

Terms of Business – Temporary Workers (PAYE)

1. DEFINITIONS AND INTERPRETATION

1.1. In these Terms the following definitions apply:

"Mainstay"	means Mainstay Recruitment Solutions LTD. (registered company no. 9732988) of Unit 3 Hatherton Court, 21 Hatherton Street, Walsall, WS4 2LA.
"Hirer"	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 or supplied.
"Agency Worker"	means the individual who is Introduced by Mainstay to provide services to the Hirer;
"Assignment"	means assignment services to be performed by the Agency Worker for the Hirer for a period of time during which the Agency Worker is supplied by Mainstay to work temporarily for and under the supervision and direction of the Hirer;
"Assignment Details Form"	means written confirmation of the assignment details agreed with the Hirer 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 Hirer and/or Mainstay 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 Mainstay's charges calculated in accordance with clause 6 and as may be varied from time to time in accordance with these Terms;
"Confirmation Of Rates"	means the document that is sent to the Hirer by Mainstay via post, electronically, detailing the agreed charge rates, standard daily and/ or weekly hours, minimum charges and any variations that have been including standard overtime charge rates and payment terms.
"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 Hirer or Employment Business 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 Hirer or Mainstay or by a third party on behalf of the Hirer 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 2018, the General Data Protection Regulation (EU 2016/679) and any applicable statutory or regulatory provisions in force from time to time relating to the protection and transfer of personal data;
"Engagement"	means the engagement (including the Agency Worker's acceptance of the Hirer's offer), employment or use of the Agency Worker by the Hirer or by any third party to whom the Agency Worker has been introduced by the Hirer, 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: <ul style="list-style-type: none"> (a) the relevant Assignment; or (b) if, prior to the relevant Assignment: <ul style="list-style-type: none"> (i) the Agency Worker has worked in any assignment in the same role with the relevant

Hirer 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 Hirer to work temporarily for and under the supervision and direction of the relevant Hirer);

"Hirer's Group" means (a) any individual, company, partnership, statutory body or other entity which from time to time Controls the Hirer, 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 Hirer, including (but not limited to) as a subsidiary or holding company as defined in section 1159 of the Companies Act 2006;

"Introduction" means (i) the passing to the Hirer of a curriculum vitae or information which identifies the Agency Worker; or (ii) the Hirer's interview of the Agency Worker (in person or by telephone or by any other means), following the Hirer's instruction to Mainstay 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;

"Period of Extended Hire" means any additional period that the Hirer 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 Hirer to work temporarily for and under the supervision and direction of the relevant Hirer in the same role, and as further defined in Schedule 1 to these Terms;

"Relevant Period" means whichever ends 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 Hirer having been supplied by Mainstay; or (b) the period of 14 weeks commencing on the first day on which the Agency Worker worked for the Hirer having been supplied by Mainstay 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 Hirer 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 Hirer or any third party.

"Safeguarding Legislation" means the Safeguarding Vulnerable Groups Act 2006

"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 Form;

"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 Mainstay and the Hirer for the supply of the Agency Worker's services by Mainstay to the Hirer and are deemed to be accepted by the Hirer by virtue of its request for, interview with or Engagement of the Agency Worker, or the passing of any information by the Hirer about an Agency Worker to any third party following an Introduction.
- 2.2. Unless otherwise agreed in writing by director of the Mainstay, these Terms prevail over any terms of business or purchase conditions (or similar) put forward by the Hirer.
- 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 director of Mainstay and the Hirer and are set out in writing and a copy of the varied Terms is given to the Hirer stating the date on or after which such varied Terms shall apply.
- 2.4. Mainstay shall act as an employment business (as defined in Section 13(3) of the Employment Agencies Act 1973 (as amended) when Introducing Agency Workers for Assignments with the Hirer.

3. HIRER OBLIGATIONS

- 3.1. To enable Mainstay to comply with its obligations under the Conduct Regulations the Hirer undertakes to provide to Mainstay details of the position which the Hirer 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 Hirer 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 Hirer and what steps the Hirer has taken to prevent or control such risks;
 - 3.1.5. the date the Hirer requires the Agency Worker to commence the Assignment; and
 - 3.1.6. the duration or likely duration of the Assignment.
- 3.2. The Hirer will assist Mainstay in complying with their duties under the WTR by supplying any relevant information about the Assignment requested by Mainstay and the Hirer will not do anything to cause Mainstay to be in breach of its obligations under these Regulations. If the Hirer requires the services of an Agency Worker for more than 48 hours in any week during the course of an Assignment, the Hirer must notify Mainstay 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 Hirer requires the Agency Worker to work in excess of 48 hours.
- 3.3. The Hirer will comply with its obligations under Regulation 12 (Rights of agency workers in relation to access to collective facilities and amenities) and 13 (Rights of agency workers in relation to access to employment) of the AWR.
- 3.4. To enable Mainstay to comply with its obligations under the AWR, the Hirer undertakes as soon as possible prior to the commencement of each Assignment and during each Assignment (as appropriate) and at any time at Mainstay's request:
 - 3.4.1. to inform Mainstay of any Calendar Weeks in which the Agency Worker has worked in the same or a similar role with the Hirer 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 Hirer 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 Hirer via any third party during the relevant Assignment, to provide Mainstay with all the details of such work which may count towards 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 Mainstay;
- 3.4.3. to inform Mainstay 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 s/he has:
- completed two or more assignments with the Hirer;
 - completed at least one assignment with the Hirer and one or more earlier assignments with any member of the Hirer's Group; and/or
 - worked in more than two roles during an assignment with the Hirer 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 the Assignment, to:
- provide Mainstay 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 Hirer 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;
 - inform Mainstay 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;
 - if the Relevant Terms and Conditions provided are those of a Comparable Employee, provide Mainstay with a written explanation of the basis on which the Hirer considers that the relevant individual is a Comparable Employee; and
 - inform Mainstay 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
- 3.4.5. save where the Agency Worker will not complete the Qualifying Period during the term of the Assignment, to provide Mainstay 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 Hirer 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 Mainstay 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 Mainstay with all other assistance the Mainstay request in connection with the assessment of the Agency Worker's performance for the purpose of awarding any bonus.
- 3.6. The Hirer will comply with all Mainstay's requests for information and any other requirements to enable Mainstay to comply with the AWR.
- 3.7. The Hirer warrants that:
- 3.7.1. all information and documentation supplied to Mainstay 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 Mainstay 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 Hirer shall inform Mainstay in writing of any:

- 3.8.1. oral or written complaint the Agency Worker makes to the Hirer which is or may be 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 Hirer 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 Hirer and the Hirer will take such action and give such information and assistance as Mainstay may request, and within any timeframe requested by Mainstay, 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 Hirer's receipt of such a request in accordance with Regulation 16 of the AWR and the Hirer will provide Mainstay with a copy of any such written statement.
- 3.9. The Hirer 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 MAINSTAY TO THE HIRER

- 4.1. When Introducing an Agency Worker to the Hirer Mainstay shall inform the Hirer:
- 4.1.1. of the 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 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 Saturday, Sunday and any 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 Hirer, unless the Hirer requests that the information be resubmitted.

5. TIMESHEETS

At the end of each week of an Assignment (or at the end of the Assignment where it is for a period of 1 week or less) the Hirer shall sign Mainstay's timesheet verifying the number of hours worked by the Agency Worker during that week.

The hirer will agree the hours using one of the following methods:

- i) The hirer manually signing Mainstay's timesheet.
- ii) Or another method that has been agreed between Mainstay and the Hirer detailing the alternative method of verifying hours including yet not limited to, the Hirers clocking report, email confirmation, or a spreadsheet attachment.

- 5.1. Signature of the timesheet by the Hirer is confirmation of the number of hours worked. If the Hirer is unable to sign a timesheet produced for authentication by the Agency Worker because the Hirer disputes the hours claimed, the Hirer shall inform Mainstay as soon as is reasonably practicable and shall co-operate fully and in a timely fashion with Mainstay to establish what hours, if any, were worked by the Agency Worker. **Failure to sign the timesheet does not absolve the Hirer of its obligation to pay the Charges in respect of the hours worked.**
- 5.2. The Hirer shall not be entitled to decline to sign a timesheet on the basis that it is dissatisfied with the work performed by the Agency Worker. In the event that the Hirer is dissatisfied with the Agency Worker the provisions of clause 10 below shall apply.

6. CHARGES

The Hirer agrees to pay the Charges as notified to and agreed with the Hirer as detailed in the Confirmation of Rates document. The Charges are calculated according to the number of hours/days worked by the Agency Worker and comprise the following:

- 6.1.1. the Agency Worker's hourly/daily rate of pay;
- 6.1.2. an amount equal to any paid holiday leave to which the Agency Worker is entitled in connection with the 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 Hirer or, if there is no such agreement, such expenses as are reasonable; and
 - 6.1.6. Mainstay's commission, which is calculated as a percentage of the Agency Worker's hourly/daily rate.
- 6.2. Mainstay reserves the right to vary the Charges agreed with the Hirer, by giving written notice to the Hirer
- 6.2.1. in order to comply with any additional liability imposed by statute or 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. Mainstay will invoice the Charges to the Hirer on a weekly basis. The Hirer will pay the Charges within 7 days of the date of the invoice.
- 6.4. In addition to the Charges, the Hirer will pay Mainstay an amount equal to any bonus that the Hirer awards to the Agency Worker in accordance with clause 3.5 immediately following any such award and Mainstay will pay any such bonus to the Agency Worker. For the avoidance of doubt, the Hirer will also pay any employer's National Insurance Contributions and Mainstay'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 is payable at the applicable rate on the entirety of the Charges and all sums payable under clause 6.4.
- 6.6. Mainstay reserves the right to charge interest under the Late Payment of Commercial Debts (Interest) Act 1998 on invoiced amounts unpaid by the due date at the rate of 8% per annum above the base rate from time to time of the Bank of England from the due date until the date of payment.
- 6.7. Mainstay will not refund any of the Charges.
- 6.8. The Hirer's obligations under this clause 6 shall be performed without any right of the Hirer to invoke set-off, deductions, withholdings, or other similar rights.

7. PAYMENT OF THE AGENCY WORKER

Mainstay is responsible for paying the Agency Worker and 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 Hirer shall be liable to pay a Transfer Fee if the Hirer Engages an Agency Worker Introduced by Mainstay other than via Mainstay 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 Mainstay and:
- 8.1.1. where the Agency Worker has been supplied by Mainstay, 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 Hirer.
- 8.2. "Engagement" shall include employment or use whether under a contract of employment, contract for services, whether directly or via an employment business, agency, master/neutral vendor, third party intermediary, partnership or any form of association and will survive any loss or transfer of contract to another supplier.
- 8.3. The fee will be payable whether or not the position the Agency Worker is engaged for is the same position which they originally supplied or introduced for and will be calculated by multiplying either:
- i) the last hourly charge rate agreed between the Hirer and Mainstay within the relevant Confirmation of Rates by 400 (plus VAT); or
 - ii) the last daily charge rate agreed between the Hirer and Mainstay within the relevant Confirmation of Rates by 50 (plus VAT).

The fee will be payable immediately to Mainstay and no refund will be paid in the event that Engagement of the Agency Worker terminates. Alternatively, the Hirer has the option to choose the extended period of hire of 26 weeks in lieu of the fee.

8.4. During such Period of Extended Hire Mainstay shall supply the Agency Worker on the same terms on which s/he 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 Mainstay received the notice that the Hirer wishes to opt for a Period of Extended Hire and the Hirer shall continue to pay the Charges set out in clause 6. If Mainstay 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; or the Hirer does not wish to hire the Agency Worker on the same terms as the Assignment; but the Agency Worker is Engaged by the Hirer, the Hirer shall pay the Transfer Fee, reduced pro-rata to reflect any Charges paid by the Hirer during any part of the Period of Extended Hire worked by the Agency Worker before being Engaged by the Hirer. **If the Hirer fails to give notice of its intention to Engage the Agency Worker other than via Mainstay before such Engagement commences, the parties agree that the Transfer Fee shall be due in full. For avoidance of doubt the Hirer cannot request a Period of Extended Hire after the Agency Worker has been Engaged other than via Mainstay.**

8.5. VAT is payable in addition to any Transfer Fee 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, Mainstay will take all reasonably practicable steps to obtain and offer to provide to the Hirer 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, Mainstay will take all reasonably practicable steps to obtain and offer to provide copies to the Hirer of two references from persons who are not relatives of the Agency Worker and who have agreed that the references they provide may be disclosed to the Hirer;

and such other reasonably practicable steps as are required to confirm that the Agency Worker is suitable for the Assignment. If Mainstay has taken all reasonably practicable steps to obtain the information above and has been unable to do so fully it shall inform the Hirer of the steps it has taken to obtain this information in any event.

- 9.2. The Hirer shall advise Mainstay at the time of instruction 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 Legislation.
- 9.3. The Hirer shall assist Mainstay by providing any information required to comply with its statutory obligations under the Safeguarding Legislation and to allow Mainstay to select a suitable Agency Worker for the Assignment.
- 9.4. In particular in the event that the Hirer removes an Agency Worker from an Assignment in circumstances which would require Mainstay to provide information to the Disclosure and Barring Service (or the equivalent authority) under the Safeguarding Legislation, the Hirer will provide sufficient information to Mainstay to allow it to discharge its statutory obligations.

10. UNSUITABILITY OF THE AGENCY WORKER

10.1. The Hirer undertakes to supervise the Agency Worker sufficiently to ensure the Hirer's satisfaction with the Agency Worker's standards of work. If the Hirer reasonably considers that the services of the Agency Worker are unsatisfactory, the Hirer may terminate the Assignment either by instructing the Agency Worker to leave the Assignment immediately, or by directing Mainstay to remove the Agency Worker. Mainstay may, in its absolute discretion, in such circumstances, reduce or cancel the Charges for the time worked by that Agency Worker, provided that the Hirer has notified Mainstay immediately that they have asked the Agency Worker to leave the Assignment or the Assignment terminates:

- 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 notification of the unsuitability of the Agency Worker is confirmed in writing to Mainstay within 48 hours of the termination of the Assignment.

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

10.3. The Hirer shall notify Mainstay immediately and without delay and in any event within 1 hour if the Agency Worker fails to attend work or has notified the Hirer that they are unable to attend work for any reason.

11. TERMINATION OF THE ASSIGNMENT

Any of the Hirer, Mainstay 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 Hirer, who shall be liable for any Charges due under clause 6 above).

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 Hirer. Such information must not be used for any other purpose nor divulged to any third party and the Hirer undertakes to comply with Data Protection Laws at all times.

12.2. Mainstay undertakes to keep confidential all Relevant Terms and Conditions that the Hirer discloses to Mainstay 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 Mainstay'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 Hirer. Accordingly, Mainstay 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 Hirer's rights pursuant to this clause.

14. LIABILITY

14.1. Whilst reasonable efforts are made by Mainstay to give satisfaction to the Hirer by ensuring reasonable standards of skill, integrity and reliability from the Agency Worker and to provide the same in accordance with the Assignment details as provided by the Hirer, no liability is accepted by Mainstay for any loss, expense, damage or delay arising from any failure to provide any Agency Worker for all or part of the Assignment or from the negligence, dishonesty, misconduct or lack of skill of the Agency Worker or if the Agency Worker terminates the Assignment for any reason. For the avoidance of doubt, Mainstay 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 Mainstay pursuant to these Terms are engaged under contracts for services. They are not the employees of Mainstay but are deemed to be under the supervision and direction of the Hirer from the time they report to take up duties and for the duration of the Assignment. The Hirer agrees to be responsible for all acts, errors, or omissions of the Agency Worker, whether wilful, negligent or otherwise as though the Agency Worker was on the payroll of the Hirer.

14.3. The Hirer shall advise Mainstay of any special health and safety matters about which Mainstay 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.

14.4. The Hirer 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, the Data Protection Laws, 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 Hirer is ordinarily subject in respect of the Hirer's own staff (excluding the matters specifically mentioned in clause 7 above), including in particular the provision of adequate Employer's and Public Liability Insurance cover for the Agency Worker during all Assignments.

- 14.5. The Hirer 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 Hirer to perform the duties of a person on strike or taking official industrial action.
- 14.6. The Hirer shall indemnify and keep indemnified Mainstay against any Losses incurred by Mainstay 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 Hirer.
- 14.7. The Hirer shall inform Mainstay in writing of any AWR Claim which comes to the notice of the Hirer as soon possible but no later than 7 calendar days from the day on which any such AWR Claim comes to the notice of the Hirer.
- 14.8. If the Agency Worker brings, or threatens to bring, any AWR Claim, the Hirer undertakes to take such action and give such information and assistance as Mainstay may request, and within any timeframe requested by Mainstay and at the Hirer's own cost, to avoid, dispute, resist, mitigate, compromise or defend any such AWR Claim and to appeal against any judgment given in respect thereof.

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 served 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 & Wales and are subject to the exclusive jurisdiction of the Courts of England & Wales.