



## **STATEMENT OF TERMS AND CONDITIONS RELATING TO DAILY LOCUMS (THE AGENCY) AND THE WORKER**

These terms of engagement DO NOT constitute a contract of service but lay down the basis of your engagement for services with Daily Locums. By signing this document, you agree to be bound by the terms and conditions that follow.

The address of Daily Locums is: 71 Park Road, Peterborough, PE1 2TN

The main differences between a contract of service and contract for services are: under a contract for services (your status with Daily Locums):

- There is no obligation for Daily Locums to provide you with work, and no obligation for you to accept any offers of work.
- Daily Locums or you may terminate an assignment at any time without a period of notice. You will be paid for the work done.
- No contract for services exists between assignments.
- The contract for services is not a contract of employment.
- There are no disciplinary or grievance procedures within a contract for service.

Within the context of the above, the following are what you can expect from Daily Locums.

Daily Locums expects of you:

- A job description is included within your Worker Handbook. Your pay rate will be dependent on your banding. The minimum rate you can expect from Daily Locums will be £9 per hour and £40 per sleep in depending on age and experience the rate will change. You will be paid on a weekly basis, one week in arrears.
- Completed timesheets must be emailed to the office by 12noon the following Monday signed by the Client or authorised Client representative. (email address is on the timesheet).
- Daily Locums will be the sole judge as to which temporary worker is offered which assignment.
- Daily Locums will be responsible for the deductions of PAYE, National Insurance and any other statutory deductions and will pass such deductions on to the relevant agencies, unless you are self-employed, in which case you will take responsibility for them.

***Daily Locums, 71 Park Road, Peterborough, PE1 2TN***

***Telephone: 01733 201040      Mobile: 07305 915191***

***Email: info@dailylocums.co.uk***



# Daily Locums

Recruitment Consultancy

Peterborough, Cambridgeshire  
Tel: 01733 201040

- It is your responsibility to ensure that an appropriate person on the client's premises signs your time sheet.
- You will be paid for all work carried out even if Daily Locums is not paid by the client.
- You have no obligation to accept an assignment. If you do accept an assignment you owe the client, the same common law duties of an employee as if they were your employer.
- During each assignment you must comply with the following conditions: -
  - + You must not engage in any conduct detrimental to either Daily Locums or the client.
  - + You must be at work during the times specified by the clients.
  - + You must serve the client as though you have a contract of employment with them.
  - + You must take all responsible steps to safeguard your own health and safety and that of other people who may be affected by your actions.
  - + You must comply with all reasonable and relevant rules in force at the client's premises.
  - + You must comply with all reasonable instructions within your field of competence.
- The nature of the temporary work is such that there may be times when no work is available. Such periods of time may be varying in length.
- Daily Locums may instruct you to end an assignment at any time and you will be paid for all hours worked.
- You must tell Daily Locums immediately if any client makes you an offer of employment. Daily Locums will not stand in your way of obtaining permanent work, but the client may be liable to pay a recruitment fee as they have recruited you knowing the quality of your work.
- Daily Locums will apply for an enhanced DBS check prior to your commencement date. This process will be carried out at least every 3 years. It is your legal responsibility to inform Daily Locums of any criminal allegations/convictions made against you in between DBS checks.
- Daily Locums reserves the right to disclose personal and sensitive information which is held on file by Daily Locums to any third party which is relevant to the associated business.

I accept the above terms of engagement and acknowledge

**Daily Locums, 71 Park Road, Peterborough, PE1 2TN**

Telephone: 01733 201040

Mobile: 07305 915191

Email: [info@dailylocums.co.uk](mailto:info@dailylocums.co.uk)



# Daily Locums

Recruitment Consultancy

Peterborough, Cambridgeshire

Tel: 01733 201040

Signed on behalf of Daily Locums Ltd

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Print Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Daily Locums, 71 Park Road, Peterborough, PE1 2TN**

Telephone: 01733 201040

Mobile: 07305 915191

Email: [info@dailylocums.co.uk](mailto:info@dailylocums.co.uk)