SUZIE LINK PERSONNEL

TERMS OF ENGAGEMENT FOR AGENCY WORKERS (CONTRACT FOR SERVICES)

1. Legal Status & Introduction

1.1 These Terms of Engagement constitute a Contract for Services between Suzie Link Personnel (the 'Agency') and the temporary worker (the 'Driver').

1.2 The Driver is engaged either (a) as a PAYE worker paid through the umbrella company appointed by the Agency (currently Liquid Friday Limited), or (b) as a limited company or self-employed contractor who invoices the Agency. The Driver's payment route will be confirmed to them before their first assignment.

1.3 Where the Driver is paid through an umbrella company, that company is responsible for payroll, tax and National Insurance, and the Driver will be given the umbrella company's own terms separately.

1.4 This contract does not create an employment relationship between the Driver and the Agency or the Client. There is no mutual obligation between assignments.

2. Vetting & Document Controls

2.1 The Driver must supply an active DVLA check code, valid Driver CPC, and digital tachograph credentials prior to assignment.

2.2 Failure to maintain valid qualifications will result in immediate termination of the current assignment.

2.3 The Driver consents to the Agency checking their driving licence record with the DVLA, using a DVLA check code supplied by the Driver, before their first assignment and at regular intervals while they are registered with the Agency, and to the Agency keeping a record of each result.

2.4 The Driver must give the Agency a new DVLA check code when asked, and must tell the Agency immediately of any change to their licence, including new endorsements or penalty points, disqualification, or a medical restriction.

2.5 Licence check results may be shared with Clients and insurers where reasonably necessary for an assignment or for insurance purposes.

3. Timesheet & Pay Rules

3.1 PAYE Drivers are paid weekly through the umbrella company. Payment is tied directly to the submission of fully authorised timesheets.

3.2 Limited company and self-employed Drivers invoice the Agency weekly and are paid weekly on receipt of a correct invoice, together with fully authorised timesheets.

3.3 The deadline for timesheet submission is Friday at 5:00 PM for the current week's assignments.

4. EU Drivers' Hours & WTR Rules

4.1 The Driver must formally sign off that they respect the UK Working Time Regulations (WTR) and EU Drivers' Hours rules.

4.2 The Driver is legally responsible for maintaining accurate tachograph records.

5. Notice & Shift Cancellations

5.1 The Agency sets clear expectations regarding assignment terminations and notice periods.

5.2 The Driver must give the Agency at least 24 hours' notice if they are unable to attend a scheduled shift. Where that is not possible because of a genuine emergency or sudden illness, the Driver must tell the Agency as soon as they are able.

6. Right to Work and Identity Checks

6.1 Before accepting assignments, the Driver must provide documents and information reasonably required by the Agency to establish identity and, where applicable, the right to work in the United Kingdom.

6.2 The Driver must notify the Agency immediately if their immigration or right-to-work status changes.

6.3 The Agency may refuse or suspend assignments where legally required documentation has expired, cannot be verified or is otherwise insufficient.

7. Vehicle Safety and Defects

7.1 The Driver must carry out all legally required vehicle checks before and during an assignment.

7.2 Any defect, damage or safety concern must be reported immediately to the appropriate Client representative and, where appropriate, the Agency.

7.3 The Driver must not knowingly operate a vehicle which is unsafe or unlawful to drive.

7.4 The Driver must comply with the Client's reasonable vehicle inspection, defect reporting and safety procedures.

7.5 The Driver must not make unauthorized repairs or alterations to a Client's vehicle.

8. Health and Safety

8.1 The Driver must comply with applicable health and safety legislation and the reasonable health and safety procedures of the Client.

8.2 The Driver must use required PPE and safety equipment.

8.3 The Driver must report accidents, near misses, injuries, unsafe conditions and other safety incidents promptly.

8.4 The Driver must not undertake an assignment while under the influence of alcohol, illegal drugs or any medication which makes driving unsafe.

8.5 The Driver must immediately report any circumstances which may make them medically or physically unfit to drive safely.

9. Fines, Penalties and Offences

9.1 The Driver is personally responsible for complying with road traffic law and applicable transport legislation.

9.2 Where a fine, penalty or enforcement action arises from the Driver's personal unlawful conduct, the Driver may be responsible for the consequences to the extent permitted by law.

9.3 The Agency will not require the Driver to accept responsibility for an offence or penalty which was not caused by the Driver.

9.4 The Driver must immediately inform the Agency of any serious road traffic incident, enforcement action, prohibition notice or other matter which may affect their ability to undertake assignments.

10. Accidents and Incidents

10.1 Any accident involving a Client vehicle or other property must be reported immediately to the Client and the Agency.

10.2 The Driver must provide accurate details and cooperate with reasonable investigations.

10.3 The Driver must not admit liability on behalf of the Agency or Client.

10.4 The Driver must remain at the scene of an accident where legally required and comply with police and emergency-service instructions.

11. Damage and Loss

11.1 The Driver must take reasonable care of vehicles, equipment, goods and property entrusted to them.

11.2 The Driver will not automatically be responsible for loss or damage simply because it occurred during an assignment.

11.3 Any claim concerning alleged negligence, misconduct or deliberate damage will be investigated before any liability is attributed to the Driver.

11.4 Any deduction from PAYE wages will only be made where legally permitted and in accordance with applicable requirements.

12. Data Protection

12.1 The Agency will process the Driver's personal information in accordance with applicable UK data-protection legislation.

12.2 Personal information may be shared with Clients and relevant third parties where reasonably necessary for recruitment, compliance, assignment management, payroll, right-to-work checks, licence checks, insurance or legal obligations.

DECLARATION & SIGN-OFF

I confirm that I have read, understood, and accept these Terms of Engagement.

Driver Name: _____

Signature: _____

Date: _____

National Insurance No: _____