(i) Annex A Rayment Recruitment Ltd

Temporary Workers Registration Form for agreement into agency work activities, for Rayment Recruitment Ltd, who is an Employment Business.

1. Contract of serviced to be agreed as part of E-submission **for Information Technology works**

If you accept an assignment, you must inform the Company immediately if you are unable to complete it for any reason.

It is for the Company to decide if an assignment is suitable for you (whether the assignment is as a [First choice position] or in another position) and the Company reserves the absolute right to offer an assignment to an alternative temporary worker if it considers that worker to be more suitable.

The Company reserves the right to terminate an assignment at any time for operational reasons. You will be paid for all work done during the assignment up to the time it is terminated.

In order to assist the Company in organising work, please complete the personal information sheet attached to this contract and return to Rayment Recruitment Ltd by [ASAP]. It is your responsibility to inform the Company of any changes to these details.

2. Work

The company may offer you work from time to time as [First choice position] or in other positions in which you are interested and which are suitable in relation to your skills and experience. The precise description and nature of your work may be varied with each assignment and you may be required to carry out other duties as necessary to meet business needs. You will be informed of the requirements at the start of each assignment.

Before offering you an assignment the Company will require certain documents from you to satisfy itself of your identity and that you are legal entitled to work in the United Kingdom. The Company may also require you to provide documentary evidence of qualifications and/or any authorisation which is required to work in any particular position. You also agree to co-operate in obtaining necessary references for the Company.

You confirm that you are legally entitled to work in the United Kingdom without any immigration approvals and agree to notify the Company immediately if you cease to be entitled at any time.

Except as provided below, at the same time as an assignment is offered to you, the Company shall provide you with the following information ("the Required Assignment Information"):

(a) the identity of the Client, and if applicable the nature of its business; (b) the date the assignment is to commence and the duration or likely duration of the same;

(c) the position which the Client seeks to fill, including the type of work you would be required to do in that position, the location at which, and the days and hours during which, you would be required to work;

(d) the rate of pay and any expenses payable by or to you;

(e) any risks to health and safety known to the Client in relation to the assignment and the steps the Client has taken to prevent or control such risks; and

(f) the experience, training, qualifications and any authorisation which the Client considers are necessary or which are required by law or a professional body for you to possess in order to work in the Assignment.

Where the Required Assignment Information is not given in paper form or by electronic means, the Company shall confirm it in writing or electronically as soon as possible and in any event no later than the end of the third Business Day following the day on which the assignment was offered to you.

Unless you request otherwise, the above will not apply where you are being introduced or supplied to the Client to work in the same position as one in which you have previously been supplied within the previous five Business Days and the Required Assignment Information (with the exception of the date or likely duration of the assignment) is the same as that already given to you.

Subject to the above, where the assignment is intended to last for five consecutive Business Days or less and the Required Assignment Information has previously been given to you and remains unchanged, the Company shall provide written confirmation of the identity of the Client and the likely duration of the assignment PROVIDED THAT where the Assignment extends beyond the intended five consecutive Business Day period, the Company shall provide the remaining Required Assignment Information to you in paper or electronic form within eight Business Days of the start of the assignment or by the end of the assignment, if sooner.

This Contract for Services is between Rayment Recruitment and yourself.

You acknowledge that the Company will be entitled to charge the Client an introduction fee where:

(a) the Client Engages you within the period set out in regulation 10(5) and (6) of the Conduct Regulations 2003; or

(b) the Client introduces you to a third party (other than another employment business) who subsequently engages you within the the period set out in regulation 10(5) and (6) of the Conduct Regulations 2003.

The introduction fee will not be payable in the circumstances described in (a) above if the Client agrees to extend the period of the assignment for a specified period at the end of which you may be engaged by the Client without further charge.

3. Place of work

The Company may offer you work at various locations. You will be informed of the relevant place of work for each assignment.

4. Hours of work and Time Sheets

Your hours of work will vary depending on the operational requirements of the company. You will be informed of the required hours for each assignment and will be required to work the hours and days as required by the Client during the assignment.

At the end of each week of an assignment (or at the end of an Assignment if it is for a period of one week or less or is completed before the end of a week) you shall deliver to the Company a completed time sheet indicating the number of hours worked during the

preceding week (or such lesser period) and signed by an authorised representative of the Client.
The Company shall pay you for all hours worked on a [weekly] [SPECIFY WHEN] basis regardless of whether the Company has received payment from the Client for those hours PROVIDED THAT where you fail to submit a properly authorised time sheet, any payment due to you may be delayed while the Company investigates (in a timely fashion) what hours, if any, were worked by you. The Company shall make no payment to you for hours not worked.

For the avoidance of doubt and for the purposes of the WTR 1998, your time shall only consist of those periods during which they are carrying out activities or duties for the Client as part of the assignment. Time spent travelling to the Client's premises (with the exception of time spent travelling between two or more premises of the Client), lunch breaks and other rest breaks shall not count as part of your working time for these purposes.

You acknowledge and accept that it could be a criminal offence under the Fraud Act 2006 to falsify any time sheet, for example by claiming payment for hours that were not actually worked.

5. Working Time Opt-Out
Please complete the attached form to confirm whether you wish to opt out of the 48 hour limit on a week's work. If you do not opt out, the Company must ensure that it does not offer you work which would result in your working for more than 48 hours in any week. You must keep the company informed of the hours that you work for third parties so that we can comply with this obligation.

6. Pay
You will only be paid for the hours that you work. Subject to providing weekly timesheets as below, the Company will pay you an hourly rate of no less than the current minimum wage of each hour worked on an assignment. Payment will be weekly in arrears subject to deductions of tax and national insurance and any other deductions which may be required by law from time to time.

The company may also deduct from your pay or other payments due to you any sums you owe to the Company at any time. Hourly rates will vary according to particular assignments and you will be notified of the applicable rate at the beginning of the assignment. Except as set out in paragraph 10, you will receive no payment from the Company other than for hours actually worked on assignment.

You must ensure that the Company is provided on a weekly basis with timesheets showing the number of hours worked by you during the week. The timesheets must be signed by the manager of the client to whom you are assigned. The obligation to provide duly authorised timesheets applies equally where the assignment is for part of a week only. You will be paid for the work you have done irrespective of whether payment is received by the Company from the client to whom you are assigned.

7. Holidays
Your holiday entitlement will depend on the number of hours that you actually work and be pro-rated on the basis of a full-time entitlement of 5.6 weeks' paid holiday during each full

holiday year (including the usual public bank holidays in England and Wales). The Company's holiday runs between 1 January and 31 December each year contract starts.

Annual entitlement will be pro-rated when your contract starts or finishes part way through the Company's holiday year. For the avoidance of doubt, holiday entitlement does not accrue for periods when you are not on assignment. The holiday entitlement includes bank and other public holidays and the client to whom you are assigned may require you to take such days as part of your leave.

The annual holiday pay figure will be based on and vary according to the rate of pay applicable on particular assignments. The weekly payment is likely therefore, to be variable. Weekly pay for holiday pay purposes is calculated on a basic working hours of 35 a week with a pro rata reduction if your basic hours are less than 35. No account is taken in the calculation of any hours worked in excess of the basic 35 hours.

You must liaise with the client to whom you are assigned to make sure that holiday which you plan to take is at a suitable time in terms of the client's business needs. You are not allowed to take holiday entitlement which has not yet accrued. Unused holiday entitlement may not be carried over from one holiday year to another. Rather than accrue your holiday pay, we do have the right to pay your holiday pay to you in addition to your hourly rate so you can accrue this on a weekly basis. This will be itemised on your payslip as a separate amount to your hourly pay.

At the end of each assignment the Company will pay you in lieu of any accrued but untaken holiday for the holiday year in which the assignment ends. If you have taken more holiday than your accrued entitlement at the date that your assignment ends, the Company shall be entitled to deduct from any payment to you one day's pay (on the basis that a day's pay equals seven times your current hourly rate) for each excess day. A proportion of the hourly rate agreed between yourself and one of our consultants will be identified as holiday pay and itemised on your payslip.

8. Sickness

If you have accepted an offer of work and are subsequently unable to work the hours agreed, you must notify the Company of the reason for your absence as soon as possible and no later than [ASAP] on the first day of absence.

If you satisfy the qualifying conditions laid down by law, you may be entitled to receive Statutory Sick Pay (SSP) at the prevailing rate in respect of any period of sickness or injury during the assignment. You will not be entitled to any other payments during such period.

In all cases of absence, a self-certification form, which is available from [POSITION], must be completed on your return to work and supplied to [POSITION]. For any period of incapacity due to sickness or injury which lasts for seven consecutive days or more, a doctor's certificate (a "statement of fitness for work") stating the reason for absence must be obtained at your own cost and supplied to [POSITION]. Further certificates must be obtained if the absence continues for longer than the period of the original certificate.

In order for SSP to be processed, any sickness absence must be accurately recorded on your timesheet for the relevant period. Failure to record such absence may result in delays to SSP payment.

9. Confidential information

You shall not use or disclose to any person, either during or at the time after your engagement by the Company, any confidential information about the business or affairs of the Company or any of its business contracts or about any other matters which may come to your knowledge as a result of carrying out assignments. For the purpose of this clause, confidential information means any information or matter which is not in the public domain and which relates to the affairs of the Company or any of its business contracts.

The restriction in this case does not apply to:

a. Any information which is already in, or comes into, the public domain otherwise than through any unauthorised disclosure by you;
b. Prevent you from making a protected disclosure within the meaning of Section 43A of the Employment Rights Act 1996; or
c. Use or disclose that has been authorised by the Company or is required by law or in the course of your duties.

10. Company Property

Any Company property in your procession and any original or copy documents obtained by you in the course of your work for the Company shall be returned to Rayment Recruitment Ltd at any time on request and in any event at the end of each assignment.

11. Obligations on Assignment

If you accept an assignment from the Company, you must comply at all times with reasonable directions given to you by managers of the client to whom you are assigned. You must comply with all applicable internal rules, regulations, systems and procedures operated by the client including, by way of example, office hours, dress, codes and health and safety rules. You agree that you will not, either during an assignment or following its termination divulge the organisation, business, finances, dealings, transactions or affairs of the client to whom you are assigned or of any of the client's customers or suppliers. You will not at any time engage in any conduct detrimental to the interests of either the Company or any of its clients.

12. Termination

If you no longer wish to be considered for casual work by the Company you should inform Rayment Recruitment Ltd as soon as possible. The company may terminate an assignment at any time without prior notice in which event, as stated, this contract terminates automatically. Where the assignment is terminated by the Company, the only liability shall be to pay you for hours worked up to the time of termination. We will destroy any personal data held for you under the General Data Protection Regulation 2018. You may bring an assignment to an end immediately by notifying the Company at any time. No notice is required from you and the effect on this contract will be as stated above.

Unless exceptional circumstances apply, your failure to inform the Client or the Company of your inability to attend work as required by clause 11 above will be treated as termination of the assignment by you.

If you are absent during the course of an assignment and the assignment has not otherwise been terminated, the Company will be entitled to terminate the assignment if the work to which you were assigned is no longer available.

13. Changing terms and conditions
The Company may review its requirements for casual workers from time to time and/or may update the terms on which it offers such work. In the event of any changes to the terms on which it is prepared to engage casual workers, the Company the Company may terminate this contract with immediate effect by giving notice in writing to you and you may, at the Company's absolute discretion, be offered a new contract for casual work.

14. Pension
You are entitled to become a member of the Rayment Recruitment Ltd Pension Scheme, subject to satisfying certain eligibility criteria and subject to the rules of such scheme as amended from time to time. Full details of the scheme are available from Rayment Recruitment Ltd.

15. Data Protection

The Company and the Client will collect and process information relating to you in accordance with the privacy notice which is attached to this agreement. You are required to sign and submit electronically which will be returned to Rayment Recruitment Ltd. All data will be held confidentially but may be accessed by third party auditors periodically at request, for the provision of legislation compliance.

You shall comply with the data protection policy of both the Company and the Client when handling personal data including personal data relating to any employee, worker, contractor, customer, client, supplier or agent of the Company or Client. You will also comply with any IT and communications systems policy and/or Social media policy of both the Company and the Client.

The Company may terminate this agreement immediately by giving notice in writing to you if it reasonably considers that you have failed to comply with the data protection policy of the Company or the Client or any of the policies listed in this clause.

16. Social Media

You may be required to use social networking sites for business purposes during the course of your working day. All comments posted on the company social networking sites must be suitable for promoting business purposes only and personal comments or opinions about the Company, clients, business contacts its employees or workers are strictly prohibited. Any comments made by a worker that are posted on the company's social networking sites

that are deemed unsuitable would be considered a serious offence which may result in legal proceedings being commenced.

You shall not make any comments on your personal social networking sites about the company, the company's employee's, workers or the company's clients, any comments that are deemed unsuitable may be considered a serious offence which may result in legal proceedings being commenced.

17. General

No breach of any provision of this Agreement shall be waived except with the express written consent of the party not in breach.

If any provision of this Agreement is determined by any court or other competent authority to be unlawful and/or unenforceable, the other provisions of the Agreement will continue in effect. If any unlawful and/or unenforceable provision would be lawful or enforceable if part of it were deleted, that part will be deemed to be deleted, and the rest of the provision will continue in effect (unless that would contradict the clear intention of the parties, in which case the entirety of the relevant provision will be deemed to be deleted).

This Agreement may not be varied except by a written document signed by or on behalf of each of the parties.

Neither party may without the prior written consent of the other party assign, transfer, charge, license or otherwise deal in or dispose of any contractual rights or obligations under this Agreement.

This Agreement is made for the benefit of the parties and is not intended to benefit any third party or be enforceable by any third party. The rights of the parties to terminate, rescind, or agree any amendment, waiver, variation or settlement under or relating to this Agreement are not subject to the consent of any third party.

This Agreement shall constitute the entire agreement between the parties in relation to the subject matter of this Agreement, and shall supersede all previous agreements, arrangements and understandings between the parties in respect of that subject matter.

This Agreement shall be governed by and construed in accordance with English law. The courts of England and Wales shall have exclusive jurisdiction to adjudicate any dispute arising under or in connection with this Agreement.

EXECUTION

The parties have indicated their acceptance of this Agreement by acceptance of these terms as part of the online submission.

PARTIES:

(i) Annex A Rayment Recruitment Ltd

1 Rayment Recruitment Limited a company incorporated in England and Wales, under company number 02936944, and having its registered office at 185 Gloucester Avenue, Chelmsford, Essex, CM2 9DX

2 Candidates name as of E submission of address provided.