

REGISTRATION FORM

PAYE Contractors

We categorise our temporary workers as follows: -

- ▶ PAYE Contractors – you work for us directly and we deduct Tax and National Insurance (NI), and send you a payslip each week.
- ▶ Personal Service Company – you have created your own company to provide your services through. Normally you are the only employee of the company, although sometimes there are a few workers who have joined together in your company.
- ▶ Contractor Company – we use this term where you work for an intermediate company who processes your pay, along with many others. For example it may be an umbrella company allowing you to claim expenses or a CIS Company which pays you as self employed under CIS.

If we have categorised you incorrectly please let us know as the information we need from you will be different. Please check and complete this registration form as accurately as you can to ensure we pay you correctly first time.

REGISTRATION FORM

PAYE Contractors

Title: Mr / Mrs / Miss / Ms (please circle) or Other _____

Surname: _____

First Name(s): _____

Address: _____

Post Code: _____

Contacts

Home Telephone: _____

Mobile Telephone: _____

Personal Email: _____

Current Assignment

Work Telephone: _____

Work Email: _____

PAYE Details

NI Number: _____

Bank Sort Code: _____

Bank Account: _____

Personal Accident Insurance

We operate an opted-in personal accident scheme for all PAYE workers which provide valuable benefits in the event of an accident at work (please see attached for details).

There is a charge of £1.50 per week made for this insurance.

If you wish to opt out of the scheme please let us know in writing.

I confirm that the information I have provided is accurate and complete and that I will notify Hill McGlynn of any matter which may affect my ability to carry out the services or which Hill McGlynn or their Client may consider relevant in assessing my suitability to carry out a temporary assignment. I understand that Hill McGlynn is required, by law, to disclose any relevant information to a Client before and during my temporary assignment.

I consent to Hill McGlynn processing my personal data, including any sensitive personal data which I may have provided, and understand that this information may be disclosed to other Randstad Group companies from time to time for the purpose of providing services to me.

Sign: _____

Date: _____

AGREEMENT TO OPT-OUT OF THE 48-HOUR WORKING WEEK

1) DEFINITIONS

- a) In this agreement the following definitions apply:-
- i) "Employment Business" means Hill McGlynn & Associates Limited and Hill McGlynn Trades Limited
- ii) "Temporary Worker" means the undersigned Temporary Worker
- iii) "48-hour Working Week" means an average of 48 hours per week calculated over a 17-week reference period

2) RESTRICTIONS

- a) The Working Time Regulations 1998 provide that workers shall not work in excess of the 48-hour week unless they have agreed in writing that this limit shall not apply.

3) CONSENT

- a) The Temporary Worker hereby agrees that the 48-hour Working Week limit referred to in clause 2 a) shall not apply to any assignment offered by the Employment Business and accepted by the Temporary Worker.

4) WITHDRAWAL OF CONSENT

- a) The Temporary Worker may end this Agreement by giving 3 calendar months notice in writing to the Employment Business
- b) For the avoidance of doubt, any notice bringing this Agreement to an end shall not be constructed as notice of termination of assignment by the Temporary Worker
- c) Upon the expiry of the notice period set out in clause 4 a) the 48-hour Working Week limit shall apply with immediate effect.

5) LAW

- a) These terms are governed by English Law and are subject to the exclusive jurisdiction of the English Courts.



Signed by: M Bull on behalf of
The Employment Business

Signed by the Temporary Worker

Name (please PRINT)

THIS AGREEMENT is dated the _____ of _____ 2009

BETWEEN:

(1) Hill McGlynn & Associates Limited (Company number 1275025), a company incorporated in England and Wales whose address for correspondence is Second Floor, Forum Four, Parkway, Solent Business Park, Whiteley, Fareham, PO15 7AD or any subsidiary as relevant (the "Group"); and
 (2) _____ of _____ (the "Temporary Worker").

IT IS AGREED that the Temporary Worker shall provide the Services for the Client in accordance with the terms of this Agreement which is a contract for services.

1. INTERPRETATION AND DEFINITIONS

1.1. In this Agreement the following words and expressions have the following meanings:

Agreement	the agreement between the Group and the Temporary Worker comprising the terms set out in this document including the Assignment Schedule;
Application Documents	any application form or other written information provided by the Temporary Worker to the Group about the experience, training, qualifications, authorisations and general suitability of the Temporary Worker for performing the Services;
Assignment Schedule	the schedule to this Agreement as may from time to time be amended;
Best Industry Practice	in relation to any undertaking and any circumstances, the exercise of the skill, diligence, prudence, foresight and judgment which would be expected from a highly skilled and experienced person engaged in the same type of undertaking under the same or similar circumstances, applying the best standards currently generally applied in the Construction industry;
Business Day	any day (other than Saturday or Sunday) on which clearing banks are open for business in London;
Client	The Client defined in the Assignment Schedule;
Client's Group	the Client, any body corporate of which the Client is a subsidiary (as defined in section 736 of the Companies Act 1985), any other subsidiary of such body corporate and any subsidiary of the Client;
Conduct Regulations	The Conduct of Employment Agencies and Employment Businesses Regulations 2003;
Data Protection Laws	the Data Protection Act 1998, any applicable statutory or regulatory provisions and all European Directives and regulations in force from time to time relating to the protection and transfer of personal data;
Force Majeure	any cause preventing a party from performing any or all of its obligations arising from or attributable to acts, events, omissions or accidents beyond the reasonable control of the party so affected;
Location(s)	the location(s) at which the Client requires the Services to be supplied, as set out in Part B of the Assignment Schedule;
Losses	all losses, liabilities, damages, costs, expenses whether direct, indirect, special or consequential (including, without limitation, any economic loss or other loss of profits, business or goodwill, management time and reasonable legal fees) and charges, including such items arising out of or resulting from actions, proceedings, claims and demands;

1.2. Each term starting with a capital letter and not defined in Clause 1.1 or elsewhere in this Agreement is as defined in the Assignment Schedule.

1.3. Any reference, express or implied, to an enactment includes a reference to that enactment as from time to time amended, modified, extended, re-enacted, replaced or applied by or under any other enactment (whether before or after the date of this Agreement) and all subordinate legislation made (before or after this Agreement) under it from time to time.

1.4. Where the context permits, words denoting:

- 1.4.1. persons shall include bodies corporate and unincorporated associations of persons;
- 1.4.2. the singular includes the plural and vice versa; and
- 1.4.3. one gender shall include any gender.

1.5. The headings in this Agreement are for ease of reference only and do not affect its interpretation.

1.6. Any reference in this Agreement to a Clause is, unless otherwise stated, to a Clause of this Agreement.

2. TEMPORARY WORKER'S OBLIGATIONS

2.1. The Temporary Worker:

- 2.1.1. shall use reasonable care and skill in supplying the Services;
- 2.1.2. shall supply the Services in accordance with Best Industry Practice;

2.1.3. shall provide the Services from the Start Date until the Estimated End Date during the hours set out in the Assignment Schedule;

2.1.4. shall perform the Services at the Location(s);

2.1.5. shall deliver completed timesheets (in a form approved by the Group) weekly to an authorised representative of the Client for signing and return the same to the Group, and the Temporary Worker:

2.1.6. shall contact the Group immediately if he envisages or is experiencing any problems which may delay or have delayed the delivery of timesheets to the Group in accordance with this Clause 2.5;

2.1.7. acknowledges that failure by the Temporary Worker so to deliver and return any timesheet may delay payment to the Temporary Worker while the Group makes enquiries to verify the hours worked;

2.1.8. agrees that failure by the Temporary Worker so to deliver and return any timesheet shall constitute a breach of this Agreement entitling the Group to terminate the Agreement and claim damages against the Temporary Worker for any Losses suffered or incurred by the Group; and

2.1.9. confirms that, by signing this Agreement, he is aware that it could be a criminal offence for the Temporary Worker to falsify any timesheet, for example by claiming that the Services were supplied for hours for which they were not in fact supplied;

2.1.10. shall comply with all the Client's health and safety, site and security regulations while at the Client's sites;

2.1.11. shall be responsible for the cost of daily travel to and from the Location(s) and/or any other location as requested by the Client;

2.1.12. shall not engage in any conduct detrimental to the interests of the Group or the Client, including, without limitation, any conduct likely to bring the Group or the Client into disrepute;

2.1.13. shall give reasonable notice to the Group and the Client of any period of Absence during which the Temporary Worker will not be providing the Services;

2.1.14. shall be covered by appropriate professional indemnity insurance in connection with the Services and supply the Group with evidence of cover on request;

2.1.15. shall supply to the Group copies of any relevant qualifications or authorisations that the Temporary Worker is required by law or any professional body to have in order to provide the Services to the Client; and

2.1.16. shall indemnify the Group against all Losses incurred by the Group arising out of any negligent, wrongful or fraudulent act or omission of the Temporary Worker.

3. PAYMENT OF FEES

3.1. Subject to the Temporary Worker performing the Services in accordance with this Agreement, the Group shall pay the Temporary Worker fees calculated on the basis of the Payment Rates and payment for any Absence Entitlement, both as set out in the Assignment Schedule, (the "Fees") by BACS transfer in arrears on the last Business Day of each week

3.2. The Temporary Worker shall only be entitled to receive Fees based on Payment Rates other than the Normal Rate where the Client has authorised the relevant work to be done at such rates.

3.3. The Group will make deductions as required by law including, without limitation, income tax, National Insurance contributions, social security levies and attachments of earnings from the Fees and will remit such sums to the appropriate authorities.

3.4. Unless otherwise agreed in writing, the Temporary Worker shall not be entitled to claim from the Group (or the Client) any expenses incurred in connection with the performance of the Services.

3.5. The Group shall be entitled to set off against any sum it may be liable to pay the Temporary Worker any sums the Temporary Worker may be or become liable to pay the Group in connection with this Agreement.

3.6. Subject to the terms of this Agreement, the Group undertakes to pay monies due to the Temporary Worker in respect of the Services carried out by the Temporary Worker under this Agreement whether or not the Group has received a corresponding payment from the Client in respect of such Services.

4. WORKING HOURS

4.1. The Temporary Worker is expected to comply with any reasonable request of the Client to work hours over and above the Normal Working Hours set out in the Assignment Schedule subject to the requirements of the Working Time Regulations 1998 regarding daily and weekly breaks.

4.2. The Temporary Worker agrees that for the term of this Agreement the 48-hour limit on average weekly working time under the Working Time Regulations 1998 shall not apply, save that the Temporary Worker shall be entitled to withdraw such agreement on three months' written notice to the Group.

5. ANNUAL LEAVE

5.1. The Temporary Worker will be entitled to accrue, on a pro rata basis, 28 days of paid annual leave per holiday year. Payments for annual leave will be calculated on the basis of the Normal Rate.

- 5.2. The holiday year of the Group shall run from 1st January to 31st December.
- 5.3. The Temporary Worker shall endeavour to co-operate with the Client's requirements at all times. Holiday may only be taken on written notice by the Temporary Worker to the Group of at least twice the intended length of the holiday and with the Client's prior approval. The Temporary Worker must record all authorised holiday in the relevant timesheet.
- 5.4. Holiday pay will be paid to the temporary worker in the form of a holiday pay rate which is calculated at a rate of 12.07% of the normal rate referred to in the assignment schedule. The holiday pay will be shown as a separate item in the temporary worker's payslip and will be stated to be holiday pay. The calculation of the holiday pay rate will only be applicable to the normal hours and will not apply to overtime hours worked. Overtime hours are those paid at a premium to normal hours.

6. SICKNESS AND OTHER ABSENCE

- 6.1. The Temporary Worker shall not be entitled to any contractual payment from the Group for absence due to sickness or any other reason (save for holiday absence in accordance with Clause 5). This shall not affect any entitlement the Temporary Worker may have to receive statutory sick pay.
- 6.2. If the Temporary Worker is unable to provide the Services to the Client by reason of sickness, injury, emergency or bereavement on any day when due or expected to provide the Services to the Client, the Temporary Worker shall notify both the Group and the Client before 9.00 a.m. on the first such day of absence (or as soon as practicable thereafter) stating the reason for absence and the anticipated length of absence.

7. TEMPORARY WORKER'S STATUS

- 7.1. The parties acknowledge that the Temporary Worker is not an employee, agent, partner or servant of the Group (or the Client) and accordingly:
- 7.1.1. this Agreement is not an exclusive arrangement and, subject to Clause 9, nothing in this Agreement shall prevent the Temporary Worker from engaging in any other services for any third party;
- 7.1.2. the Temporary Worker shall not be entitled to the employment rights, entitlements and benefits of an employee but shall be entitled to the usual rights available to a worker as defined by the Employment Rights Act 1996;
- 7.1.3. the Group is not obliged to put the Temporary Worker forward for consideration by the Client for the provision of services nor is the Temporary Worker obliged to provide services to the Client beyond the termination or expiry of this Agreement;
- 7.1.4. the Group shall not be obliged to provide the Temporary Worker with any future work nor is the Temporary Worker expected to keep himself available for work or to agree to attend work on any future occasion that the Group may request the services of the Temporary Worker; and
- 7.1.5. nothing in this Agreement shall oblige the Group or the Client to provide the Temporary Worker with work or training or to seek patent or other protection for any Work Results or exploit any Work Results or make any special payment to the Temporary Worker in respect of any Work Result.

8. CONFIDENTIALITY

- 8.1. The Temporary Worker shall:
- 8.1.1. keep confidential all information relating to the Group's, the Client's or any other Group client's business and affairs including, for the avoidance of doubt, Payment Rates ("Confidential Information") which may become known to him in connection with the supply of the Services or this Agreement;
- 8.1.2. not use any Confidential Information except for the purposes of performing the Services;
- 8.1.3. not without the Client's express written permission remove from the Client's premises any material containing any Confidential Information; and
- 8.1.4. on request, return to the Group (or as the Group may direct) all material in his possession or control and belonging to the Client or the Group and/or containing Confidential Information.

9. PROTECTION OF THE GROUP'S BUSINESS

The Temporary Worker shall not alone or jointly with another or others in any capacity and whether or not for his benefit and whether directly or indirectly, either during the term of this Agreement or for a period of three calendar months after the date of termination or expiry of this Agreement, induce or seek to induce to leave or cease performing service(s) for any member of the Group or of the Client's Group, any contractor or employee of any member of the Group or of the Client's Group with which or whom the Temporary Worker had material contact in the course of his supply of the Services at any time either in the six months prior to such termination or expiry or during the term of this Agreement if such term is a period of less than six months;

10. TERMINATION

- 10.1. This Agreement shall automatically expire at close of business on the Estimated End Date and may be terminated prior to the Estimated End Date:
- 10.1.1. at any time from, but not prior to, the Start Date by the Temporary Worker by written notice with immediate effect; or

10.1.2. at any time by the Group by verbal notice with immediate effect; or

- 10.2. Termination or expiry of this Agreement shall be without prejudice to the rights of the Group or the Client arising directly or indirectly out of the acts or omissions of the Temporary Worker prior to, in connection with or as a result of such termination or expiry.
- 10.3. Without prejudice to Clause 10.2 the Temporary Worker shall indemnify the Group from and against any Losses for which the Group may be liable under the terms of its contract(s) with the Client and which arise as a direct or indirect result of the negligence of or breach of this Agreement by the Temporary Worker.

11. DETAILS AND IDENTITY OF TEMPORARY WORKER

- 11.1. The Temporary Worker warrants:
- 11.1.1. the correctness of the information supplied to the Group in any Application Documents;
- 11.1.2. that he 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 Services and this warranty shall be deemed to be breached if the Temporary Worker fails to have any such experience, training, qualifications or authorisations; and the Temporary Worker shall, at the request of the Group, provide confirmation of the identity of the Temporary Worker and written references and co-operate in any checks in relation to experience, training, qualifications and authorisations relevant to the performance of the Services;
- 11.1.3. that he is willing to work in the position the Client seeks to fill (to the extent that it is accurate so to describe the provision of the Services under this Agreement);
- 11.1.4. that if, at any time prior to the Start Date or during the term of this Agreement, he has, receives or obtains any information which indicates that he is or may be unsuitable to perform the Services for the Client, whether or not the grounds for this are reasonable, he shall pass such information to the Group immediately, and co-operate fully with any further enquiries the Group may make in connection with that information;
- 11.1.5. that he is not prevented by any other agreement or arrangement or any restriction (including, without limitation, a restriction in favour of any employment agency, employment business, or client of either of them) from fulfilling in full his obligations under this Agreement; and
- 11.1.6. that he 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 provision of the Services.
- 11.2. If either the Group or the Temporary Worker terminates this Agreement the Temporary Worker shall, if required by the Group, use all due diligence to ensure that handover arrangements to a replacement are made so that the replacement is able to perform the Services when the Temporary Worker ceases to perform them.

12. DETAILS AND IDENTITY OF CLIENT

Where the Services are, at the request of the Group or the Client, performed wholly or in material part at the premises and/or for the benefit of persons other than the Client (for example, but not only, a client or associated company of the Client) then all references in this Agreement to "the Client" shall be deemed to refer to such other person, provided that this Clause 12 shall be severable and shall not apply to the extent that it would otherwise render any provision of this Agreement void or unenforceable.

13. DATA PROTECTION

- 13.1. The Temporary Worker warrants that in relation to this Agreement, he shall comply strictly with all provisions applicable to him under the Data Protection Laws and shall not do or permit to be done anything which might cause the Group or the Client to breach any Data Protection Laws.
- 13.2. The Temporary Worker consents to the Group, any other intermediary involved in supplying the services of the Temporary Worker to the Client (now or in the future), and the Client:
- 13.2.1. processing his personal data for purposes connected with the provision of the Services and pursuant to this Agreement; and
- 13.2.2. exporting and/or processing his personal data in jurisdictions outside the European Economic Area for purposes connected with the performance of this Agreement.
- 13.3. The Temporary Worker shall indemnify the Group for any Losses the Group incurs or suffers arising from any breach of the warranty contained in Clause 13.1.

14. INDEMNITY

- 14.1. The Temporary Worker shall indemnify the Group for any Losses the Group incurs or suffers arising out of or in connection with any negligence and/or wrongful act or omission of the Temporary Worker committed or omitted during the course of the Temporary Worker's performance of the Services.


15. GENERAL

- 15.1. For the purposes of the Conduct Regulations the Group shall operate as an employment business in relation to the Temporary Worker (except where any permanent placement results from the Group's introduction(s) to the Client, in which case the Group shall act as an employment agency). The Group is prohibited by the Employment Agencies Act 1973 from charging the Temporary Worker a fee for introducing the Temporary Worker to the Client.
- 15.2. This Agreement constitutes the entire agreement between the parties and supersedes all previous agreements and arrangements (if any) whether written, oral or implied between the Group and the Temporary Worker relating to the Services and all such agreements still effective at the date of this Agreement (if any) shall (without prejudice to the rights of the Group arising prior to the Start Date in respect of prior breaches by the Temporary Worker of which the Group is not aware) be deemed to have been terminated by mutual consent with effect from the Start Date but so that nothing in this Clause 15.2 shall operate to exclude or limit the liability of any party in respect of fraud.
- 15.3. The Temporary Worker acknowledges that, in entering this Agreement, he has not relied on any representations by the Group or the Client made before the execution of this Agreement other than those expressly set out in this Agreement.
- 15.4. The Group shall be entitled to assign this Agreement to any member of the Group and, upon such assignment, without prejudice to the assignor's rights in respect of matters arising prior to such assignment, all references to the Group shall be deemed to refer to the assignee.
- 15.5. Any assignment of this Agreement by the Group in accordance with Clause 15.4 shall be subject to the Temporary Worker's prior consent (such consent not to be unreasonably withheld or delayed).
- 15.6. No amendment to this Agreement is effective unless it is in writing and signed by on behalf of each party by a person duly authorised by that party.
- 15.7. Any notice required to be given under this Agreement (including the delivery of any timesheet) shall be:
 - 15.7.1. in writing signed by a person duly authorised by the sending party;
 - 15.7.2. delivered by hand, sent by facsimile, e-mail or prepaid first class post to the recipient at its/his fax number or address specified in

this Agreement (or as otherwise notified from time to time to the sender by the recipient for the purposes of this Agreement); and

- 15.7.3. deemed to have been given and served:
 - 15.7.3.1. if delivered by hand, at the time of delivery;
 - 15.7.3.2. if sent by facsimile or e-mail, at the time of despatch if despatched on a Business Day before 5.30 p.m. or in any other case at 10.00 a.m. on the next Business Day after the day of despatch, unless the transmission report indicates a faulty or incomplete transmission or, within the relevant Business Day, the recipient informs the sender that the facsimile or e-mail message was received in an incomplete or illegible form; or
 - 15.7.3.3. if sent by prepaid first class post, 48 hours from the time of posting.
- 15.8. This Agreement shall be governed by and construed in all respects in accordance with English law and the courts of England and Wales shall have exclusive jurisdiction in respect of any claim arising..
- 15.9. The restrictions contained in this Agreement are considered reasonable by the parties, but, if any such restriction is found void but would be valid if some part of the restriction were deleted, such restriction shall apply with such deletion as may be necessary to make it valid and effective.
- 15.10. If any provision or any part of this Agreement is held to be illegal or unenforceable, in whole or in part, under any enactment or rule of law:
 - 15.10.1. such provision or part shall to that extent be deemed not to form part of this Agreement but the enforceability of the remainder of this Agreement shall not be affected;
 - 15.10.2. to the extent permitted by law, the provision severed under Clause 15.10.1, shall be replaced with a provision which is of similar effect but which is not illegal or unenforceable.
- 15.11. None of the provisions of this Agreement are intended to be for the benefit of, or enforceable by third parties (other than permitted assignees) and the operation of the Contracts (Rights of Third Parties) Act 1999 is excluded.

SIGNED by PAUL TONKS)
for and on behalf of the Group)
)



.....
Director

SIGNED by)
)

.....

Strictly Private & Confidential

Dear Sir / Madam

PAY SPECIAL ATTENTION TO THIS NOTIFICATION, THE DOCUMENTS AND THE HEALTH AND SAFETY BOOKLET ENCLOSED.

This pack contains a range of essential details relating to your assignment and ESPECIALLY important information on Health, Safety and Welfare. The Health and Safety Booklet MUST be retained for your reference. Your Hill McGlynn consultant will go through with you to answer any questions you have.

Ensure you have COMPLETED, SIGNED and RETURNED all the FOLLOWING DOCUMENTS as applicable:

PRE EMPLOYMENT MEDICAL QUESTIONNAIRE
PPE REGISTER
THIS INDUCTION LETTER

Failure to return any of the above documents or if you breach any of the Hill McGlynn Health, & Safety policies, procedures and subsequent rules, will result in immediate termination of your contract.

Hill McGlynn & Associates Ltd are committed to the promotion of Safety, Health and Welfare for their employees, temporary workers, contractors and neighbours and therefore expect the same level of commitment from you. Only by complete compliance can you attempt to secure and maintain your health, safety and welfare.

Any further clarification can be obtained by your Hill McGlynn consultant.

YOUR NAME:

YOUR SIGNATURE:

Yours sincerely



Jason Silk MA MCIPD MIOD
HUMAN RESOURCES & HEALTH & SAFETY DIRECTOR
On behalf of Hill McGlynn

Pre-Employment Medical Questionnaire

As reasonable physical fitness is essential for you to complete your daily work activities and duties, it is important to be accurate with your answers to this questionnaire. When you declare **NO** you are accepting a degree of responsibility for your safety.

Please study and complete this list, sign the declaration at the bottom and return ASAP:

Are you currently suffering from or have suffered from any of the illnesses listed below?

- | | | | |
|---|---|---|---|
| Heart trouble
<input type="checkbox"/> Yes <input type="checkbox"/> No | Lung disease
<input type="checkbox"/> Yes <input type="checkbox"/> No | Stomach/bowel trouble
<input type="checkbox"/> Yes <input type="checkbox"/> No | Asthma
<input type="checkbox"/> Yes <input type="checkbox"/> No |
| Jaundice/hepatitis
<input type="checkbox"/> Yes <input type="checkbox"/> No | Joint Problems
<input type="checkbox"/> Yes <input type="checkbox"/> No | Headaches/migraines
<input type="checkbox"/> Yes <input type="checkbox"/> No | HIV
<input type="checkbox"/> Yes <input type="checkbox"/> No |
| Surgical operations
<input type="checkbox"/> Yes <input type="checkbox"/> No | Skin problems
<input type="checkbox"/> Yes <input type="checkbox"/> No | Severe stress reaction
<input type="checkbox"/> Yes <input type="checkbox"/> No | Cancer
<input type="checkbox"/> Yes <input type="checkbox"/> No |
| Serious accident
<input type="checkbox"/> Yes <input type="checkbox"/> No | High blood pressure
<input type="checkbox"/> Yes <input type="checkbox"/> No | Fits/blackouts/epilepsy
<input type="checkbox"/> Yes <input type="checkbox"/> No | Allergies
<input type="checkbox"/> Yes <input type="checkbox"/> No |
| Hernia or rupture
<input type="checkbox"/> Yes <input type="checkbox"/> No | Back/neck problems
<input type="checkbox"/> Yes <input type="checkbox"/> No | Kidney/bladder disorder
<input type="checkbox"/> Yes <input type="checkbox"/> No | Diabetes
<input type="checkbox"/> Yes <input type="checkbox"/> No |
| Depression/anxiety
<input type="checkbox"/> Yes <input type="checkbox"/> No | Multiple Sclerosis
<input type="checkbox"/> Yes <input type="checkbox"/> No | Mobility problems
<input type="checkbox"/> Yes <input type="checkbox"/> No | |

- | | | |
|---|------------------------------|-----------------------------|
| Has your employment ever been terminated on the grounds of ill health? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you currently taking prescribed medicine? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you currently under the care of a doctor or other medical professional? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have difficulty with your eyesight? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes to above do you wear spectacles/contact lenses? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have difficulty in correctly identifying colours? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have difficulty with your hearing? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you used or abused drugs within the last 12 months? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you had any alcohol related illness during the last 12 months? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you have answered yes to any of these questions, please give further details below. This is particularly important where you have a qualifying disability under the **Disability Discrimination Act 1995** and the **Disability Discrimination Act 2005**, as it will enable us to identify what, if any reasonable adjustments can be made.

I hereby declare that the information given is full and true to the best of my knowledge and that I will inform Hill McGlynn of any change to my health which may affect my ability to perform my ability to perform my duties.

SIGNED: _____ NAME (Print): _____ DATE: _____

 Action Taken by Hill McGlynn:

SIGNED: _____ NAME (Print): _____ DATE: _____

PERSONAL PROTECTIVE EQUIPMENT (PPE)

To: All temporary workers
From: Hill McGlynn & Associates Limited
Ref: PPE Memo

- ALL TEMPORARY WORKERS ARE REQUIRED TO RETURN A SIGNED COPY OF THIS MEMO TO HILL MCGLYNN WITHOUT DELAY.
- If you are in any doubt as to the requirements of this memo please contact your Hill McGlynn consultant for clarification.
- It is essential that all temporary workers comply with Hill McGlynn policy with respect to the issue and use of PPE and that any PPE worn meets current minimum standards and requirements.

I _____ (Temporary Worker) confirm that I am in possession of the PPE described below and that I will wear it in the correct manner and observe all relevant care instructions.

- ◆ **Ankle Safety Boots (as minimum)** **BS EN 345**
- ◆ **Hard Hat** **BS EN 397**
- ◆ **Hi Visibility Vest** **BS EN 471:2003**

• List any exceptions to the above along with any associated reasons here: -

• List any exceptions to the above along with any associated reasons here: -

NOTE: Any PPE issued by Hill McGlynn remains the property of Hill McGlynn and must be returned upon leaving. (Failure to do so will result in you incurring the full cost of the item)

Signed: _____

Name: _____

Date: _____

A FREELANCERS GUIDE TO PAYROLL

BBT TRANSFERRED CONTRACTORS

Please note that we will require the following documents if you are a new temporary worker:

PAYE Contractors – BBT will forward all P45's directly to us to ensure a smooth transfer to our Payroll. If we do not receive a P45 we will contact you.

Personal Service Company – if you are a temporary worker working through your own Limited Company, you must forward us a copy of the following in order for us to process your pay:-

- Company Certificate of Incorporation
- Limited Company Bank Details
- If the company is VAT registered, we will require a copy of the VAT Registration Certificate
- Public Liability Insurance Certificate – if we do not receive this, the Payroll Department will deduct £4 per week in order to cover insurance costs

Workers falling under CIS must also comply with the rules above along with supply your UTR number.

Limited Company Contractors must supply with each timesheet and invoice which clearly shows your company VAT registration number, unless on the self-billing agreement.

Contractors working through a Contractor Company should notify the Contractor Company of the change of agency from BBT to Hill McGlynn.

EXISTING TEMPORARY WORKERS

CHANGE OF TAX STATUS

If your tax status is going to change, you must inform the Payroll Department 7 days prior to the change taking effect as we will not be able to make payment under the new tax status unless we have this notice period.

HOLIDAY PAY (not applicable to Temporary Workers providing services via a Limited Company)

As a temporary worker, you are entitled to be paid holiday pay in accordance with the Working Time Regulations.

Holiday Pay will be paid to you in the form of Holiday Pay Rate which is calculated at a rate of 12.07% of your basic hourly pay rate as referred to in your letter of appointment. The Holiday Pay will be shown on your payment advice and stated as Holiday Pay. The calculation will only be applicable to the basic hours worked and will not apply to any overtime hours. (The definition of overtime hours is governed by the Client and will be detailed in your letter of appointment for the provision of temporary services).

PROCESSING YOUR PAPER TIMESHEET

1. The working week starts on a Saturday morning and ends of Friday evening as shown on your timesheet
2. All boxes on the timesheet must be filled in and must include the following information:-
 - **NAME**
 - **JOB POSITION**
 - **CLIENT COMPANY**
 - **WORK LOCATION**
 - **SUPORVISOR'S NAME**
 - **WEEK ENDING** – ie. The Friday of that week, eg. 02/10/2009 (please ensure that the year is also included)
 - **PIN NUMBER** – eg. SMI001(you won't need to put this on your first timesheet, but you will have a PIN Number on your first pay slip, please put your PIN number on all future timesheets)
 - **TEMPORARY WORKER SIGNATURE** – you must sign your timesheet to enable us to process your payment
 - **CLIENTS SIGNATURE** – only timesheets which are signed by an authorised signatory of the Client will be processed for payment
 - **DATE** – please write the date against each day worked
 - **START & FINISH TIMES** – you must enter start and finish times rather than hours worked. For night shift work, your start time will be in the Start PM box and your finish time will be in the FINISH AM box
 - **BREAKS** – if no breaks are taken during your working day, please write NB (no breaks) in the box indicated on the box in the timesheet otherwise we will deduct the standard 30 minutes per day for your break
 - **TOTAL HOURS** – please deduct breaks from the total hours worked
 - **COMMENTS** – please use the comments box to note any special payments (eg. Mileage, subsistence etc.) which must have been agreed in writing to us and the Client and the Client must initial any such items on the timesheet
3. Please do not use your timesheet to communicate other information – please write a separate letter or note (which can be sent with your timesheet) in order for us to deal with your requirement quickly and efficiently
4. When you have filled out your timesheet and the Client has signed your timesheet, the Client retains the YELLOW copy – please take a copy of your timesheet for your records before sending it to us
5. Please send the WHITE copy to the Payroll Department whose address is on the top of the timesheet

6. If you are a Limited Company Contractor you must attach your invoice to the white copy of the timesheet, unless on a self-billing agreement
7. Please do not take multiple copies of blank timesheets for future use as each timesheet has its own unique number – if you do require additional timesheets, please contact the Payroll Department and we can supply you with as many timesheets as you require

WEEKLY PAYROLL PROCEDURE

We operate a weekly payroll with the payroll running on a Wednesday afternoon.

Please either post your timesheets (address at the top of the timesheet), fax your timesheet on **F: 01489 560 071** or email a scanned copy of the timesheet to **timesheets@hillmcglynn.com**

All timesheets must be received by close of business each Tuesday in order for them to be processed and a BACS payment made to your account on Wednesday.

Candidates who use electronic timesheets must ensure that their timesheet is approved by the client by close of play on Tuesday in order for the timesheet to be processed.

Cleared funds will be in your bank account on the Friday.

Timesheets which do not reach us by close of business on Tuesday will be processed on the following week's payroll.

For weeks which contain Bank Holidays, payroll will continue as normal with the weekly payroll on the Wednesday.

National holidays of Christmas and Easter are slightly different each year and we will notify you prior to these holidays of the payroll dates around these dates.

Changes that affect your payroll, eg. New bank account details, tax status, change of address etc. must be notified in writing to us 5 working days prior to the changes taking effect.

Any expenses claimed must be approved by the Client in writing.

A Payment Advice detailing your hours paid and any deductions will be posted to you along with a new timesheet each Thursday.

If requested, we will issue you with a P45 at the end of your assignment.

Due to the volume of timesheets that we process each week, we cannot confirm receipt of individual timesheets.

Please note that due to high volumes of timesheets to process each week, the Payroll Department cannot take calls between 8am and 12pm Mon, Tues & Wed – please call after 12pm on these days. During this period, we still do receive emails and faxes.

Hill McGlynn Payroll Department

Meet the team...

Eileen Smith – Payroll Manager

Eileen has been with Hill McGlynn for 9 years and as Payroll Manager, looks after the weekly payroll for both Technical and Trades Freelance workers. Eileen also works closely with all Contractor Companies to ensure a smooth and efficient payroll service for all temporary workers.

T: 01489 560 074 E: e.smith@hillmcglynn.com

Claire Prior – Payroll Supervisor

Claire has worked in Hill McGlynn's payroll department since 2004 and supervises the day to day running of the payroll team and ensures that all work is efficient and accurate. Claire ensures that all statutory deductions are made and correct records maintained.

T: 01489 560 070 E: claire.prior@hillmcglynn.com

Aimee Powell – Senior Payroll Administrator

Aimee has been with Hill McGlynn for 7 years and Aimee's role ensures that all new freelance starters are set up on the payroll system correctly and that all timesheets are checked in accordance with procedures.

T: 01489 560 070 E: a.powell@hillmcglynn.com

The rest of the Payroll team...

Name & Contact	Looking after workers surnames starting with:
Jennie Cartwright Tel: 01489 560 070 E: jennie.cartwright@hillmcglynn.com	A to COS
Sue Gale Tel: 01489 560 070 E: s.gale@hillmcglynn.com	COT to HIG
Jenny Gray Tel: 01489 560 070 E: j.gray@hillmcglynn.com	HIH to MER
Charlotte Hickey T: 01489 560 070 E: charlotte.hickey@hillmcglynn.com	MEP to SCO
Catherine McGuinness T: 01489 560 070 E: catherine.mcguinness@hillmcglynn.com	SCP to Z
Gemma Wright T: 01489 560 070 E: gemma.wright@hillmcglynn.com	All Trades Candidates