

DATED

**FLORENCE STAFFING LTD
(trading as "FLORENCE FLEX")**

and

[

]

TERMS OF ENGAGEMENT FOR TEMPORARY WORKERS

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THIS AGREEMENT is made

BETWEEN

- (1) **FLORENCE STAFFING LTD** incorporated and registered in England and Wales with company number 12178272 whose registered office is at Arquen House, 4-6 Spicer Street, St. Albans, Hertfordshire, England, AL3 4PQ ("**Employment Business**").
- (2) [REDACTED] with a residential address at [REDACTED] ("**Temporary Worker**").

AGREED TERMS

1. Interpretation

1.1 The definitions and rules of interpretation in this clause apply to this agreement.

1 **"Assignment"** the temporary services to be carried out by the Temporary Worker for the Client, as more particularly described in clause 3 and in the Booking Placement Form;

2 **"AWR 2010"** the Agency Workers Regulations 2010 (*SI 2010/93*);

3 **"Booking Placement Confirmation"** confirmation of the detail of a particular Assignment provided to the Temporary Worker on acceptance of that Assignment (in the form used by the Employment Business from time to time, as at the date of this agreement, such confirmation is accessible on the Temporary Worker's account page on the Employment Business's website);

4 **"Business Day"** a day other than a Saturday, Sunday or public holiday when banks in London are open for business;

5 **"Calendar Week"** shall have the meaning in regulation 7(4) of the AWR 2010.

6 **"Client"** the person, firm, partnership, company or Group Member (as the case may be) to whom the Temporary Worker is introduced or supplied by the Employment Business;

7 **"Conduct Regulations 2003"** the Conduct of Employment Agencies and Employment Business Regulations 2003 (*SI 2003/3319*);

8 **"Confidential Information"** information in whatever form (including without limitation, in written, oral, visual or electronic form or on any magnetic or optical disk or memory and wherever located) relating to the business, customers, products, affairs, strategies, patents, personal data, trade secrets and finances of the Client, the Employment Business or any Group Member which is a trade secret or otherwise confidential to the Client, the Employment Business or any Group Member, or any of their suppliers, customers, agents, patients, distributors, shareholders, management or business contacts, whether or not such information is marked confidential.

9 **"Group Member"** means the Employment Business and any "group undertaking" (as defined in section 1161 of the Companies Act 2006) of the Employment Business;

10 **"Other Qualifying Period Payment"** any remuneration payable to the Temporary Worker (other than the Qualifying Period Rate of Pay), which is not excluded by virtue of regulation 6 of the AWR 2010, such as any overtime, shift premium, commission or any bonus, incentive or rewards which are directly attributable to the amount or quality of work

done by a Temporary Worker and are not linked to a financial participation scheme (as defined by the AWR 2010);

11 **"Qualifying Period"** 12 continuous Calendar Weeks, as defined in regulation 7 of the AWR 2010, subject always to regulations 8 and 9 of the AWR 2010;

12 **"Qualifying Period Rate of Pay"** the rate of pay that will be paid to the Temporary Worker on completion of the Qualifying Period, if this rate is higher than the Rate of Pay. Such rate will be paid for each hour worked during an Assignment (to the nearest quarter hour) weekly in arrears, subject to any deductions that the Employment Business is required to make by law and to any deductions that the Temporary Worker has specifically agreed can be made;

13 **"Rate of Pay"** the rate of pay that will be paid to the Temporary Worker prior to completion of the Qualifying Period. Such rate will be paid for each hour worked during an Assignment (to the nearest quarter hour) weekly in arrears, subject to any deductions that the Employment Business is required to make by law and to any deductions which the Temporary Worker has specifically agreed can be made;

14 **"Relevant Terms and Conditions"** the relevant terms and conditions as defined in regulation 6 of the AWR 2010 that apply once the Temporary Worker has completed the Qualifying Period;

15 **"Required Assignment Information"** shall have the meaning set out at clause 3.3;

16 **"Temporary Worker"** a worker Introduced and supplied by the Employment Business to the Client to provide services to the Client not as an employee of the Client, who is deemed to be an agency worker for the purposes of regulation 3 of the AWR 2010;

17 **"Temporary Work Agency"** shall have the meaning set out in regulation 4(1) of the AWR 2010;

18 **"Vulnerable Person"** shall have the meaning set out in regulation 2 of the Conduct Regulations 2003;

19 **"WTR 1998"** the Working Time Regulations 1998 (SI 1988/1833).

1.2 In this agreement and any schedules:

- (a) reference to any statute or statutory provision includes a reference to that statute or statutory provision as amended, extended or re-enacted and to any regulation, order, instrument or subordinate legislation under the relevant statute or statutory provision;
- (b) reference to the singular includes a reference to the plural and vice versa;
- (c) reference to any clause or schedule is to a clause or schedule (as the case may be) of or to this agreement;
- (d) reference to any gender includes a reference to all other genders; and
- (e) references to persons include bodies corporate, unincorporated associations and partnerships and any reference to any party who is an individual is also deemed to include their respective legal personal representative(s).

2. The agreement

- 2.1 These terms set out the entire agreement between the Employment Business and the Temporary Worker for the supply of services to the Client and shall govern all Assignments undertaken by the Temporary Worker (including, for the avoidance of doubt, where the Temporary Worker undertakes an Assignment without having signed these terms). No contract shall exist between the Employment Business and the Temporary Worker between Assignments.
- 2.2 For the avoidance of doubt, this agreement constitutes a contract for services and not a contract of employment between the Employment Business and the Temporary Worker or the Temporary Worker and the Client.
- 2.3 For the purposes of the Conduct Regulations 2003, the Employment Business acts as an Employment Business in relation to the supply of the Temporary Worker to the Client.

3. Assignments

- 3.1 The Employment Business will endeavour to obtain suitable Assignments for the Temporary Worker. 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.
- 3.2 The Temporary Worker acknowledges that the nature of temporary work means that there may be periods when no suitable work is available. The Temporary Worker agrees that suitability of an Assignment shall be determined solely by the Employment Business and that the Employment Business shall incur no liability to the Temporary Worker should it fail to offer Assignments of any type to the Temporary Worker.
- 3.3 Except as provided below, at the same time as an Assignment is offered to the Temporary Worker, the Employment Business shall provide the Temporary Worker with the following information (the "**Required Assignment Information**") which shall be accessible to the Temporary Worker by accessing the Booking Placement Confirmation:
- (a) the identity of the Client, and if applicable the nature of its business;
 - (b) the date the Assignment is to commence and the duration or likely duration of the Assignment;
 - (c) the position which the Client seeks to fill, including the type of work the Temporary Worker in that position would be required to do, the location at which, and the hours during which, the Temporary Worker would be required to work;
 - (d) the Rate of Pay and any expenses payable by or to the Temporary Worker;
 - (e) 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; and
 - (f) the experience, training, qualifications and any authorisation which the Client considers are necessary or which are required by law or a professional body for the Temporary Worker to possess in order to work in the Assignment.
- 3.4 It is anticipated that the Temporary Worker will either be a nurse or an unregistered nursing auxiliary who is directly supervised by a nurse or an unregistered nursing auxiliary and as part of the Assignment will be working in a care home with nursing. For any nursing auxiliary the Temporary Worker will be expected to perform duties that include the provision of medical, as well as personal, care.

- 3.5 It is anticipated that the services the Temporary Worker will provide during Assignments will be care services provided either under the direct supervision of a healthcare professional or in a hospital or nursing home, hospice, or other state-regulated health institution.
- 3.6 Where the Required Assignment Information is not given in paper form or by electronic means, the Employment Business shall confirm it in writing or electronically as soon as possible and in any event no later than the end of the third Business Day following the day on which the Assignment was offered to the Temporary Worker.
- 3.7 Unless the Temporary Worker requests otherwise, clause 3.3 will not apply where the Temporary Worker is being supplied to the Client to work in the same position as one in which the Temporary Worker has previously been supplied within the previous five Business Days and the Required Assignment Information (with the exception of the date or likely duration of the Assignment) is the same as that already given to the Temporary Worker.
- 3.8 Subject to clause 3.6 and clause 3.8, where the Assignment is intended to last for five consecutive Business Days or less and the Required Assignment Information has previously been given to the Temporary Worker and remains unchanged, the Employment Business shall only provide written confirmation of the identity of the Client and the likely duration of the Assignment.
- 3.9 Where the provisions of clause 3.7 have been met but the Assignment extends beyond the intended five consecutive Business Day period, the Employment Business shall provide the remaining Required Assignment Information to the Temporary Worker in paper or electronic form within eight Business Days of the start of the Assignment or by the end of the Assignment, if sooner.
- 3.10 If the Temporary Worker has completed the Qualifying Period on the start date of the relevant Assignment or completes the Qualifying Period during the relevant Assignment, the Temporary Worker will be informed of the Qualifying Period Rate of Pay if different from the Rate of Pay, together with the Other Qualifying Period Payments and the other Relevant Terms and Conditions to which the Temporary Worker is now entitled under the AWR 2010.
- 3.11 If the Temporary Worker considers that they have not received the Relevant Terms and Conditions on completion of the Qualifying Period, the Temporary Worker may raise this in writing with the Employment Business setting out as fully as possible the basis of their concerns. The Employment Business shall, within 28 days of receiving such request, provide the Temporary Worker with a written statement setting out:
- (a) relevant information relating to the basic work and employment conditions of the workers of the Client;
 - (b) the factors that the Employment Business considered when determining such basic work and employment conditions; and
 - (c) where the Employment Business seeks to rely on the defence in regulation 5(3) of the AWR 2010, relevant information which:
 - (i) explains the basis on which it is considered that an individual is a comparable employee; and
 - (ii) describes the basic work and employment conditions which apply to that employee.

4. Temporary worker's obligations

4.1 The Temporary Worker is not obliged to accept any Assignment offered by the Employment Business. If the Temporary Worker does accept an Assignment, the Temporary Worker shall:

- (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 organisation (including normal hours of work) of which the Temporary Worker has been informed or of which the Temporary Worker should be reasonably aware;
- (c) comply with all requirements of the Employment Business in the completion and renewal of all mandatory checks, including but not limited to the Temporary Worker's right to work in the United Kingdom;
- (d) where the Assignment involves working with any Vulnerable Persons, provide the Employment Business with copies of any relevant qualifications or authorisations including an up-to-date Disclosure and Barring Service certificate and two references which are from persons who are not related to the Temporary Worker;
- (e) take all reasonable steps to safeguard their own health and safety and that of any other person who may be present or be affected by their actions on the Assignment and comply with the health and safety policies of the Client;
- (f) not engage in any conduct detrimental to the interests of the Employment Business or the Client;
- (g) comply with all relevant statutes, laws, regulations and codes of practice from time to time in force in the performance of the Assignment and applicable to the Client's business, including without limitation, any equal opportunities or non-harassment policies; and
- (h) comply with all applicable medical care, and/or safeguarding requirements, guidelines, or regulations (as these may be varied from time to time relevant to any particular Assignment).

4.2 If the Temporary Worker accepts any Assignment offered by the Employment Business, as soon as possible before 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:

- (a) inform the Employment Business of any Calendar Weeks whether before the date of commencement of the relevant Assignment or during the relevant Assignment in which the Temporary Worker has worked in the same or a similar role with the Client via any third party;
- (b) provide the Employment Business with all the details of such work, including (without limitation) details of when, where and the period(s) during which such work was undertaken, the role performed and any other details requested by the Employment Business; and
- (c) inform the Employment Business if before the date of the commencement of the relevant Assignment the Temporary Worker has:
 - (i) completed two or more assignments with the Client;

- (ii) completed at least one assignment with the Client and one or more assignments with a member of the Client's Group; or
- (iii) worked in more than two roles during an assignment with the Client and on at least two occasions has worked in a role that was not the same role as the previous role.

4.3 If the Temporary Worker is unable for any reason to attend work during the course of an Assignment, they should first inform the Employment Business at least one hour before their normal start time. If this is not possible, the Temporary Worker should inform the Client and then the Employment Business as soon as possible.

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

5. Remuneration and Salary Advances

5.1 Subject to the Temporary Worker submitting properly authorised time sheets in accordance with clause 6, the Employment Business shall pay the Rate of Pay to the Temporary Worker subject to prior deductions for income tax and national insurance contributions (and any other withholdings the Employment Business is required to make by law) until the Temporary Worker completes the Qualifying Period. The Rate of Pay will be set out in the relevant Booking Placement Form for a particular Assignment.

5.2 Subject to the Temporary Worker submitting properly authorised time sheets in accordance with clause 6, 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, the Employment Business shall pay to the Temporary Worker:

- (a) the Qualifying Period Rate of Pay; and
- (b) the Other Qualifying Period Payments,

which will be set out in the relevant Booking Placement Form.

5.3 Subject to any applicable statutory entitlement and to clause 7 and clause 8, the Temporary Worker is not entitled to receive payment from the Employment Business or the Client for time not spent working on the Assignment, whether in respect of holidays, illness or absence for any other reason, unless otherwise agreed.

5.4 Following a request from the Temporary Worker the Employment Business may exercise its discretion to provide the Temporary Worker with access to the Salary Advance Scheme.

5.5 Any request by the Temporary Worker to participate in the Salary Advance Scheme shall be subject to approval by the Employment Business at the sole discretion of the Employment Business.

5.6 The purpose of the Salary Advance Scheme is to help Temporary Workers deal with unforeseen expenses. Temporary Workers are encouraged not to become dependent on the Salary Advance Scheme, and the Employment Business reserves the right to withdraw any Temporary Worker from the Salary Advance Scheme if in the reasonable opinion of the Employment Business the Temporary Worker is misusing the scheme or accepting onerous financial liabilities as a result of their use of the Salary Advance Scheme.

5.7 In the event that the Temporary Worker wishes to compare the cost of the Salary Advance Scheme with other forms of credit, the Temporary Worker must contact their line manager or a director of the Employment Business.

5.8 The Salary Advance Scheme shall be available up to a maximum of 60% of the Temporary

Workers gross pay via the "Instant Pay" function. This function is only available once the Temporary Worker has completed a shift and a timesheet has been approved.

- 5.9 The Temporary Worker acknowledges and accepts that the Employment Business shall be permitted to levy costs and charges payable by the Temporary Worker for participation in the Salary Advance Scheme. The Employment Business currently charges £1 for each use of "Instant Pay", however, the Employment Business reserves the right to withdraw "Instant Pay" entirely or to change or increase the fee in its sole discretion. There shall be no other costs and charges payable by the Temporary Worker for participation in the Salary Advance Scheme save for those explicitly set forth herein or notified to the Temporary Worker in writing.
- 5.10 The Temporary Worker acknowledges and accepts that the costs and fees of the Salary Advance Scheme set forth herein are fair and proportionate in the circumstances.
- 5.11 Any advance payments made by the Employment Business to the Temporary Worker under the Salary Advance Scheme shall be paid within three Business Days of the Employment Businesses approving such payments and shall be paid to the same bank account as the Temporary Worker uses for monthly salary.
- 5.12 The Temporary Worker acknowledges and accepts that the Employment Business shall be permitted to deduct from future salary payments any sums due to the Employment Business that result from the Temporary Workers participation in the Salary Advance Scheme.

6. Time sheets

- 6.1 The Temporary Worker shall deliver to the Employment Business a completed time sheet by no later than 3pm on each Thursday during a week in which the Temporary Worker carried out any work on any Assignment. The Employment Business reserves the right to change this cut off time as required. The time sheet must indicate the number of hours worked during the applicable week (or such lesser period). Time sheets must be approved by the Employment Business and submission of a time sheet by the Temporary Worker does not imply that the Employment Business has approved the hours submitted on a time sheet.
- 6.2 Subject to clause 6.3, the Employment Business shall pay the Temporary Worker for all approved hours worked (at the pay intervals agreed between the Temporary Worker and the Employment Business relating to each Assignment) regardless of whether the Employment Business has received payment from the Client for those hours.
- 6.3 Where the Temporary Worker fails to submit a properly authorised time sheet by 10:00 am each Friday during a period in which they have worked an Assignment at any time in the previous seven calendar days, any payment due to the Temporary Worker may be delayed while the Employment Business investigates (in a timely fashion) what hours, if any, were worked by the Temporary Worker. The Employment Business shall make no payment to the Temporary Worker for hours not worked.
- 6.4 For the avoidance of doubt and for the purposes of the WTR 1998, the Temporary Worker's working time shall only consist of those periods during which they are carrying out activities or duties for the Client as part of the Assignment. Time spent travelling to the Client's premises (with the exception of time spent travelling between two or more premises of the Client), lunch breaks and other rest breaks shall not count as part of the Temporary Worker's working time for these purposes.
- 6.5 The Temporary Worker acknowledges and accepts that it could be a criminal offence under the Fraud Act 2006 to falsify any time sheet, for example by claiming payment for hours that were not actually worked.

7. Annual leave

- 7.1 Subject to clause 7.2, the Temporary Worker is entitled, on a pro-rata basis, to the full-time equivalent of 5.6 weeks' paid holiday during each holiday year (including all bank holiday entitlements), calculated in accordance with and paid in proportion to the number of hours that the Temporary Worker has worked on any Assignments during the holiday year. The Employment Business's holiday year runs between 1 January and 31 December. If an Assignment starts or finishes part way through the holiday year, the Temporary Workers holiday entitlement during that year shall be calculated on a pro-rata basis rounded up to the nearest half day.
- 7.2 On completion of the Qualifying Period, the Temporary Worker may be entitled to paid and/or unpaid annual leave in addition to the Temporary Workers entitlement under clause 7.1. In those circumstances, the Employment Business will inform the Temporary Worker in the relevant Booking Placement Form of any such entitlement, the date from which such entitlement will commence and how payment for such entitlement accrues.
- 7.3 The Temporary Workers pay in respect of any Assignment will include a separate payment in respect of accrued holiday pay (calculated on a pro-rata basis in accordance with clause 7.1). The accrued holiday pay paid to the Temporary Worker will be listed as a separate item on the Temporary Workers payslip but will be paid to the Temporary Worker at the same time as the basic non-holiday pay rate for an Assignment (subject to applicable deductions for income tax and National Insurance Contributions).
- 7.4 The Temporary Worker is encouraged to take their full holiday entitlement in each holiday year and no untaken holiday can be carried forward to the next holiday year. As the Temporary Worker will be paid in respect of accrued holiday (if any) at the same time as basic pay is paid to the Temporary Worker in respect of an Assignment, and accrued holiday pay is therefore paid to the Temporary Worker during the course of the holiday year, the Temporary Worker will not normally be entitled to be receive any additional payment in respect of accrued holiday at the time, or on the dates, when the Temporary Worker actually takes their holiday. The Temporary Worker must provide the Employment Business with information as to all periods of holiday taken by the Temporary Worker both during and between Assignments.
- 7.5 Subject to clause 7.2, in the course of any Assignment during the first holiday year, the Temporary Worker is entitled to request holiday at the rate of one-twelfth of the Temporary Worker's total holiday entitlement in each month of the holiday year. The Temporary Worker must give the Employment Business notice in writing of the Temporary Worker's intention to take holiday to which the Temporary Worker is entitled and that notice should

include the dates of the Temporary Worker's intended absence. The Temporary Worker must give the Employment Business notice of at least twice the length of the period for which the Temporary Worker wishes to take holiday. Unless the Employment Business informs the Temporary Worker that it is not convenient for the Temporary Worker to take holiday on the requested dates, the Temporary Worker shall be entitled to take up the Temporary Workers holiday entitlement as notified. Where a bank holiday or other public holiday falls during an Assignment and the Temporary Worker does not work on that day, the Temporary Worker must advise the Employment Business in advance that the Temporary Worker wishes to take paid holiday on that day in accordance with this clause 7.5.

- 7.6 The Temporary Worker may only take as many hours holiday on any given day as the Temporary Worker usually works in a day (or, if the Temporary Workers working hours vary, the Temporary Worker may not take more hours holiday on any given day than the average number of hours the Temporary Worker has worked per day in the preceding 3 months) and the Temporary Worker may only take as many days holiday in any given week as there are working days in that week.
- 7.7 At the end of the Assignment the Temporary Worker shall be entitled to be paid in lieu of accrued but untaken holiday for the holiday year in which termination takes place.
- 7.8 If the Temporary Worker has taken more holiday than their accrued entitlement at the end of the Assignment, the Employment Business shall be entitled to deduct the appropriate amount from any payments due to the Temporary Worker.

8. Sickness absence

- 8.1 If the Temporary Worker is absent from work for any reason, they must notify the Employment Business of the reason for their absence as soon as possible but no later than one hour before the scheduled start time of their working day on any particular Assignment.
- 8.2 If the Temporary Worker satisfies the qualifying conditions laid down by law, they may be entitled to receive Statutory Sick Pay (**SSP**) at the prevailing rate in respect of any period of sickness or injury during the Assignment. The Temporary Worker will not be entitled to any other payments during such period.
- 8.3 The Temporary Worker's "qualifying days" for SSP purposes are limited to those days on which the Temporary Worker was scheduled to be working on an Assignment (and which such working days on Assignment had been booked, and confirmed by the Employment Business, prior to commencement of the sickness absence). We will inform you if you are entitled to SSP at the relevant time.
- 8.4 If any period of sickness absence lasts for seven consecutive calendar days or more, the Temporary Worker must provide an appropriate medical certificate from a doctor to the Employment Business for the period of sickness absence and then at weekly intervals thereafter during the whole period of sickness absence.

9. Termination

- 9.1 The Employment Business or the Temporary Worker may terminate this agreement with immediate effect at any time by giving written notice to the other.
- 9.2 The Employment Business, the Client or the Temporary Worker may terminate any Assignment at any time without prior notice or liability.
- 9.3 The Temporary Worker acknowledges that the continuation of an Assignment is subject to and dependent on the continuation of the agreement entered into between the Employment Business and the Client. If that agreement is terminated for any reason, the Assignment

shall cease with immediate effect without liability to the Temporary Worker, except for payment for work done up to the date of termination of the Assignment.

- 9.4 Unless exceptional circumstances apply, the Temporary Worker's failure to inform the Client or the Employment Business of their inability to attend work as required by clause 4.3 will be treated as termination of the Assignment by the Temporary Worker.
- 9.5 If the Temporary Worker is absent during the course of an Assignment and the Assignment has not otherwise been terminated, the Employment Business will be entitled to terminate the Assignment in accordance with clause 9.1 if the work to which the Temporary Worker was assigned is no longer available.
- 9.6 If you **want us** to remove your name from our bank of casual/zero hours staff and no longer want to be considered for casual work you should notify us, in writing, as soon as possible.
- 9.7 We reserve the right to remove your name from our bank of casual staff at any time but, in particular, if you reject offers of work or fail to attend for agreed assignments as detailed above in the 'acceptance of assignments' clause.

10. Our rules and procedures

When you are working on an assignment, you must comply with the relevant rules, policies and procedures which are in place.

11. Confidentiality

- 11.1 In order to protect the confidentiality and trade secrets of the Employment Business and the Client, the Temporary Worker agrees not at any time:
- (a) whether during or after an Assignment (unless expressly so authorised by the Client or the Employment Business as a necessary part of the performance of their duties), to disclose to any person or to make use of any of the trade secrets or the Confidential Information of the Client or the Employment Business; or
 - (b) to make any copy, abstract or summary of the whole or any part of any document or other material belonging to the Client or the Employment Business except when required to do so in the course of the Temporary Workers duties under an Assignment, in which circumstances such copy abstract or summary would belong to the Client or the Employment Business, as appropriate.
- 11.2 The restriction in clause 10.1 does not apply to:
- (a) any use or disclosure authorised by the Client or the Employment Business or as required by law a court of competent jurisdiction or any governmental or regulatory authority;
 - (b) any information which is already in, or comes into, the public domain otherwise than through the Temporary Worker's unauthorised disclosure; or
 - (c) the making of a protected disclosure within the meaning of section 43A of the Employment Rights Act 1996.
- 11.3 At the end of each Assignment or on request the Temporary Worker agrees to deliver up to the Client or the Employment Business (as directed) all documents (including copies), ID cards, swipe cards, equipment, passwords, pass codes and other materials belonging to the Client which are in its possession, including any data produced, maintained or stored on the Client's computer systems or other electronic equipment.

12. Our property

- 12.1 All documents, materials, hardware and software that we provide to you for use during an assignment, and all information and documents that you produce during an assignment remain our property.
- 12.2 Unless we instruct you otherwise, at the end of each assignment (and at any other time when we ask you) you must return to us all property, equipment, records, correspondence, documents, files, Confidential Information and other information belonging to, or in any way relating to the business and affairs of, the organisation which is in your possession or custody or under your control including, without limitation, passes, keys, credit cards, fuel cards, mobile telephones, tablet computers or memory sticks and documents, correspondence, files, reports and all copies, extracts or summaries thereof. You must also delete, irretrievably, any information relating to our business that you have stored on any electronic or digital storage or memory device that does not belong to us.

13. Data protection

- 13.1 The Employment Business and the Client will collect and process information relating to the Temporary Worker in accordance with the Employment Business's privacy notice. The Temporary Worker is required to sign and date the privacy notice.
- 13.2 The Temporary Worker shall comply with the data protection policy of both the Employment Business and the Client when handling personal data including personal data relating to any employee, worker, contractor, customer, client, supplier or agent of the Employment Business or Client.
- 13.3 Failure to comply with the data protection policy and/or any of the policies listed in this clause may be dealt with under the Employment Business's or the Client's disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

14. Pensions

- 14.1 If you are eligible we will automatically enrol you into our Pension Scheme. Within a month of being enrolled in the Scheme, you can send us an opt-out form if you do not wish to be in the Scheme. If you do not opt out, we will deduct your contributions to the pension scheme from what we pay you. Current details of the Scheme and your rights relating to it, and of your and our contributions, will be provided to you separately.

15. Deductions

- 15.1 During or on termination of any assignment, we shall be entitled to deduct from your pay the following:
- the amount of any overpayment of salary, sick pay, holiday pay, bonus or other benefits;
 - the amount of any salary advances made to you plus fees and costs;
 - the amount of any outstanding loans and advances made to you by the organisation;
 - any amount due by virtue of any Training Fees Agreement you have entered into with the organisation;
 - the reasonable cost of making good any loss or damage to our property or any shortfall of cash for which you were responsible caused by your wilful act, carelessness or negligence; and

- any other sums owed by you to the organisation.

16. Warranties and indemnities

16.1 The Temporary Worker warrants that:

- (a) the information supplied to the Employment Business in any application documents is correct;
- (b) the Temporary Worker has the experience, training, qualifications and any authorisation which the Client considers are necessary or which are required by law or by any professional body for the Temporary Worker to possess in order to perform the Assignment;
- (c) the Temporary Worker is not prevented by any other agreement, arrangement, restriction (including, without limitation, a restriction in favour of any employment agency, employment business or client) or any other reason, from fulfilling the Temporary Worker's obligations under this agreement; and
- (d) the Temporary Worker has valid and subsisting leave to enter and remain in the United Kingdom for the duration of this agreement and is not (in relation to such leave) subject to any conditions which may preclude or have an adverse effect on the Assignment.

17. No partnership or agency

17.1 Nothing in this agreement is intended to, or shall be deemed to, establish any partnership or joint venture between any of the parties, constitute any party the agent of another party, or authorise any party to make or enter into any commitments for or on behalf of any other party.

17.2 Each party confirms it is acting on its own behalf and not for the benefit of any other person.

18. Entire agreement

18.1 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.

18.2 Each party acknowledges that in entering into this agreement it does not rely on, and shall have no remedies in respect of, any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in this agreement.

18.3 No variation of this agreement shall be effective unless it is in writing and signed by each of the parties (or their authorised representatives). A written copy of the varied terms, including the date from which they take effect, shall be given to the Temporary Worker no later than the fifth Business Day following the day on which the variation was agreed.

18.4 Nothing in this clause shall limit or exclude any liability for fraud.

18.5 Each party agrees that it shall have no claim for innocent or negligent misrepresentation or negligent misstatement based on any statement in this agreement.

19. Third Party rights

No one other than a party to this agreement, their successors and permitted assignees, shall have any right to enforce any of its terms.

20. Governing law

This agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

21. Jurisdiction

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims).

This agreement has been entered into on the date stated at the beginning of it.

**SIGNED by
FLORENCE STAFFING LTD**

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SIGNED by
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