

1. In this document the following words shall have the following meanings:-
 - “assignment” means the period during which you are assigned by the company to work for a client;
 - “branch” means the branch stated above
 - “Client” means the person, firm, company or organisation to whom you are assigned to work.
 - “line manager” means the line manager of the Client to whom you report on a day to day basis:
 - “WTR regulations” means the Working Time Regulations 2005
2. The company undertakes at all times during the duration of this contract to use reasonable endeavours to allocate you to suitable assignments, paid at a rate of at least equivalent to the National Minimum Wage. You Acknowledge that that there may be periods when no work is available for you. In such circumstances the company has no obligation to pay you when you are not carrying out work or not on assignment. You are obliged to work when required by the company. If you do not work when required to do so by the company, without good cause, the company shall be entitled to terminate your contract.
3. The company will assign you from time to time to carry out work for clients. In doing so you agree to work under the direction of the client at the premises where you are assigned to work from time to time and to carry out those duties in a loyal and trustworthy manner.
4. You agree that you may be transferred to a new assignment at any time, without restriction to location or client, as directed by the company. Further you agree that the company may terminate an assignment at any time without prior notice, reason or liability. If you wish to terminate an Assignment you must give the company one weeks’ notice. Termination of an assignment is not termination of your employment and therefore does not affect the continuity of your employment.
5. You are employed by the company under a contract of service. The company undertakes to pay you whether or not the company is paid by the client.
6. Your assigned hours of work will vary according to the requirements of the client. It is a condition of your employment that you work flexibility in accordance with these requirements. The company will give you as much advance notice as is reasonably practicable of the hours you will be required to work.
7. Your period of continuous employment with the company will commence on the date of your first assignment after the date of you agreeing to this contract.
8. Whilst on assignment you will be entitled to be paid for the hours that you work. Payment will be made weekly, fortnightly in arrears directly into your bank account subject to

deduction of tax and national insurance in respect of the hours worked in the preceding week.

9. Your rate of pay will be at all times no less than the national minimum wage currently in force per hour worked. Rates of pay may vary from assignment to assignment. You will provide with information on the rate of pay at the beginning of each assignment.
10. You agree the company may deduct from your remuneration any sums due from you to the company including, without limitation, your pension contributions, any overpayments, loans or advances made to you by the company, holiday pay as provided for in clause 18, driving related penalties or fine as provided for in clause 13.
11. Unless agreed in writing with the company, neither company nor client shall be responsible for your expenses.
12. You agree to work hours which exceed the maximum average working time limit of 48 hours imposed by the working times regulations 1988.
13. Where you are employed as a driver you undertake to indemnify the company against any driving related fines and/or penalties which you are responsible.
14. You will be required to work at various places as the Company may direct from time to time. The company may change your place of work by giving you such notice as is reasonably practical in the circumstances.
15. If you wish to terminate your employment, you must give the company one weeks' notice in writing, when your employment terminates.
16. The company must give you whichever is the greatest of the following periods of prior written notice to terminate your employment ;(i) immediate notice if you have been continuously employed for less than one month.(ii) two weeks' notice if you have continuously employed for 1 month or more but less than 2 years.
17. When you are not on an assignment you are obliged to contact the Company regularly to confirm your availability to undertake further assignments.
18. Your entitlement to holidays and holiday pay is as detailed in your employee handbook.
19. The disciplinary rules and grievance policy which apply to you are contained in the employee handbook.
20. The company reserves the right to amend your terms and conditions of employment in writing. You will be given not less than one month's written notice of any significant changes. You will be deemed to have accepted those changes unless you notify the company of any objection in writing before the expiry of the notice period.