

AGENCY DRIVERS NORTHWEST CLIENT TERMS OF BUSINESS FOR SPOT HIRE



1. DEFINITIONS

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

"Assignment" means the period during which the Temporary Worker is supplied the Employment Business 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 Challenge Logistic Limited t/a ADR Network of Unit 6E Red Rose Court, Sunnyhurst Road, Blackburn BB2 1PS

"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 who is introduced by the Employment Business to render services to the Client.

"Transfer Fee" means the fee payable in accordance with clause 8 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 8 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.

"Periods of Availability" means periods of waiting time as defined by the Road Transport (Working Time) Regulations 2005, namely, where the duration is known about (or foreseeable) by the Temporary Worker.

"Working Time" means working time as defined by the Road Transport (Working Time) Regulations 2005, namely, time consisting of those periods which the Temporary Worker is at their workstation at the disposal of the client and exercising his/her functions or activities.

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 entire agreement 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. 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 in writing.

3. CHARGES

3.1. The Client agrees to pay such hourly charges of the Employment Business as shall be notified to and agreed with the Client. The hourly charges are calculated according to the number of hours worked by the Temporary Worker (to the nearest quarter hour) and comprise mainly the Temporary Worker's pay but also include the Employment Business' commission, on-costs 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. For the avoidance of doubt, where the Temporary Worker is involved in operations subject to EU Driver hours Rules, the number of hours worked by the Temporary Worker comprises of the total number of hours Working Time and Periods of Availability as defined under the Road Transport (Working Time) Regulations 2005.

3.3. The charges are invoiced to the Client on a weekly basis and are payable within 14 days. The Employment Business reserves the right to charge interest on any overdue amounts at the rate of 2% per annum above the base rate of the Bank of England from the due date until the date of payment.

3.4. The charges may be subject to a periodical review between the Client and the Employment Business, with either party requesting a review on 14 days prior written notice. The parties agree to meet in good faith within 14 days of such written notice to discuss what changes (if any) are required to the charges.

3.5. There are no rebates payable in respect of the charges of the Employment Business.

4. INFORMATION TO BE PROVIDED

4.1. When making an Introduction of a Temporary Worker to the Client the Employment Business shall inform the Client verbally 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 engaged 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.

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. Failure to sign the time sheet does not absolve the Client's obligation to pay the charges in respect of the hours worked.

5.3. The Employment Business assumes responsibility for keeping and maintaining records of the Temporary Worker's Working Time under the Road Transport (Working Time) Regulations 2005.

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 11.1 below.

6. PAYMENT OF THE TEMPORARY WORKER

6.1. The Employment Business assumes, where appropriate, the 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.

7. TRAINING AND INDUCTION

7.1. Where the Client requires the Temporary Worker to undertake any of the Client's training, assessment, induction and health and safety policy briefings, in relation to the Assignment, the Client shall be charged by the Employment Business at the appropriate rate for those hours attended.

7.2. The Client acknowledges that the Employment Business may, at any time, appraise the training and assessment process undertaken by the Temporary Worker.

8. TRANSFER AND INTRODUCTION FEES

Where there has been supply:

8.1. 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, within either

- The duration of the Assignment;
- 14 weeks from the start of the first Assignment (the first Assignment being each new assignment where there has been a break of more than 42 days (6 weeks) since the end of a previous Assignment.); 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 upon giving 10 days prior notice, to either:

- a) **an extended period of hire** of the Temporary Worker being 13 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

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the Engagement or, if the actual amount of the Remuneration is not known, the hourly charges agreed pursuant to clause 3.1 multiplied by 250. 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.

Where there has been an Introduction but no supply

8.2. 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 10 days notice, to either:

- a) a period of hire of the Temporary Worker being 15 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 250. 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 prior notice, in accordance with clauses 8.1 (a) and 8.2 (b) above, before the Temporary Worker is Engaged the parties agree that the Transfer Fee shall be due.

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

8.3. 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 within either:

- The duration of the Assignment;
- 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

clauses 8.1 (a) and (b) shall be take effect.

In the event that the Engagement of the Temporary Worker by the 3rd Party is for a fixed term of less than 12 months, the fee in clause 8.1(b) or 8.2(b), calculated as a percentage of the Remuneration, will apply pro-rata.

9. LIABILITY

9.1. 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.

9.2. Temporary Workers supplied by the Employment Business 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.

9.3. 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 by any professional body, which must be satisfied if the Temporary Worker is to fill the Assignment. For Temporary Workers who are mobile workers working in operations subject to EU Drivers Hours Rules, the Client will assist the Employment Business in complying with the Employment Business's duties under the Road Transport (Working Time) Regulations 2005 by supplying relevant information about the Assignment requested by the Employment Business including copies of tachograph charts for Temporary Workers. Furthermore the Client agrees not to do anything to cause the Employment Business to be in breach of its obligations under the Road Transport (Working Time) Regulations 2005.

9.4. 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.

9.5. The Client shall indemnify and keep indemnified the Employment Business against any costs, claims or liabilities incurred by the Employment Business arising out of any Assignment or arising out of any non-compliance with clauses 9.2 and 9.3 and/or as a result of any breach of these Terms by the Client.

10. SPECIAL SITUATIONS

10.1. Where the Temporary Worker is required by law, or any professional body to have any qualifications or authorisations to work on the Assignment the Employment Business will take all reasonably practicable steps to obtain and offer to provide to the Client:

- 10.1.1. copies of any relevant qualifications or authorisations of the Temporary Worker, and
- 10.1.2. two references from persons not related to the Temporary Worker who have agreed that the references they provide may be disclosed to the Client;

and has taken all reasonably practicable steps to confirm that the Temporary Worker is suitable for the Assignment. 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.

11. TERMINATION

11.1. The Client undertakes to assess 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 48 hours of the termination of the Assignment.

11.2. In the event of the Client cancelling an Assignment within 4 hours of the start time, the Employment Business may charge the Client 8 hours at the appropriate charge rate for that Assignment.

11.3. The Client shall notify the Employment Business immediately and without delay and in any event within 4 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.

11.4. 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 unable to attend work or is unsuitable for the Assignment. The Employment Business may terminate the Assignment at any time without notice and without liability.

12. LAW

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

Client Name:

Signed for and on behalf of Client:

_____ (signature)

Name and Position of Signatory:

(name in block capitals)

_____ Position

(e.g. Transport Manager)

_____ Date signed