worked continuously by the Temporary Worker on Assignment during the leave year. The amount of payment which the Temporary Worker will receive in respect of periods of annual leave taken during the course of an Assignment will be calculated in accordance with and paid in proportion to the number of hours which the Temporary Worker has worked on Assignment.

5.5 In the course of any Assignment during the first leave year the Temporary Worker is entitled to request leave at the rate of one-twelfth of the Temporary Worker's total holiday entitlement in each month of the leave year.

5.6 None of the provisions of this clause regarding the statutory entitlement to paid leave shall affect the Temporary Worker's status as a self-employed worker.

### 6. SICKNESS ABSENCE

6.1 The Temporary Worker may be eligible for Statutory Sick Pay provided that he/she meets the relevant statutory criteria.

6.2 For the purposes of the Statutory Sick Pay scheme there is one qualifying day per week during the course of an Assignment and that qualifying day shall be the Wednesday in every week.

### 7. TIME SHEETS

7.1 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 or is completed before the end of a week) the Temporary Worker shall deliver to the Employment Business (by fax or post) a time sheet duly completed to indicate the time worked during the preceding week (or such lesser period) and signed by an authorised representative of the Client. No authorisation = No pay.

7.2 Subject to clause 7.3 The Employment Business shall pay the Temporary Worker for all hours worked regardless of whether the Employment Business has received payment from the Client for those hours.

7.3 Where the Temporary Worker fails to submit a properly authenticated time sheet the Employment Business shall, in a timely fashion, conduct further investigations into the hours claimed by the Temporary Worker and the reasons that the Client has refused to sign a timesheet in respect of those hours. This may delay any payment due to the Temporary Worker. The Employment Business shall make no payment to the Temporary Worker for hours not worked.

7.4 For the avoidance of doubt and for the purposes of the Working Time Regulations, the Temporary Worker's working time shall only consist of those periods during which he/she is carrying out activities or duties for the Client as part of the Assignment. Time spent travelling to the Client's premises; lunch breaks and other rest breaks shall not count as part of the Temporary Worker's working time for these purposes.

### 8. CONDUCT OF ASSIGNMENTS

8.1 The Temporary Worker is not obliged to accept any Assignment offered by the Employment Business but if he/she does so, during every Assignment and afterwards where appropriate, he/she will:

a) Co-operate with the Client's reasonable instructions and accept the direction, supervision and control of any responsible person in the Client's organisation;

b) Observe any relevant rules and regulations of the Client's establishment (including normal hours of work) to which attention has been drawn or which the Temporary Worker might reasonably be expected to ascertain;

c) 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 Client;

d) Not engage in any conduct detrimental to the interests of the Client;

e) Not at any time divulge to any person, nor use for his or her own or any other person's benefit, any confidential information relating to the Client's or the Employment Business' employees, business affairs, transactions or finances.

8.2 If the Temporary Worker is unable for any reason to attend work during the course of an Assignment he/she should inform the Client and/or the Employment Business within one hour of the commencement of the Assignment or shift.

8.3 If, either before or during the course of an Assignment, the Temporary Worker becomes aware of any reason why he may not be suitable for an Assignment, he shall notify the Employment Business without delay.

### 9. TERMINATION

9.1 The Employment Business or the Client may terminate the Temporary Worker's Assignment at any time without prior notice or liability.

9.2 The Temporary Worker may terminate an Assignment at any time without prior notice or liability.

9.3 If the Temporary Worker does not inform the Client or the Employment Business (in accordance with clause 8.2) should they be unable to attend work during the course of an assignment this will be treated as termination of the assignment by the Temporary Worker in accordance with clause 9.2 unless the Temporary Worker can show that exceptional circumstances prevented him or her from complying with clause 8.2.

9.4 If the Temporary Worker is absent during the course of an assignment and the contract has not been otherwise terminated under clauses 9.1, 9.2 or 9.3 above, the Employment Business will be entitled to terminate the contract in accordance with clause 9.1 if the work to which the absent worker was assigned is no longer available for the Temporary Worker.

9.5 If the Temporary Worker does not report to the Employment Business to notify his/her availability for work for a period of three weeks, the Employment Business will forward his/her P45 to his/her last known address.

9.6 P45 Will not be sent out & Holiday Pay will not be paid until you the employee of Brookes Health Care Recruitment Ltd return your badge and uniform to Brookes Health Care Recruitment Ltd, Kings Court, 17 School Road, Hall Green, Birmingham, B28 8JG. Only once we have both Badge and Uniform will we commence an audit of all timesheet submitted by you and then once we are happy all timesheets are correct then we shall proceed to pay holiday pay accrued and send out P45. (This process take 4 Weeks).

### 10. LAW

10.1 These Terms are governed by the law of England & Wales and are subject to the exclusive jurisdiction of the Courts of England & Wales.



# BROOKES

## HC Recruitment (Healthcare)



# Code of Conduct

[www.brookesrecruitment.com](http://www.brookesrecruitment.com)

# 0121 244 1806

Kings Court, 17 School Rd, Hall Green B28 8JG

# Code of Conduct

## Welcome

Thank you for registering with Brookes Health Care Recruitment Ltd. You will find to follow our expectations of you as a representative of our company. Our reputation relies on you working to the best of your ability at all times. Applying the skills you have learnt to meet the client's needs. In return we can offer you lots of opportunities and assignments.

## UNIFORM / BADGE

You have been issued with an identification badge it is very important you wear your badge to every shift.

You must always wear the uniform you have been provided when attending any shifts on behalf of Brookes Recruitment. You should not wear any other uniform issued by any other agencies when attending shifts on behalf of Brookes. When wearing a tunic you must ensure that any clothing worn underneath does not have longer sleeves than the tunic due to cross infection and contamination.

If you terminate your employment with Brookes you will be required to return your badge and uniform within 48 hours. Failure to comply will result in a delay in you receiving your final pay/holiday pay and P45.

## SHIFTS

When accepting a shift we expect that you will arrive 15 minutes early prior to the shift starting so you can put your belongings away, familiarise yourself with the home and staff and attend the handover of the last shift.

**It is NEVER acceptable to turn up to a shift late or not to turn up at all.**

We expect that you will be in contact with the person who gave

you the shift to let them know asap of any changes so we can in turn keep the client informed.

If on occasion you need to cancel a shift, it is not acceptable to text. You must always call and explain the reason why you cannot attend.

We expect all of our staff to be reliable, flexible and hardworking.

**MOBILE PHONES ARE PROHIBITED AND MUST NOT BE USED IN ANY CIRCUMSTANCES. IT MUST BE LEFT IN YOUR BAG/LOCKER WHILST YOU ARE WORKING**

## AVAILABILITY

You must answer your phone at all times. Any shifts that you are offered via text message need to be responded to ASAP to let us know if you can accept and attend the shift or not.

If you are called and you do not answer you need to call back as soon as possible.

It is your responsibility to text on a weekly basis to let the office know your availability (what days you're able to work)

We carry out regular spot checks to ensure our candidates are performing in the manner in which we require.

Your aim should be to always give 100% We also receive feedback from our clients, any issues are quickly brought to our attention.

## TIMESHEETS

Timesheets must be completed and sent to the office on a Monday morning before 10am.

If your timesheet is submitted on time on a Monday and is completed correctly you will receive payment on the Friday of the same week. Our working week runs from Monday to Sunday.

Each different home in which you work in requires a separate timesheet.

Photographs are not accepted.

Where there are different units on the same site the unit must be written beside the day in which the shift was worked.

All timesheets must be signed by the client and must clearly state your name and the place you have worked. You must also complete the days / date / week commencing boxes.

**Failure to adhere to the above rules may result in failure of you receiving payment.**

**TIMESHEETS ARE YOUR RESPONSIBILITY**

**ALL TIMESHEETS TO BE FAXED.**

Any timesheets received via email will not be paid.

## HOLIDAY

Is accrued on an hourly basis. The more hours worked the more holiday is accrued. Holiday forms submitted will be processed and paid on the following pay day.

Holiday runs from January to December.

All holiday must be taken in the year in which it has been accrued. Under no circumstances will holiday be carried over to the following year.

Holiday pay will be paid at end of quarter (March / June / Sept / Dec) and will only be paid if the correct holiday form is completed and an audit has been carried out of all timesheets submitted by the employee.

## RECOMMEND A FRIEND

We have an initiative where we offer £50 to our candidates who introduce a friend to Brookes Recruitment. On completion of a successful registration and 100 hours have been worked you will receive £50



OUT OF HOURS / ON CALL  
CONTACT NUMBER

**0121 244 1806**