

# TERMS OF BUSINESS

## AGENCY WORKERS

RES-OP-002-03

### CONTENTS

DEFINITIONS.....	2
THE CONTRACT.....	5
CLIENT OBLIGATIONS.....	5
INFORMATION TO BE PROVIDED BY THE EMPLOYMENT BUSINESS .....	8
TIME SHEETS .....	8
CHARGES .....	9
PAYMENT OF THE AGENCY WORKER.....	9
TRANSFER FEES.....	10
SUITABILITY CHECKS AND INFORMATION TO BE PROVIDED IN SPECIAL SITUATIONS .....	11
UNSUITABILITY OF THE AGENCY WORKER .....	11
TERMINATION OF THE ASSIGNMENT .....	12
CONFIDENTIALITY AND DATA PROTECTION.....	12
INTELLECTUAL PROPERTY RIGHTS.....	12
LIABILITY.....	12
NOTICES.....	13
SEVERABILITY .....	13
RIGHTS OF THIRD PARTIES.....	13
GOVERNING LAW AND JURISDICTION.....	13

#### Additional Appendices:

- SCHEDULE 1 = Comparable Employee, Qualifying Period and Temporary Worker .. 14
- SCHEDULE 2 = Transfer and Cancellation Fees..... 15

## 1. DEFINITIONS

1.1 In these Terms the following definitions apply:

### “Agency Worker”

means the individual who is Introduced by The MCL Group (Int) Limited T/A MCL Resourcing provide services to the Client;

### “Assignment”

means assignment services to be performed by the Agency Worker for the Client for a period of time during which the Agency Worker is supplied by The MCL Group (Int) Limited t/a MCL Resourcing to work temporarily for and under the supervision and direction of the Client;

### “Assignment Details Form”

means written confirmation of the assignment details agreed with the Client prior to commencement of the Assignment;

### “AWR”

means the Agency Workers Regulations 2010

### “AWR Claim”

means any complaint or claim to a tribunal or court made by or on behalf of the Agency Worker against the Client and/or The MCL Group (Int) Limited t/a MCL Resourcing for any breach of the AWR;

### “Calendar Week”

means any period of seven days starting with the same day as the first day of the First Assignment;

### “Charges”

means The MCL Group (Int) Limited t/a MCL Resourcing charges calculated in accordance with Schedule 3 and may be varied from time to time in accordance with these Terms;

### “Client”

means the person, firm or corporate body together with any subsidiary or associated person, firm or corporate body (as the case may be) to whom the Agency Worker is introduced;

### “Client’s Group”

means (a) any individual, company, partnership, statutory body or other entity which from time to time Controls the Client, including (but not limited to) as a holding company as defined in section 1159 of the Companies Act 2006; and (b) any company, partnership, statutory body or other entity which from time to time is Controlled by or is under common Control with the Client, including (but not limited to) as a subsidiary or holding company as defined in section 1159 of the Companies Act 2006;

### “Comparable Employee”

means as defined in Schedule 1 to these Terms

### “Conduct Regulations”

means the Conduct of Employment Agencies and Employment Businesses Regulations 2003

### “Confidential Information”

means any and all confidential commercial, financial, marketing, technical or other information or data of whatever nature relating to the Client or The MCL Group (Int) Limited t/a MCL Resourcing or their business or affairs (including but not limited to these Terms, data, records, reports, agreements, software, programs, specifications, know-how, trade secrets and other information concerning the Assignment) in any form or medium whether disclosed or granted access to whether in writing, orally or by any other means, provided to the Agency Worker or any third party in relation to the Assignment by the Client or The MCL Group (Int) Limited t/a MCL Resourcing or by a third party on behalf of the Client whether before or after the date of these Terms together with any reproductions of such information in any form or medium or any part(s) of such information;

### “Control”

means (a) the legal or beneficial ownership, directly or indirectly, of more than 50% of the issued share capital or similar right of ownership; or (b) the power to direct or cause the direction of the affairs and/or general management of the company, partnership, statutory body or other entity in question, whether through the ownership of voting capital, by contract or otherwise, and “Controls” and “Controlled” shall be construed accordingly;

### “Data Protection Laws”

means 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 (Note: The General Data Protection Regulation (GDPR) will come into effect from midnight on 25th May 2018, and, any clauses in the Agreement that relate to data protection and the corresponding defined terms in the Agreement, will be deleted in their entirety and a new Data Protection Schedule will be added)

### “Employment Business”

The MCL Group (Int) Ltd, trading as: The MCL Group (Int) Limited t/a MCL Resourcing. Registered office: Martin House, 59 Cambridge Road, Southport, PR9 9RJ. Registered Company Number: 3858827

### “Engagement”

means the engagement (including the Agency Worker’s acceptance of the Client’s offer), employment or use of the Agency Worker by the Client or by any third party to whom the Agency Worker has been introduced by the Client, on a permanent or temporary basis, whether under a contract of service or for services; under an agency, licence, franchise or partnership agreement; or any other engagement; or through a limited company of which the Agency Worker is an officer, employee or other representative; and “Engage”, “Engages” and “Engaged” shall be construed accordingly;

### “First Assignment”

means:

- (a) The relevant Assignment; or
- (b) If, prior to the relevant Assignment:

(i) The Agency Worker has worked in any assignment in the same role with the relevant Client as the role in which the Agency Worker works in the relevant Assignment; and

(ii) The relevant Qualifying Period commenced in any such assignment, that assignment (an assignment being for the purpose of this defined term) a period of time during which the Agency Worker is supplied by one or more Temporary Work Agencies to the relevant Client to work

### “H.C.A”

Healthcare Assistant

### “Introduction”

means (i) the passing to the Client of a curriculum vitae or information which identifies the Agency Worker; or (ii) the Client’s interview of the Agency Worker (in person or by telephone or by any other means), following the Client’s instruction to The MCL Group (Int) Limited t/a MCL Resourcing to supply a temporary worker; or (iii) the supply of the Agency Worker; and, in any case, which leads to an Engagement of the temporary worker or the Agency Worker; and “Introduced” and “Introducing” shall be construed accordingly;

### “Losses”

means all losses, liabilities, damages, costs, expenses, fines, penalties or interest, 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;

### “MCL Resourcing”

means the trading name of The MCL Group (Int) Ltd

### “Period of Extended Hire”

means any additional period that the Client wishes the Agency Worker to be supplied for beyond the duration of the original Assignment or series of Assignments as an alternative to paying a Transfer Fee;

### “Qualifying Period”

means 12 continuous Calendar Weeks during the whole or part of which the Agency Worker is supplied by one or more Temporary Work Agencies to the relevant Client to work temporarily for and under the supervision and direction of the relevant Client in the same role, and as further defined in Schedule 1 to these Terms;

**“Relevant Period”**

means the later of (a) the period of 8 weeks commencing on the day after the last day on which the Agency Worker worked for the Client having been supplied by The MCL Group (Int) Limited t/a MCL Resourcing; or (b) the period of 14 weeks commencing on the first day on which the Agency Worker worked for the Client having been supplied by The MCL Group (Int) Limited t/a MCL Resourcing or 14 weeks from the first day of the most recent Assignment where there has been a break of more than 6 weeks (42 days) since any previous assignment;

**“Relevant Terms and Conditions”**

Means terms and conditions relating to:

- (a) pay;
- (b) the duration of working time;
- (c) night work;
- (d) rest periods;
- (e) rest breaks; and
- (f) annual leave

that are ordinarily included in the contracts of employees or workers (as appropriate) of the Client whether by collective agreement or otherwise and including (for the avoidance of doubt and without limitation) such terms and conditions that have become contractual by virtue of custom and practice, including copies of all relevant documentation;

**“Remuneration”**

includes gross 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 Agency Worker for services provided to or on behalf of the Client or any third party. Where a company car is provided, an agreed notional amount will be added to the salary in order to calculate The MCL Group (Int) Limited t/a MCL Resourcing fee;

**“R.G.N.”**

Registered General Nurse

**“Temporary Work Agency”**

means as defined in Schedule 1 to these Terms;

**“Terms”**

means these terms of business (including the attached schedules) together with any applicable Assignment Details confirmation;

**“Transfer Fee”**

means the fee payable in accordance with Clause 8 of these Terms and Regulation 10 of the Conduct Regulations;

**“Vulnerable Person”**

means any person who by reason of age, infirmity, illness, disability or any other circumstance is in need of care or attention, and includes any person under the age of eighteen; and

**“WTR”**

means the Working Time Regulations 1998

**1.2** Unless the context otherwise requires, references to the singular include the plural and references to the masculine include the feminine and vice versa.

**1.3** The headings contained in these Terms are for convenience only and do not affect their interpretation.

**1.4** 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 these Terms) and all subordinate legislation made (before or after these Terms) under it from time to time.

**2. THE CONTRACT**

**2.1** These terms constitute the entire agreement between The MCL Group (Int) Limited, Trading as MCL Resourcing and the Client for the supply of Agency Workers services by The MCL Group (Int) Limited t/a MCL Resourcing to the Client and are deemed to be accepted by the Client by virtue of its request for Services, Interview with or Engagement of the Agency Worker, or the passing of any information by the Client about an Agency Worker to any third party following an introduction.

**2.2** Unless otherwise agreed in writing by a Director of The MCL Group (Int) Limited t/a MCL Resourcing, these Terms prevail over any terms of business or purchase conditions (or similar) put forward by the Client.

**2.3** Subject to Clause 6.2 no variation or alteration to these Terms shall be valid unless the details of such variation are agreed between a Director of The MCL Group (Int) Limited t/a MCL Resourcing and the Client and are set out in writing and a copy of the varied Terms is given to the Client stating the date on or after which such varied Terms shall apply.

**2.4** The MCL Group (Int) Limited t/a MCL Resourcing shall act as an employment business (as defined in Section 13 (3)) of the Employment Agencies Act 1973 when introducing Agency Workers for Assignments with the Client.

**3. CLIENT OBLIGATIONS**

**3.1** To enable The MCL Group (Int) Limited t/a MCL Resourcing to comply with its obligations under the Conduct Regulations the Client undertakes to provide to The MCL Group (Int) Limited t/a MCL Resourcing details of the position which the Client seeks to fill, including the following:

**3.1.1.** the type of work that the Agency Worker would be required to do

**3.1.2** the location and hours of work

**3.1.3** the experience, training, qualifications and any authorisation which the Client considers necessary or which are required by law or any professional body for the Agency Worker to possess in order to work in the position

**3.1.4** any risks to health or safety known to the Client and what steps the Client has taken to prevent or control such risks

**3.1.5** the date the Client requires the Agency Worker to commence the Assignment:

and

**3.1.6** the duration or likely duration of the Assignment.

**3.2** The Client will assist The MCL Group (Int) Limited t/a MCL Resourcing in complying with The MCL Group (Int) Limited t/a MCL Resourcing’s duties under the WTR by supplying any relevant information about the Assignment requested by The MCL Group (Int) Limited t/a MCL Resourcing and the Client will not do anything to cause The MCL Group (Int) Limited t/a MCL Resourcing to be in breach of its obligations under these Regulations. If the Client requires the services of an Agency Worker for more than 48 hours in any week during the course of any Assignment, the Client must notify The MCL Group (Int) Limited t/a MCL Resourcing of this requirement before the commencement of the Assignment or at the very latest, where this is not reasonably practicable, before the commencement of the week in which the Client requires the Agency worker to work in excess of 48 hours

**3.3** The Client will comply with its obligations under Regulation 12 (Rights of Agency Workers in relation to access to collective facilities and amenities) and 13 (right of Agency workers in relation to access to employment) of the AWR.

**3.4** To enable The MCL Group (Int) Limited t/a MCL Resourcing to comply with its obligations under the AWR, the Client undertakes as soon as possible prior to the commencement of each Assignment and during each Assignment (as appropriate) and at any time at The MCL Group (Int) Limited t/a MCL Resourcing request:

**3.4.1** to inform The MCL Group (Int) Limited t/a MCL Resourcing of any calendar weeks in which the Agency Worker has worked in the same or a similar role with the Client via any third party prior to the date of commencement of the relevant Assignment and/or during the relevant Assignment which count or may count towards the Qualifying Period;

**3.4.2** if, the Agency Worker has worked in the same or a similar role with the Client via any third party prior to the date of commencement of the relevant Assignment and/or works in the same or a similar role with the Client via any third party during the relevant Assignment, to provide The MCL Group (Int) Limited t/a MCL Resourcing with all the details of such work which may count toward the qualifying Period, including (without limitation) details of where, when and the period(s) during which such work was undertaken and any other details requested by The MCL Group (Int) Limited t/a MCL Resourcing.

**3.4.3** to inform The MCL Group (Int) Limited t/a MCL Resourcing if the Agency Worker has, prior to the date of commencement of the relevant Assignment and/or during the relevant Assignment, carried out work which could be deemed to count toward the Qualifying Period for the relevant Assignment in accordance with Regulation 9 of the AWR because the Agency Worker has:

**3.4.3.1** completed two or more assignments with the Client

**3.4.3.2** completed at least one assignment with the Client and one or more earlier assignments with any member of the Clients Group; and/or

**3.4.3.3** worked in more than two roles during an assignment with the Client and on at least two occasions worked in a role that was not the same role as the previous role;

**3.4.4** Save where the Agency Worker will not complete the Qualifying Period during the term of Assignment, to:

**3.4.4.1** provide The MCL Group (Int) Limited t/a MCL Resourcing with written details of the basic working and employment conditions the Agency Worker would be entitled to for doing the same job if the Agency Worker had been recruited directly by the Client as an employee or worker at the time the Qualifying Period commenced or with those of a Comparable Employee, such basic working and employment conditions being the Relevant Terms and Conditions;

**3.4.4.2** inform The MCL Group (Int) Limited t/a MCL Resourcing in writing whether the Relevant Terms and Conditions provided are those of a hypothetical directly recruited employee or worker or those of a Comparable Employee

**3.4.4.3** if the Relevant Terms and Conditions provided are those of a Comparable Employee, provide The MCL Group (Int) Limited t/a MCL Resourcing with a written explanation of the basis on which the Client considers that the relevant individual is a Comparable Employee; and

**3.4.4.4** inform MCL Resourcing in writing of any variations in the Relevant Terms and Conditions made at any time during the relevant Assignment after the Qualifying Period commenced; and

**3.4.4.5** save where the Agency Worker will not complete the Qualifying Period during the term of the Assignment, to provide The MCL Group (Int) Limited t/a MCL Resourcing with written details of its pay and benefits structures and appraisal processes and any variations of the same.

**3.5** In addition, for the purpose of awarding any bonus to which the Agency Worker may be entitled under the AWR, the Client will:

**3.5.1** Integrate the Agency Worker into its relevant performance appraisal system;

**3.5.2** assess the Agency Worker's performance;

**3.5.3** provide The MCL Group (Int) Limited t/a MCL Resourcing with copies of all documentation relating to any appraisal of the Agency worker, including without limitation written details of the outcome of any appraisal and the amount of any bonus awarded; and

**3.5.4** provide MCL Resourcing with all other assistance The MCL Group (Int) Limited t/a MCL Resourcing may request in connection with the assessment of the Agency Worker's performance for the purpose of awarding any bonus.

**3.6** The Client will comply with all The MCL Group (Int) Limited t/a MCL Resourcing's requests for information and any other requirements to enable The MCL Group (Int) Limited t/a MCL Resourcing to comply with the AWR.

**3.7** The Client warrants that:

**3.7.1** all information and documentation supplied to The MCL Group (Int) Limited t/a MCL Resourcing in accordance with clauses 3.4, 3.5 and 3.6 is complete, accurate and up-to-date; and

**3.7.2** it will, during the term of the relevant Assignment, immediately inform The MCL Group (Int) Limited t/a MCL Resourcing in writing of any subsequent change in any information or documentation provided in accordance with clauses 3.4, 3.5 and 3.6

**3.8** Without prejudice to clauses 14.7 and 14.8, the Client shall inform The MCL Group (Int) Limited t/a MCL Resourcing in writing of any:

**3.8.1** oral or written complaint the Agency Worker makes to the Client which is or maybe a complaint connected with rights under the AWR; and

**3.8.2** written request for information relating to the Relevant Terms and Conditions that the Client receives from the Agency Worker as soon as possible but no later than 7 calendar days from the day on which any such oral complaint is made to or written complaint or request is received by the Client and the Client will take such action and give such information and assistance as The MCL Group (Int) Limited t/a MCL Resourcing may request, and within any timeframe requested by The MCL Group (Int) Limited t/a MCL Resourcing, in order to resolve any such complaint or to provide any such information in a written statement to the Agency Worker within 28 days of the Client's receipt of such a request in accordance with Regulation 16 of the AWR and the Client will provide The MCL Group (Int) Limited t/a MCL Resourcing with a copy of any such written statement.

**3.9** The Client undertakes that it knows of no reason why it would be detrimental to the interests of the Agency Worker for the Agency Worker to fill the Assignment.

## 4. INFORMATION TO BE PROVIDED BY MCL RESOURCING TO THE CLIENT

**4.1.** When introducing an Agency Worker to the Client, The MCL Group (Int) Limited t/a MCL Resourcing shall use its best endeavours to ensure the suitability of any Agency Worker and shall inform the Client, of:

**4.1.1.** identity of the Agency Worker

**4.1.2.** that the Agency Worker has the necessary or required experience, training, qualifications and any authorisation required by the Client, by law or a professional body to work in the Assignment

**4.1.3.** that the Agency Worker is willing to work in the Assignment; and

**4.1.4.** of the Charges

**4.2** Where such information is not given in paper form or by electronic means it shall be confirmed by such means by the end of the third business day (excluding weekends and any other Public or Bank Holiday) following, save where the Agency Worker is introduced for an Assignment in the same position as one in which the Agency Worker had previously been supplied within the previous 5 business days and such information has already been given to the Client, unless the Client requests that the information be resubmitted.

## 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 MCL Group (Int) Limited t/a MCL Resourcing time sheet verifying the number of hours worked by the Agency Worker during that week.

**5.2.** Signature of the time sheet or online completion 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 Agency Worker because the Client disputes the hours claimed, the Client shall inform The MCL Group (Int) Limited t/a MCL Resourcing as soon as is reasonably practicable and shall co-operate fully and in a timely fashion with The MCL Group (Int) Limited t/a MCL Resourcing to enable The MCL Group (Int) Limited t/a MCL Resourcing to establish what hours, if any, were worked by the Agency Worker.

**5.3.** Failure to sign the time sheet does not absolve the Client of its obligation to pay the Charges in respect of the hours worked.

**5.4.** The Client shall not be entitled to decline to sign a time sheet on the basis of dissatisfaction with the work performed by the Agency Worker. In the event that the Client is dissatisfied with the Agency Worker the provisions of Clause 10 shall apply.

## 6. CHARGES

**6.1** The Client agrees to pay the Charges as notified to and agreed with the Client. The charges are calculated according to the number of hours worked by the Agency Worker and comprise the following:

**6.1.1** the Agency Worker's hourly rate of pay

**6.1.2** an amount equal to any paid holiday leave to which the Agency Worker is entitled in connection with WTR and , where applicable, the AWR and which is accrued during the course of an Assignment.

**6.1.3** any other amounts to which the Agency Worker is entitled under the AWR, where applicable;

**6.1.4** employer's National Insurance contributions;

**6.1.5** 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; and

**6.1.6** The MCL Group (Int) Limited t/a MCL Resourcing's commission, which is calculated as a percentage of the Agency Workers hourly rate.

**6.2** The MCL Group (Int) Limited t/a MCL Resourcing reserves the right to vary the Charges agreed with the Client, by giving written notice to the Client:

**6.2.1** in order to comply with any additional liability imposed by statute or any other legal requirement or entitlement, including but not limited to the AWR, the WTR and the Pensions Act 2008; and/or

**6.2.2** if there is any variation in the Relevant Terms and Conditions

**6.3** The MCL Group (Int) Limited t/a MCL Resourcing will invoice the Charges to the Client on a weekly basis. The Client will pay the Charges within 30 days of the date of the invoice

**6.4** In addition to the Charges, the Client will pay The MCL Group (Int) Limited t/a MCL Resourcing an amount equal to any bonus that the Client awards to the Agency Worker in accordance with Clause 3.5 immediately following any such award and The MCL Group (Int) Limited t/a MCL Resourcing will pay any such bonus to the Agency Worker. For the avoidance of doubt, the Client will also pay any employers National Insurance Contributions and The MCL Group (Int) Limited t/a MCL Resourcing's commission on the bonus (calculated using the same percentage rate as that used under clause 6.1.6) in addition to any bonus payable to the Agency Worker.

**6.5** VAT (if applicable) is payable at the applicable rate on the entirety of the Charges and all sums payable under Clause 6.4

**6.6** The MCL Group (Int) Limited t/a MCL Resourcing reserves the right to charge interest on invoiced amounts unpaid by the due date at the rate of 8% per annum above the base rate from time to time as set by the Bank of England from the due date until the date of payment.

**6.7** The MCL Group (Int) Limited t/a MCL Resourcing will not refund any of the Charges

**6.8** The Clients obligations under this Clause 6 shall be performed without any right of the Client to invoke set-off, deductions, withholdings or other similar rights.

## 7. PAYMENT OF THE AGENCY WORKER

The MCL Group (Int) Limited t/a MCL Resourcing assumes responsibility for paying the Agency Worker, where appropriate, for the deduction and payment of National Insurance Contributions and PAYE Income Tax applicable to the Agency Worker pursuant to Sections

44-47 of the Income Tax (Earnings and Pensions) Act 2003.

## 8. TRANSFER FEES

**8.1** The Client shall be liable to pay a Transfer Fee if the Client engages an Agency Worker introduced by The MCL Group (Int) Limited t/a MCL Resourcing other than via The MCL Group (Int) Limited t/a MCL Resourcing or introduces the Agency Worker to a third party and such introduction results in an Engagement of the Agency Worker by the third party other than via The MCL Group (Int) Limited t/a MCL Resourcing and:

**8.1.1** where the Agency Worker has been supplied by The MCL Group (Int) Limited t/a MCL Resourcing, such Engagement takes place during the Assignment or within the Relevant Period; or

**8.1.2** where the Agency Worker has not been supplied, such Engagement takes place within 6 months from the date of the Introduction to the Client

The Transfer Fee will be calculated in accordance with Schedule 2.

**8.2** If the Client wishes to Engage the Agency Worker other than via The MCL Group (Int) Limited t/a MCL Resourcing without liability to pay a Transfer Fee, the Client may, on giving two weeks written notice to The MCL Group (Int) Limited t/a MCL Resourcing, engage the Agency Worker for the Period of Extended Hire specified in Schedule 2. The two weeks written notice received by The MCL Group (Int) Limited t/a MCL Resourcing by the Client, must include;

**8.2.1** Agency Worker's remuneration package

**8.2.2** Agency Worker's weekly contractual hours

**8.3** During such Period of Extended Hire The MCL Group (Int) Limited t/a MCL Resourcing shall supply the Agency Worker on the same terms on which the Agency Worker has or would have been supplied during the Assignment and in any case on terms no less favourable than those terms which applied immediately before The MCL Group (Int) Limited t/a MCL Resourcing received the notice in Clause 8.2; and the Client shall continue to pay the Charges set out in Clause 6. If The MCL Group (Int) Limited t/a MCL Resourcing is unable to supply the Agency Worker for any reason outside its control for the whole or any part of the period of Extended Hire, the Client does not wish to hire the Agency Worker on the same terms of the Assignment; but the Agency Worker is engaged by the Client, the Client shall pay the Transfer Fee, reduced pro-rata to reflect any Charges paid by the Client during any part of the period of Extended Hire worked by the Agency Worker before being engaged by the Client. If the Client fails to give notice of its intention to engage the Agency Worker other than via The MCL Group (Int) Limited t/a MCL Resourcing before such Engagement commences, the parties agree that the Transfer Fee shall be due in full.

**8.4** Where prior to the commencement of the Client's Engagement other than via The MCL Group (Int) Limited t/a MCL Resourcing, The MCL Group (Int) Limited t/a MCL Resourcing and the Client agree that such Engagement will be on the basis of a fixed term of less than 12 months, The MCL Group (Int) Limited t/a MCL Resourcing may, in its absolute discretion, reduce the Transfer Fee as calculated in accordance with Schedule 2 pro-rata. Such reduction is subject to the Client Engaging the Agency Worker for the agreed fixed term. Should the Client extend the Agency Worker's Engagement or re-Engage the Agency Worker within 12 months from the commencement of the initial Engagement The MCL Group (Int) Limited t/a MCL Resourcing reserves the right to recover the balance of the Transfer Fee.

**8.5** The MCL Group (Int) Limited t/a MCL Resourcing will not refund the Transfer Fee in the event that the Engagement of the Agency Worker other than via The MCL Group (Int) Limited t/a MCL Resourcing by the Client or by a Third Party to which the Client introduces the Agency Worker terminates or terminates before the end of the fixed term referred to in Clause 8.4

**8.6** VAT (if applicable) is payable in addition to any Transfer Fee or Extended Hire fees due

## 9. SUITABILITY CHECKS AND INFORMATION TO BE PROVIDED IN SPECIAL SITUATIONS

**9.1** Where:

**9.1.1** the Agency Worker is required by law, or any professional body to have any qualifications or authorisations to work on the Assignment, The MCL Group (Int) Limited t/a MCL Resourcing will take all reasonably practicable steps to obtain and offer to provide to the Client copies of any relevant qualifications or authorisations of the Agency Worker, and

**9.1.2** in addition, where the Assignment involves working with, caring for or attending one or more Vulnerable Persons, The MCL Group (Int) Limited t/a MCL Resourcing will take all reasonably practicable steps to obtain and offer to provide to the Client:

**9.1.2.1** two references from persons who are not relatives of the Agency Worker and who have agreed that the references they provide may be disclosed the Client;

**9.1.2.2** Confirmation of the Agency Worker identity

**9.1.2.3** Determine/establish the Agency Worker Right to Work in UK, and

**9.1.2.4** Obtain Disclosure and Barring Service Check of the Agency Worker;

**9.2** The Client shall advise The MCL Group (Int) Limited t/a MCL Resourcing at the time of instructing MCL Resourcing to supply an Agency Worker whether during the course of the Assignment, the Agency Worker will be required to work with, care for or attend one or more Vulnerable Persons or engage in regulated activity as defined in the Safeguarding Vulnerable Groups Act 2006.

**9.3** The Client shall assist The MCL Group (Int) Limited t/a MCL Resourcing by providing any information required to allow The MCL Group (Int) Limited t/a MCL Resourcing to comply with its statutory obligations under the Safeguarding Vulnerable Groups Acts 2006 and to allow The MCL Group (Int) Limited t/a MCL Resourcing to select a suitable Agency worker for the Assignment.

**9.4** In particular in the event that the Client removes an Agency Worker from an Assignment in circumstances which would require The MCL Group (Int) Limited t/a MCL Resourcing to provide information to the Disclosure and Barring Service (or the equivalent authority) under the Safeguarding Vulnerable Groups Acts 2006, the Client will provide sufficient information to The MCL Group (Int) Limited t/a MCL Resourcing to allow it to discharge its statutory obligations.

## 10. UNSUITABILITY AND CANCELLATION OF THE AGENCY WORKER

**10.1.** The Client undertakes to supervise the Agency Worker sufficiently to ensure the Client's satisfaction with the Agency Worker's standards of work. If the Client reasonably considers that the services of the Agency Worker are unsatisfactory, the Client may terminate the

Assignment either by instructing the Agency Worker to leave the Assignment immediately, or by directing The MCL Group (Int) Limited t/a MCL Resourcing to remove the Agency Worker. The MCL Group (Int) Limited t/a MCL Resourcing may, in its absolute discretion, in such circumstances, reduce or cancel the Charges for the time worked by that Agency Worker, provided that the Client has notified The MCL Group (Int) Limited t/a MCL Resourcing immediately that they have asked the Agency Worker to leave the Assignment or the Assignment is terminated:

**10.1.1** Within 4 hours of the Agency Worker commencing the Assignment where the Assignment is for more than 7 hours; or

**10.1.2** Within 2 hours for Assignments of 7 hours or less; And provided that the notification of the unsuitability of the Agency Worker is confirmed in writing to The MCL Group (Int) Limited t/a MCL Resourcing within 48 hours of the termination of the Assignment.

**10.2.** MCL Resourcing shall notify the Client immediately if it receives or otherwise obtains information which gives MCL Resourcing reasonable grounds to believe that any Agency worker supplied to the Client is unsuitable for the Assignment and shall be entitled to terminate the Assignment forthwith without prior notice and without liability. Notwithstanding, the Client shall remain liable for all Charges incurred prior to the termination of the Assignment.

**10.3.** The Client shall notify The MCL Group (Int) Limited t/a MCL Resourcing immediately and without delay and in any event within two hours if the Agency worker fails to attend work or has notified the Client that they are unable to attend work for any reason

## 11. TERMINATION OF THE ASSIGNMENT

**11.1.** Any of the Client, The MCL Group (Int) Limited t/a MCL Resourcing or the Agency Worker may terminate an Assignment at any time without prior notice and without liability. Except in the case of termination by the Client, who shall be liable for any Charges due under Clause 6 and/or;

**11.1.1.** in the event of a cancellation of an Agency Worker, whereby an Agency Worker has been confirmed of the Assignment to the Client by The MCL Group (Int) Limited t/a MCL Resourcing, The MCL Group (Int) Limited t/a MCL Resourcing, in its absolute discretion, may in such circumstances, charge a Cancellation Fee. The Charges shall be calculated in accordance with the Notice Period as detailed in Schedule 2.

## 12. CONFIDENTIALITY AND DATA PROTECTION

**12.1** All information relating to an Agency Worker is confidential and subject to the Data Protection Laws and is provided solely for the purpose of providing work finding services to the Client. Such information must not be used for any other purpose nor divulged to any third party and the Client undertakes to abide by the provisions of the Data Protection Laws in receiving and processing the data at all times.

**12.2** The MCL Group (Int) Limited t/a MCL Resourcing undertakes to keep confidential all Relevant Terms and Conditions that the Client discloses to The MCL Group (Int) Limited t/a MCL Resourcing and not to use such information except for the purposes of compliance with the AWR (including, for the avoidance of doubt and without limitation, when dealing with any request for information or complaint made by any Agency Worker or any AWR Claim).

**12.3** Information relating to The MCL Group (Int) Limited t/a MCL Resourcing's business which is capable of being confidential must be kept confidential and not divulged to any third party, except information which is in the public domain.

## 13. INTELLECTUAL PROPERTY RIGHTS

All copyright, trademarks, patents and other intellectual property rights deriving from the Assignment shall belong to the Client. Accordingly The MCL Group (Int) Limited t/a MCL Resourcing shall use its reasonable endeavours to ensure that the Agency Worker shall execute all such documents and do all such acts in order to give effect to the Client's rights pursuant to this clause.

## 14. LIABILITY

**14.1.** Whilst reasonable efforts are made by The MCL Group (Int) Limited t/a MCL Resourcing to give satisfaction to the Client by ensuring reasonable standards of skills, integrity and reliability from Agency Workers and further to provide them in accordance with the Assignment Details provided by the Client, The MCL Group (Int) Limited t/a MCL Resourcing is not liable for any loss, expense, damage, costs or delay arising from any failure to provide any Agency Worker for all or part of the period of the Assignment or from the negligence, dishonesty, misconduct or lack of skill of the Agency Worker. For the avoidance of doubt, MCL Resourcing does not exclude liability for death or personal injury arising from its own negligence or for any other loss which it is not permitted to exclude under law.

**14.2.** Agency Workers supplied by The MCL Group (Int) Limited t/a MCL Resourcing pursuant to these Terms are engaged under contracts for services. Agency Workers are not the employees of The MCL Group (Int) Limited t/a MCL Resourcing but 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 Agency Worker or Contractor, whether wilful, negligent or otherwise as though the Agency Worker was on the payroll of the Client.

**14.3.** The Client shall advise The MCL Group (Int) Limited t/a MCL Resourcing of any special health and safety matters about which The MCL Group (Int) Limited t/a MCL Resourcing is required to inform the Agency Worker and about any requirements imposed by law or by any professional body, which must be satisfied if the Agency Worker is to fill the Assignment.

## 15. NOTICES

All Notices which are required to be given in accordance with these Terms shall be in writing and may be delivered personally or by first class prepaid post to the registered office of the party upon whom the notice is to be serviced or any other address that the party has notified the other party in writing, including by email or facsimile transmission. Any such notice shall be deemed to have been served: if by hand when delivered, if by first class post 48 hours following posting and if by email or facsimile transmission, when that email or facsimile is sent.

## 16. SEVERABILITY

If any of the provisions of these Terms shall be determined by any competent authority to be unenforceable to any extent, such provision shall, to that extent, be severed from the remaining Terms, which shall continue to be valid to the fullest extent permitted by applicable laws.

## 17. RIGHTS OF THIRD PARTIES

None of the provisions of these Terms are intended to be for the benefit of or enforceable by third parties and the operation of the Contracts (Rights of Third Parties) Act 1999 is excluded.

## 18. GOVERNING LAW AND JURISDICTION

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

**14.4.** The Client will also comply in all respects with all statutory provisions as are in force from time to time including, for the avoidance of doubt, but not limited to the WTR, Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended), by laws, codes of practice and legal requirements to which the Client is ordinarily subject in respect of the Client's own staff (excluding matters specifically mentioned in Clause 7), including in particular the provision of adequate Employer's and Public Liability Insurance cover for the Agency Worker during all Assignments. The Client will comply with its obligations under the AWR in relation to allowing the Agency Worker access to collective facilities and amenities and have access to information about permanent roles that may be available.

**14.5.** The Client undertakes not to request the supply of an Agency Worker to perform the duties normally performed by a Worker who is taking part in official industrial action or duties normally performed by a worker who has been transferred by the Client to perform the duties of a person on strike or taking official industrial action.

**14.6.** The Client shall indemnify and keep indemnified The MCL Group (Int) Limited t/a MCL Resourcing against any losses incurred by The MCL Group (Int) Limited t/a MCL Resourcing arising out of any Assignment or arising out of any non-compliance with, and/or as a result of any breach of, these Terms by the Client.

**14.7.** The Client shall inform The MCL Group (Int) Limited t/a MCL Resourcing in writing of any AWR claim which comes to the notice of the Client as soon as possible but no later than 7 calendar days from the day on which any such AWR claim comes to the notice of the Client.

**14.8.** If the Agency Worker brings, or threatens to bring, any AWR Claim, the Client undertakes to take such action and give such information and assistance as The MCL Group (Int) Limited t/a MCL Resourcing may request, and within any time frame requested by The MCL Group (Int) Limited t/a MCL Resourcing and at the Client's own cost, to avoid, dispute, resist, mitigate, compromise or defend any such AWR Claim and to appeal against any judgement given in respect thereof.

**SCHEDULE 1: “COMPARABLE EMPLOYEE”, “QUALIFYING PERIOD” AND “TEMPORARY WORK AGENCY”**

“Comparable Employee” means as defined in Regulation 5(4) of the AWR being an employee of the Client who:

(a) works for and under the supervision of the Client and is engaged in the same or broadly similar work as the Agency Worker having regard, where relevant, to whether the employee and the Agency Worker have a similar level of qualification and skill; and

(b) works or is based at the same establishment as the Agency Worker or, where there is no comparable employee working or based at that establishment who satisfies the requirements of (a) above, works or is based at a different establishment and satisfies those requirements.

For the purpose of the definition of “Qualifying Period” in clause 1 of these Terms, when calculating whether any weeks completed with the Client count as continuous towards the Qualifying Period, where:

(a) the Agency Worker has started working during an assignment and there is a break, either between assignments or during an assignment, when the Agency Worker is not working;

(b) the break is:

(i) for any reason and not more than six Calendar Weeks;

(ii) wholly due to the fact that the Agency Worker is incapable of working in consequence of sickness or injury and the break is 28 Calendar Weeks or less; paragraph (iii) does not apply; and, if required to do so by The MCL Group (Int) Limited t/a MCL Resourcing, the Agency Worker has provided such written medical evidence as may reasonably be required;

(iii) related to pregnancy, childbirth or maternity and is at a time in a protected period, being a period beginning at the start of the pregnancy and ending at the end of the 26 weeks beginning with childbirth (being the birth of a living child or the birth of a child whether living or dead after 24 weeks of pregnancy) or, if earlier, when the Agency Worker returns to work;

(iv) wholly for the purpose of taking time off or leave, whether statutory or contractual, to which the Agency Worker is otherwise entitled which is:

i. ordinary, compulsory or additional maternity leave;

ii. ordinary or additional adoption leave;

iii. ordinary or additional paternity leave;

iv. time off or other leave not listed in paragraphs (iv) i, ii, or iii above; or v. for more than one of the reasons listed in paragraphs (iv) i, ii, iii to iv above;

(v) wholly due to the fact that the Agency Worker is required to attend at any place in pursuance to being summoned for service as a juror and the break is 28 Calendar Weeks or less;

(vi) wholly due to a temporary cessation in the Client’s requirement for any worker to be present at the establishment and work in a particular role for a pre-determined period of time according to the established custom and practices of the Client;

(vii) wholly due to a strike, lock-out or other industrial action at the Client’s establishment; or

(viii) wholly due to more than one of the reasons listed in paragraphs (ii), (iii), (iv), (v),

(vi) or (vii); and

(c) the Agency Worker returns to work in the same role with the Client, any weeks during which the Agency Worker worked for the Client before the break shall be carried forward and treated as counting towards the Qualifying Period with any weeks during which the Agency Worker works for the Client after the break. In addition, when

**SCHEDULE 2 – 1 TRANSFER FEES**

calculating the number of weeks during which the Agency Worker has worked, where the Agency Worker has started working in a role during an Assignment and is unable to continue working for a reason described in paragraph (b) (iii) or (b)(iv) i., ii, or iii., for the period that is covered by one or more such reasons, the Agency Worker shall be deemed to be working in that role with the Client for the original intended duration or likely duration of the relevant Assignment, whichever is the longer. For the avoidance of doubt, time spent by the Agency Worker working during an assignment before 5

December 2011 does not count for the purposes of the definition of “Qualifying Period”.

“Temporary Work Agency” means as defined in Regulation 4 of the AWR being a person engaged in the economic activity, public or private, whether or not operating for profit, and whether or not carrying on such activity in conjunction with others, of:

(a) supplying individuals to work temporarily for and under the supervision and direction of Clients; or

(b) paying for, or receiving or forwarding payment for, the services of individuals who are supplied to work temporarily for and under the supervision and direction of Clients.

Notwithstanding paragraph (b) of this definition a person is not a Temporary Work Agency if the person is engaged in the economic activity of paying for, or receiving or forwarding payments for, the services of individuals regardless of whether the individuals are supplied to work for Clients. For the purpose of this definition, a “Client” means a person engaged in economic activity, public or private, whether or not operating for profit, to whom individuals are supplied, to work temporarily for and under the supervision and direction of that person.

A: The Transfer Fee referred to in Clause 8 shall be calculated as follows:

- 15% of the Remuneration payable to the Agency Worker during the first 12 months of the engagement or, if the actual amount of the Remuneration is not known, 15% of the hourly Weekday charge rate as detailed in Schedule 3 and multiplied by the average weekly hours worked during the assignment.

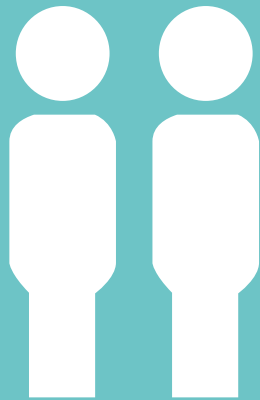
B. The Period of Extended Hire, referred to in Clause 8, before the client Engages an Agency worker shall be 12 weeks.

**2 CANCELLATION FEES**

The Cancellation Fees referred to in Clause 11 shall be calculated as follows:

Healthcare Assistant cancellation charges	
Notice Period (within)	Client Charge
5-8 hours	No Charge
3-4 hours	50% of total assignment charge
0-2 hours	100% of total assignment charge
Registered General Nurse cancellation charges	
Notice Period (within)	Client Charge
5-8 hours	50% of total assignment charge
0-4 hours	100% of total assignment charge





# EXPERTS IN RECRUITMENT



FS 598310

EMS 571471

OHS 598311

BCM5 598313

IS 598312