



People PAYE Limited ('PPL')

People Group House, Three Horseshoes Walk, Warminster BA12 9BT

Registered No. 11098037

Tel: 0345 034 1530

Email: legal@peoplegroupservices.com

Agency Name Limited

Address 1, Address 2, Town, PO5 8DE

Registered No. CompanyNo

Tel: 0800 123 456

Email: email@agency.com

Master Agreement with Agency for the Supply of Agency Workers

(only for use when contracting with Employment Agencies/Employment businesses,
not for use when contracting directly with hirers)

(April 2025 revision)

For People Umbrella Limited:

A handwritten signature in black ink, appearing to be 'J. Hill', is written over a horizontal line.

(Authorised Signature, for and on behalf of
People Umbrella Limited)

By the Agency:

(Authorised Signature, for and on behalf of
Agency Name Limited)

Title: Director

Date: 29th August 2026

Title: _____

Date: 29th August 2026

Master Agreement with Agency for the supply of Agency Workers

(April 2025 revision)

1. Definitions and Interpretation

1. 'the Agency' means the person or company so named on the front page of this Agreement
2. 'Agency/Client-Reimbursed Expenses' means any expenses, intended to be 100% reimbursed on a 'pass through' basis by Hirer via Agency and PPL to a Worker, and which are not anticipated to be taxable.
3. 'Agreement' means this Master Agreement
4. 'Assignment' means
 1. an assignment to be performed by a Worker engaged by PPL, for the benefit of a Hirer contracting with the Agency (or who is contracting with a Client of the Agency), in accordance with a Contract, and
 2. 'assignment' as defined by AWR regulation 2.
5. 'Assignment Schedule' means a schedule in the form which appears at the Appendix hereto
6. 'AWR' means the Agency Workers Regulations 2010 as amended from time to time, and the following terms have the meanings given to them in AWR:
 1. Agency Worker - regulation 3
 2. Hirer - regulation 2
 3. Qualifying Period - regulation 7
 4. Temporary Work Agency (also referred to in these Terms as a 'TWA') - regulation 4
7. 'Client' means a client of the Agency who is a contractual intermediary between the Agency and the Hirer, in circumstances where the Agency does not itself contract directly with the Hirer
8. 'Conduct Regulations' means the Conduct of Employment Agencies and Employment businesses Regulations 2003 as amended from time to time, and the following terms have the meanings given to them in the Conduct Regulations:
 1. Work-Seeker
 2. Employment business
 3. Work-Finding Services
 4. Vulnerable Person.
9. 'Contract' means a contract between PPL and the Agency for the performance of an Assignment by a Worker for the benefit of a Hirer, and comprising an Assignment Schedule and these Terms; and in a Contract, expressions used in these Terms have the meanings assigned to them in the applicable Assignment Schedule.
10. 'EAA' means the Employment Agencies Act 1973.
11. 'Employment Income' has the meaning given to it by the Income Tax (Earnings and Pensions) Act 2003

12. 'Employment Overheads' include (but are not necessarily limited to) Employer's national insurance or social security contributions, Apprenticeship Levy, employer's pensions auto-enrolment contributions, and any other sums which are calculated based on employees' and workers' earnings (not including sums properly deductible from those earnings), and required by applicable law to be paid by an employer/engager to persons or bodies other than the employee/worker.
13. 'Gross Wages' means the total sum, including payment on account of holiday, due to the worker for services supplied during the relevant pay period.
14. 'the Hirer' (in addition to the meaning under clause 1.5.2 above) means the person or company for whom a Worker is to work, as specified in an Assignment Schedule
15. 'Position' means the position in which the Worker will work to perform the Assignment.
16. 'PPL' means People PAYE Limited
17. 'PPL Associate' means a company which is an associate company of PPL, within the meaning of s256 Companies Act 2006
18. 'PPL Worker' means an individual who is engaged by PPL or by a PPL Associate
19. 'People Fees' means the fees due to PPL in accordance with clause 7.2 below.
20. 'Terms' means these Terms of Business
21. 'Payment Terms' means upon receipt of PPL's invoice, or (where VAT self-billing has been agreed) prior to the end of each period in respect of which a payment is due.
22. 'Worker' means an individual Work-Seeker, who wishes to work / works as an Agency Worker for a Hirer.
23. The headings in these Terms are for convenience only and are not intended to have any legal effect.
24. References to Acts of Parliament, Statutory Instruments, or other subordinate legislation shall be construed as reference to such as were in force at the time a Contract was formed.

2. Introductory

1. These Terms govern the underlying relationship between PPL and the Agency. These Terms also govern Contracts, as evidenced by Assignment Schedules.
2. These Terms shall apply to all services agreed to be provided by PPL, and to all Assignments. Acceptance by PPL of any Contract/Assignment is conditional upon acceptance by the Agency that the services to be provided by PPL are governed solely by these Terms. In particular, it is agreed that any purchase order or similar document from the Agency relating to the engagement is intended for the Agency's own administrative purposes only, and that notwithstanding its wording, neither a purchase order nor its content will have any legal effect.
3. Either party may terminate the relationship constituted by these Terms at any time by written notice of such period as may be specified in the notice to the other.
 1. Termination of the relationship constituted by these Terms shall have no effect on any current Assignment, and notwithstanding termination, the relationship constituted by these Terms shall remain in force so far as necessary for the completion of any current Assignments
 2. Termination of an Assignment shall not operate so as to terminate the relationship constituted by these Terms.

4. These Terms and any Assignment Schedules together constitute the entire agreement(s) between the parties relating to its subject matter, and supersede any earlier agreement between them; any such earlier agreement is hereby terminated by mutual consent.
5. This relationship between the parties is not exclusive; PPL is and remains at liberty to also provide services (including similar services) to third parties, and the Agency is and remains at liberty to engage services (including similar services) from third parties.

3. Respective roles of each party

1. The Agency is an Employment Business and a TWA, and its business is providing Work-Finding Services to Workers, in order to match Workers with Hirers requiring the performance of Assignments, subject (where supervision and/or direction and/or control are required) to Hirers' supervision direction and control; the Agency does not itself generally act in the capacity of employer, in relation to such Workers.
2. The business of PPL is the engagement and hiring on of Workers to Employment Businesses and Hirers, for the purpose of fulfilling Assignments; PPL does not generally itself provide Work-Finding Services to such Workers.
3. The parties envisage that
 1. Workers will register with the Agency in order to seek Assignments, and the Agency will seek Assignments for such Workers
 2. On a Worker being offered (and indicating a wish to accept) an Assignment, the Agency may (but shall not be obliged to) introduce the Worker to PPL
 3. PPL or a PPL Associate may (but shall not be obliged to) engage the Worker, and contract with the Agency for the provision of the Worker to work in the Position for the performance of the Assignment,
 4. Additionally, there may be occasions when a Worker who is already a PPL Worker may be offered an Assignment or a further Assignment by the Agency.
 5. In relation to all such arrangements, the capacity in which each party will act for the purposes of the Employment Agencies Act 1973 shall be that of an Employment business.
4. The terms on which PPL engages any Worker will include provision that the Worker will, when working on an Assignment:
 1. work with all proper skill and care, and in a professional manner use reasonable care and skill
 2. comply with the Hirer's lawful and reasonable requirements in connection with Assignment as may be notified by the Agency and/or the Hirer from time to time
 3. comply with the Hirer's rules, regulations, procedures and policies as notified by the Agency and/or the Hirer from time to time, to the extent that such rules, regulations, procedures and policies apply whilst working at the Hirer's premises, including (without limitation) to any Hirer security requirements, quality requirements and health and safety procedures.

4. Other Specific Disclosures required by the Conduct Regulations

1. The Gross Wages for each Assignment shall be negotiated separately, no refunds or rebates are applicable.
2. If a Worker engaged through PPL is unsatisfactory, the Agency should advise PPL immediately and advise PPL if the Agency wishes to terminate the Assignment.

3. Any Worker engaged on an Assignment will be engaged by PPL or a PPL Associate, and provided to the Agency by PPL under a contract for services.
4. As between the parties, it is the Agency's sole responsibility to select a suitable Worker for an Assignment, and to make all relevant disclosures to PPL and to the Worker, including:
 1. the Position and the nature of the work to be done
 2. details of any necessary experience, training, qualifications and authorizations
 3. any applicable constraints on working location and times
 4. the start date and likely duration and normal working hours per day including break times
 5. any expenses payable
 6. details of any known health and safety risks, and of the steps taken to prevent or control such risks
 7. advising whether an engagement will involve the Worker working with or caring for or attending any Vulnerable Person.

5. Assignments

1. Where the Agency wishes to place a Worker in an Assignment and to introduce the Worker to PPL, or the Agency wishes to offer a Worker who is already a PPL Worker an Assignment, an Assignment Schedule in the form (or, where it is envisaged that a Worker will be placed by the Agency on a succession of multiple short Assignments (each less than 5 days), the Alternative form) which appears at the Appendix hereto will be produced by the Agency and provided to PPL.
2. On receipt of such an Assignment Schedule
 1. if PPL wishes to engage a Worker who is not already a PPL Worker, PPL or a PPL Associate will do so
 2. if PPL wishes to accept the terms set out in the Assignment Schedule, PPL will promptly sign and return one copy to the Agency
 3. otherwise, PPL will promptly advise the Agency.
3. Upon the earlier of (1) that Assignment Schedule being signed by both parties, and (2) the Agency or the Client or Hirer accepting from a Worker any work in the Position specified in that Assignment Schedule, a Contract on the terms set out in that Assignment Schedule and in these Terms will become binding on the parties.
4. Any Contract is conditional on (i) the Worker entering a contract with PPL or a PPL Associate, and (ii) the Agency entering a contract with the respective Client or Hirer (as the case may be) for the Assignment in question and (if that contract is conditional) on that contract becoming unconditional.
5. The parties envisage that any signatures required by this section may be made and communicated by email or other means of electronic communication.

6. Contracts

1. In relation to any Contract, PPL's responsibilities are
 1. to second the Worker to work in the Position for the Hirer at the Hirer's Address and elsewhere as specified by the Hirer, for the specified duration of the Assignment; insofar as supervision and/or direction and/or control may be required, such supervision direction and control shall be exercisable and provided by the Hirer

2. to instruct the Worker to cooperate with the Hirer's reasonable requirements (such as timesheets, or electronic time recording system) for recording and verifying all time so worked
3. to invoice the Agency for the Gross Wages and People Fees with the Invoice Frequency for all time so worked, accompanied by such evidence as the Agency may reasonably require that the time invoiced has in fact been worked
4. to ensure that all remuneration it pays to the Worker is paid and taxed as Employment Income
5. to comply with all relevant legal requirements which are binding on PPL, and to provide the Agency with such information as the Agency may reasonably request to enable the Agency to do likewise.

2. In relation to any Contract, the Agency's responsibilities are

1. to pay PPL's invoices calculated at the agreed rates for Gross Wages and People Fees
2. to take reasonable steps to ensure that the Hirer verifies all time actually worked by the Worker and to accurately report all time worked to PPL
3. To confirm that your Agency day rates are based upon a standard 6.5 hours per day with 30 mins unpaid lunch break and that having checked the actual number of hours worked timesheets or assignment schedules to notify People Group Services if additional hours have been worked.
4. to ensure that neither it nor the Client or the Hirer pays any remuneration or expenses in respect of the Worker other than via PPL
5. to comply with all relevant legal requirements which are binding on the Agency, and to provide PPL with such information as PPL may reasonably request to enable PPL to do likewise
6. to contract with the Client or the Hirer (as the case may be) on terms which provide that the Hirer will be solely responsible for the exercise and provision of such supervision direction and control over the Worker as may be required, in the course of the Assignment
7. Where a claim arises as a result of the failure by the Agency to properly discharge its responsibility under clauses 2.3 above the Agency agrees to indemnify PPL against all losses, claims, awards, fines, penalties, costs and interest awarded.

3. It is acknowledged by both parties that

1. all charges are subject to VAT as applicable
2. there is no obligation on the Agency to make payment other than in respect of time actually worked by the Worker
3. PPL will keep the Agency indemnified in respect of any claim or demand made by the proper authorities for all taxes, national insurance or social security contributions, and other liabilities, charges and dues in respect of remuneration paid for work done by the Worker under an Assignment
4. it is not the intention of either party that any Worker should be or become an employee either of the Agency, or of any Client or Hirer
5. so far as payment is concerned, the Agency's sole obligation is to make payments on the basis provided for in an Assignment Schedule, and the Agency will not be responsible for making any payments for salary, sickness SSP and holiday pay, pensions, and other employee benefits PPL will indemnify the Agency against any claims that may be made by any Worker under employment-related legislation except where such claim is founded on the Agency's or the Client's or the Hirer's own acts defaults or omissions.

7. Payment

1. The Agency will pay to PPL the Gross Wages for the relevant payroll period
2. In addition to the sums due under 7.1 the Agency will pay People Fees calculated as X% of the Gross Wages
3. So far as payment of PPL's invoices is concerned, time is of the essence, and if the Agency does not pay any sum due within the Payment Terms then, without prejudice to any other remedy:
 1. PPL may withhold or suspend the provision of further work by any Worker in respect of any Contract; and
 2. all sums owing by the Agency to PPL on any account shall become due and payable immediately; and
 3. the Agency will pay interest and fixed charges as specified in the Late Payment of Commercial Debts (Interest) Act 1998 on all sums due from date of invoice to date of payment both before and after any judgment; and
 4. PPL may terminate any or all then current Contracts.
4. Without prejudice to any claim the Agency may have against the Worker,
 1. the Agency may not make deductions or deferments in respect of any disputes with or claims against PPL, until and unless the same have been agreed; and
 2. the Agency may not withhold payment in respect of any time actually spent working in the Position during the Assignment Hours of Work.

8. AWR

1. The Agency acknowledges that PPL's role is substantially administrative, and that PPL operates on the basis that, from the sums paid by the Agency,
 1. PPL will retain as its fee a sum calculated as agreed,
 2. subject thereto, all other funds received from the Agency will be applied
 1. firstly, in payment of National Minimum/Living Wage to the Worker, in setting aside a paid leave provision, and in discharging any Employer's NIC liability in respect of sums to be paid to the Worker
 2. secondly, in payment of expenses legitimately reimbursed to the Worker
 3. thereafter, in payment of the balance to the Worker as Employment Income.
 3. the pay (within the meaning of AWR, and including expenses legitimately reimbursed to the Worker) that can be paid to the Worker is therefore determined by the sums paid to PPL by the Agency
 4. each temporary work agency in the contract chain and the Hirer has a responsibility for complying with the provisions of AWR.
2. If it comes to PPL's notice that the Worker's pay is less than would be required to comply with the AWR, PPL will notify the Agency accordingly; and on receipt of such notice, the Agency will
 1. In respect of the period up to the date of such notice, pay PPL an additional amount sufficient to enable it to comply with its obligations under AWR regulation 5 in relation to pay (including Employment Overheads thereon and any requisite additional paid leave provision) in respect of the period from the end of the Qualifying Period to the date of such notice, and
 2. At the Agency's option, either
 1. Terminate the Assignment, or

2. increase the Gross Wages to such sum as will enable PPL to comply on an ongoing basis with its obligations under AWR regulation 5 in relation to pay.

3. PPL and the Agency

1. recognise that the prompt and accurate provision of information either to other is necessary for the fulfilment of the parties' respective obligations under AWR
 2. will mutually cooperate in relation to the prompt provision of such information as may be reasonably required by the other for the purpose of ensuing compliance with AWR.
 3. warrant the accuracy of any such information so disclosed
 4. will indemnify the other against loss suffered as a result of the provision of any such information which is inaccurate
4. Clause M (Limitation and Exclusion) shall not apply in relation to the liability of either party to the other under this clause H (AWR).

9. Termination of a Contract

1. A Contract may be terminated without cause by the Agency or PPL giving the other written notice of the applicable period as specified in the Assignment Schedule. Where no period is so specified, such notice may be given to take immediate effect.
2. A Contract may be terminated at any time by the Agency by written notice with immediate effect if the Worker fails to perform the Assignment in accordance with these Terms, or if the Client or Hirer (as the case may be) has reasonable grounds for dissatisfaction with the Worker, provided the Agency gives PPL full written details, and such further cooperation as PPL may reasonably require. The Agency acknowledges that such right to terminate is the Agency's sole remedy against PPL for any such failure, without prejudice to such rights as the Agency may have against the Worker.
3. A Contract may be terminated by either party with immediate effect by notice (however communicated, provided confirmed in writing as soon as reasonably practicable):
 1. if the other is in material breach of contract, or is in breach of contract and fails to remedy the breach within seven days of being required in writing to do so
 2. if any distress or execution (in Scotland, diligence) is levied against the other, or if the other makes or seeks to make any composition or arrangement with its creditors, or if the other ceases to carry on business, or if any preliminary step is taken by or in respect of the other party towards the other's liquidation winding up receivership or administration (other than for the purposes of a bona fide reconstruction or amalgamation).
4. A Contract may be terminated by PPL with immediate effect by notice (however communicated, provided confirmed in writing as soon as reasonably practicable) if the Worker's engagement with PPL terminates (for whatever reason), or if (unless PPL has agreed in an Assignment Schedule to operate an assignment under Regulation 10) in PPL's reasonable opinion in all the circumstances and taking into account the Agency Pay Rate, it is not commercially viable to provide the Worker with his/her entitlements in relation to pay under AWR regulation 5, or if in PPL's reasonable opinion it is under a legal obligation to terminate.
5. In the absence of express agreement to extend, if the Agency continues to accept the Worker's performance of an Assignment after the end of the Contract Period and the Worker continues to perform the Assignment, the applicable Contract shall be deemed extended at will and may be terminated at any time without notice by either party.

6. Save as expressly provided, termination shall not affect any accrued rights of either party, and any obligation of a continuing nature shall remain in force after termination.

10. Intellectual Property Rights

1. All rights in the nature of intellectual property rights (including, but not limited to, copyright) arising in any work created by a Worker in the course of an Assignment are hereby assigned by way of future assignment of copyright to the Agency, and PPL will cooperate with any reasonable requirements as to formal assignment of such rights created.

11. Confidentiality and Secrecy

1. The parties each recognise that information disclosed to the other in the course of the negotiation of and the performance of a Contract will contain and incorporate confidential information in which the other has an interest.
2. The parties mutually agree with each other that they will each keep such information confidential, and will neither use nor disclose to a third party any part or the whole of such information (or information gained from such disclosure). This obligation of confidentiality shall not extend so as to include information which was known to a party before disclosure by the other pursuant hereto or with a view to a Contract, or which enters the public domain without fault of that party.

12. Liability

1. PPL has no reason to believe any information presented to the Agency in writing in relation to any Worker with a view to engagement by Contract to perform an Assignment to be other than true.
2. The Agency has no reason to believe any information presented to PPL in writing in relation to any Worker with a view to engagement by Contract to perform an Assignment to be other than true.
3. The Agency agrees that PPL is under no responsibility in relation to any use by the Worker of any vehicle in the course of a Contract.
4. The parties both acknowledge that it is the Agency's sole responsibility to satisfy itself on all matters relating to the suitability of a Worker for the performance of an Assignment, to the extent that it regards as necessary.
5. The Agency acknowledges and agree that in performing an Assignment, the Worker is not under the supervision direction or control of PPL, and that PPL therefore does not accept liability for any acts defaults or omissions of the Worker whilst working (or purporting to work) in the Position.

13. Limitation and Exclusion

1. Except to the extent that it is not lawful to limit or exclude such liability, neither party shall be liable to the other or to anyone else for any loss or damage whatever or however caused (and whether or not caused by negligence) arising directly or indirectly in connection with a Contract, in excess of an amount equal to the total sums payable for Services provided under the relevant Contract during the period from the Assignment Start Date to the Assignment End Date or (if less) one year.
2. Save to the extent expressly provided herein, all conditions, warranties or other terms implied by statute or common law are hereby excluded to the fullest extent permitted by law.
3. Each party expressly excludes liability for consequential loss or damage of any kind, or for loss of profit, business, revenue, goodwill or anticipated savings.

4. If any exclusion of liability or other provision contained in these Terms shall be held to be invalid for any reason and PPL becomes liable for loss or damage that is capable of being limited in law, such liability shall be limited to £10,000. PPL shall not in any event be liable for any claims made against it unless they are notified to it within twelve months of the cause of action arising.
5. Neither party seeks to exclude or limit liability for death or personal injury to the extent that it arises directly from negligence for which it is legally responsible, or otherwise where it is not lawful to exclude or limit liability.
6. Each Party acknowledges that all material terms are assessed having regard to the parties' respective existing insurance arrangements and on the basis that liability shall rest as expressly provided by this Contract, that in the parties' respective opinions the provisions hereof satisfy the requirements of reasonableness specified in the Unfair Contract Terms Act 1977.

14. TUPE

1. In this provision, 'TUPE' means the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended from time to time.
2. The Agency warrants that no individual's contract of employment will transfer to People Umbrella as a result of TUPE, on the entry of the parties into this Agreement or into any Contract/Assignment Schedule.
3. The parties envisage
 1. that all services to be provided by People Umbrella and all Assignments to be performed by Workers contemplated by this Agreement and any Contract/Assignment Schedule shall be '*tasks of short term duration*', and
 2. that neither the commencement of People Umbrella's Services, whether under this Agreement, nor under any Contract/Assignment Schedule, shall constitute a "*relevant transfer*", for the purposes of Regulation 3 of TUPE;
 3. and accordingly that no individual's contract of employment will transfer, whether between the parties, or from any former contractual counterparty of the Agency to People Umbrella, as a result of TUPE.
4. In the event that, notwithstanding the intentions of the parties, the contract of employment of any employee or former employee (i) of the Agency or (ii) of a former contractual counterparty of the Agency does transfer to People Umbrella as a result of TUPE on the entry into this Agreement or any Contract/Assignment Schedule, then
 1. the parties shall each comply with their respective obligations under TUPE, and
 2. the Agency shall indemnify and hold harmless People Umbrella from and against any liabilities and obligations which People Umbrella may incur, both
 1. in relation to any claim which may have arisen during or in respect of the period when the employee or former employee was employed by the Agency or by a former contractual counterparty of the Agency, and
 2. to the extent to which such liabilities and obligations would not have arisen, but for the period when the employee or former employee was so employed.
5. (Limitation and Exclusion) shall not apply in relation to the liability of either party to the other under this **clause N** (TUPE).

15. Protection of Agency's Business

1. Where the Conduct Regulations Status is 'opt out' and a Worker has been introduced or supplied to a Client or Hirer (as the case may be) by the Agency, PPL will not itself provide that Worker to the Client or Hirer other than under a Contract through the Agency during the period specified under 'Restrictions' following the end of the Contract (or, if there has been no Contract in relation to the supply of that Worker to that Client or Hirer, following the date of introduction.

16. Immigration Act 2016

1. PPL as will carry out all necessary right to work checks in respect of each Worker. As Employer PPL acknowledges that liability for breach of the provisions of the Immigration Act rests with PPL and not the Agency.
2. Where there has been a breach of the Immigration Act and no statutory excuse can be established as a result of any act, omission or failure by PPL to carry out the necessary checks PPL will be liable for any fine or penalty imposed.
3. PPL will notify the Worker and the Agency that there is no current right to work, or that right to work has restrictions imposed or that an existing right to work is due to expire.
4. PPL will notify the Worker and the Agency of the Workers suspension from work as a result of the Worker not having an existing valid right to work.
5. The Agency agrees that having received notification from PPL that the Worker has been suspended on the grounds that their right to work permissions have expired, or that there are restrictions imposed on the type of work or number of hours that can be worked, the Agency will not provide any assignments for that Worker which would be in breach of the Act.
6. The Agency acknowledges that in providing the Worker with an assignment which breaches the Act they will cause PPL and the Worker to commit a criminal offence under sections 34 & 35 of the Immigration Act 2016. These offences are punishable with a fine.
7. Where the Agency has breached its obligations under clause 5 above and a fine is imposed upon PPL and or the Worker, the Agency agrees to indemnify PPL and the Worker in respect of any such fine and also any costs order imposed together with any reasonable legal costs or expenses that PPL or the Worker may have incurred in defending the claim.

17. Bribery Act 2010

1. PPL confirms that it has not offered or given or agreed to give to any person employed by or connected with the Agency any gift or any consideration of any kind as an inducement to do or to forbear to do any act in relation to the entry of PPL into this Agreement.
2. PPL undertakes to the Agency that:
 1. it will comply with applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010 ("Anti-Bribery Law");
 2. it will not engage in any activity, practice or conduct which would constitute an offence under sections 1, 2 or 6 of the Bribery Act 2010 if such activity, practice or conduct had been carried out in the UK;
 3. it has and will maintain in place adequate procedures designed to prevent any conduct that would give rise to an offence under Anti-Bribery Law and to ensure compliance therewith;
 4. it has and will maintain in place effective accounting procedures and internal controls necessary to record all expenditure in connection with the Agreement; and
 5. from time to time, at the reasonable request of the Agency, it will confirm in writing that it has complied with its undertakings under this provision and will provide any information reasonably requested by the Agency in support of such confirmation of compliance.
3. In interpreting this provision, regard shall be had to the provisions and definitions of the Bribery Act 2010 and to any current guidance issued pursuant to section 9 thereof.

4. Breach of any of the undertakings in this clause shall be deemed to be a material breach of this Agreement incapable of remedy.

18. Modern Slavery Act 2015

1. In performing its obligations under this Agreement, PPL shall:

1. comply with all applicable anti-slavery and human trafficking laws, statutes, regulations and codes from time to time in force including but not limited to the Modern Slavery Act 2015;
2. have and maintain throughout the term of this Agreement its own policies and procedures to ensure its compliance;
3. not engage in any activity, practice or conduct that would constitute an offence under sections 1, 2 or 4, of the Modern Slavery Act 2015 if such activity, practice or conduct were carried out in the UK; and
4. require that each of its direct subcontractors and suppliers shall comply with the anti-slavery policy and with all applicable anti-slavery and human trafficking laws, statutes, regulations and codes from time to time in force including but not limited to the Modern Slavery Act 2015.

19. Anti-Facilitation of Tax Evasion

1. In performing its obligations under this Agreement, PPL shall:

1. not engage in any activity, practice or conduct which would constitute either:
 - a UK tax evasion facilitation offence under section 45(5) of the Criminal Finances Act 2017; or
 - a foreign tax evasion facilitation offence under section 46(6) of the Criminal Finances Act 2017;
2. have and shall maintain in place throughout the term of this Agreement such policies and procedures as are reasonable
 - to prevent the facilitation of tax evasion by another person (including without limitation employees of PPL) and
 - to ensure compliance with clause 18.1.1;
3. promptly report to the Agency any request or demand from a third party to facilitate the evasion of tax within the meaning of Part 3 of the Criminal Finances Act 2017, in connection with the performance of this Agreement;
4. at the Agency's request, provide the Agency with a statement of such steps it has taken to ensure compliance with the Criminal Finances Act 2017, together with such other information as the Agency may reasonably require in order to undertake risk assessments to ensure that the Agency is not facilitating tax evasion pursuant to the Criminal Finances Act 2017.

2. PPL shall ensure that any person associated with PPL who is performing services and/or providing goods in connection with this Agreement does so only on the basis of a written contract which imposes on and secures from such person terms equivalent to those imposed on PPL in this clause (**Relevant Terms**). PPL shall be responsible for the observance and performance by such persons of the Relevant Terms, and shall be directly liable to the Agency for any breach by such persons of any of the Relevant Terms.

3. Breach of this clause shall be deemed a material breach of this Agreement incapable of remedy.

4. For the purposes of this clause, the meaning of reasonable prevention procedure shall be determined in accordance with any guidance issued under section 47 of the Criminal Finances Act 2017 and a person associated with PPL includes [but is not limited to] any subcontractor of PPL.

20. Conduct of Employment Agencies and Employment businesses Regulations 2003

20. 1 It is People Umbrella's policy to support the decisions of a Worker in relation to opting out pursuant to regulation 32(9) of these Regulations, to the extent legally permissible.
20. 2 This provision constitutes notice by People Umbrella of its wish to opt out in relation to any Assignment where it is legally permissible to do so, provided that the Worker has directly notified the Agency of his/her own wish to opt out.
20. 3 Whether or not People Umbrella and the Worker have agreed to opt out should be confirmed in the applicable Assignment Schedule.
20. 4 It nevertheless remains the Agency's responsibility to satisfy itself as to the validity and legal efficacy of any purported opt out.

21. Data Protection

1. Definitions: In this clause,

1. 'Agreed Purpose' means the performance by each party of its obligations in connection with this Agreement, and the promotion by each party of its products and services.
2. 'Data Protection Legislation' means (i) the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) ('UK GDPR'), (ii) the Data Protection Act 2018, and (iii) any successor legislation to the UK GDPR and/or the Data Protection Act 2018.
3. 'controller', 'data controller', 'processor', 'data processor', 'data subject', 'personal data', 'processing', and 'appropriate technical and organisational measures' have the meanings as defined in the Data Protection Legislation.
4. 'Permitted Recipients' means the parties to this Agreement, the employees of each party, and any third parties engaged to perform obligations in connection with this Agreement.
5. 'Shared Personal Data': the personal data to be shared between the parties under or in connection with this Agreement. Shared Personal Data shall be confined to the following categories of information relevant to the following categories of data subject:
 1. names and contact details of actual and potential contractual counterparties of each party;
 2. data in relation to assignments to be performed by actual or potential contractual counterparties of one party, via the parties, for an actual or potential contractual counterparty of the other party;
 3. data in relation to times worked and services provided on assignments performed by contractual counterparties of one party, via the parties, for contractual counterparties of the other party, for purposes relating to payment of remuneration.

2. Shared Personal Data.

The nature of the relationship constituted by this Agreement is such that the parties envisage that each party will be a controller, and that neither will be in the position of processor in relation to the other. This clause sets out the framework for the sharing of personal data between the parties as controllers. Each party acknowledges that one party (the Data Discloser)

will regularly disclose to the other party (the Data Recipient) Shared Personal Data collected by the Data Discloser for the Agreed Purposes.

3. Effect of non-compliance with Data Protection Legislation.

Each party shall comply with all the obligations imposed on a controller under the Data Protection Legislation, and any material breach of the Data Protection Legislation by one party shall, if not remedied within 30 days of written notice from the other party, give grounds to the other party to terminate this Agreement with immediate effect.

4. Particular obligations relating to data sharing.

Each party shall:

1. comply with the Data Protection Legislation applicable to it in relation to its processing of personal data under or in connection with this Agreement.;
2. process the Shared Personal Data only for the Agreed Purposes;
3. not disclose or allow access to the Shared Personal Data to anyone other than the Permitted Recipients;
4. ensure that all Permitted Recipients are subject to written contractual obligations concerning the Shared Personal Data (including obligations of confidentiality) which are no less onerous than those imposed by this Agreement;
5. ensure that it has in place appropriate technical and organisational measures, reviewed and approved by the other party, to protect against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
6. not transfer any personal data outside the UK unless the transferor:
 1. complies with the provisions of Articles 26 of the UK GDPR (in the event the third party is a joint controller); and
 2. ensures that (i) the transfer is to a country approved by the Information Commissioner as providing adequate protection pursuant to Article 45 UK GDPR; (ii) there are appropriate safeguards in place pursuant to Article 46 UK GDPR; or (iii) one of the derogations for specific situations in Article 49 UK GDPR applies to the transfer.

5. Mutual assistance.

Each party shall assist the other in complying with all applicable requirements of the Data Protection Legislation. In particular, each party shall:

1. consult with the other party about any notices given to data subjects in relation to the Shared Personal Data;
2. promptly inform the other party about the receipt of any data subject access request, or any security incident impacting upon the Shared Personal Data;
3. provide the other party with reasonable assistance in complying with any data subject access request;
4. notify the other party without undue delay on becoming aware of any breach of the Data Protection Legislation;
5. where and to the extent appropriate, at the written direction of the Data Discloser, delete or return Shared Personal Data and copies thereof to the Data Discloser on termination of this Agreement unless required by law, regulation or its own mandatory document retention policies to store the personal data, or where it is practically unworkable to delete or destroy electronic copies of such data, provided that in each case copies are treated as confidential;
6. provide the other party with contact details of at least one employee as point of contact and responsible manager for all issues arising out of the Data Protection Legislation, including the joint training of relevant staff, the procedures to

be followed in the event of a data security breach, and the regular review of the parties' compliance with the Data Protection Legislation.

6. Indemnity.

1. Each party shall indemnify the other against all liabilities, costs, expenses, damages and losses (including but not limited to any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal costs (calculated on a full indemnity basis) and all other reasonable professional costs and expenses) suffered or incurred by the indemnified party arising out of or in connection with the breach of the Data Protection Legislation by the indemnifying party, its employees or agents, provided that the indemnified party gives to the indemnifier prompt notice of such claim, full information about the circumstances giving rise to it, reasonable assistance in dealing with the claim and sole authority to manage, defend and/or settle it.
2. The liability of the indemnifying party under this clause shall be subject to the limits set out in this Agreement.

22. Equality Act

22. People Umbrella is committed to promoting equal opportunities in employment. Employees, workers, contractors, and job applicants will receive equal treatment, regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.
22. People Umbrella will not itself act in a manner which may constitute unlawful discrimination and harassment, and will treat any unlawful discrimination and harassment by its own staff or by any individual engaged by it as a disciplinary matter.
22. People Umbrella takes a 'zero tolerance' approach to unlawful discrimination and harassment. No person is authorised in its dealings with or on behalf of People Umbrella to act in a manner which may constitute unlawful discrimination and harassment.

23. Sexual Harrassment

1. The parties recognise that
 1. each has a positive legal duty to take reasonable steps to prevent sexual harassment of its workers (the '*preventative duty*'), and
 2. that such duty extends to taking reasonable steps to prevent such harassment by third parties.
2. The parties mutually confirm that they each will take a 'zero tolerance' approach to sexual harassment, to include such harassment of workers of, or introduced or supplied by, the other.
3. The parties therefore mutually agree that they will each
 1. comply with the preventative duty
 2. on request from time to time, provide the other with such information and documentation as the other may reasonably request, in relation to the manner in which that party and any contractual counterparty complies with the preventative duty, including details of training, policies, and any other preventative measures
 3. notify any contractual counterparty of the terms of this provision and of the other party's interest in its workers, and impose similar requirements on such contractual counterparty.
4. In this provision, 'contractual counterparty' means any third party with which a party may deal and which may as a consequence of such dealing have contact with the other party's workers.

24. Compliance with all other applicable laws

1. In addition to the specific requirements for compliance elsewhere in this Agreement, each party expressly agrees with the other that it will at all times comply with all other applicable laws, statutes, regulations and codes from time to time in force.

25. Electronic Signatures

1. The parties to this Agreement agree that it may be signed by electronic signature (whatever the form the electronic signature takes), and that such method of signature shall be equally conclusive of their intention to be bound by its terms and conditions as if signed with the manuscript signature of both parties.
2. The parties to this Agreement agree that Assignment Schedules may from time to time be signed by electronic means.
3. Subject thereto, and notwithstanding that the parties to this Agreement may have signed this Agreement by a form of electronic signature, no addition, amendment to, or modification or discharge of, this Agreement shall be effective otherwise than in writing on paper and signed with the manuscript signature of each party (in the case of a corporate party, by a director on its behalf).

26. Miscellaneous

1. *Contracts (Rights of Third Parties) Act 1999*

No third party rights are intended to be conferred or created by these Terms or by any Contract.

2. *Notices*

All notices shall be in writing and shall be deemed to have been duly given when delivered by hand, posted by pre-paid first class post or sent by fax or email to the intended recipient. Notices sent by fax shall be deemed received the first business day following such delivery or sending, and notices which have been posted as above shall be deemed received on the second business day following posting. Notices sent by email shall be deemed received when acknowledged.

3. *Waiver*

Failure or neglect by either party at any time to enforce any of these Terms shall not be a waiver of that party's rights and shall not prejudice its rights to take action in respect of the same or any later breach.

4. *Severability*

If any Term of a Contract is held by any court or other competent authority to be wholly or partially void, invalid, or unenforceable such Term shall be severed from the body of these Terms (which shall continue to be valid and enforceable to the fullest extent permitted by Law).

5. *Force Majeure*

1. If either party to a Contract is prevented or delayed in the performance of any of its obligations by force majeure, then such party shall be excused performance for so long as such cause of prevention or delay shall continue
2. 'force majeure' shall be deemed to be any cause affecting the performance of a Contract arising from or attributable to acts, events, omissions or accidents beyond the reasonable control of such party.

6. *Law*

1. A Contract is governed by the laws of England and Wales and any questions arising shall be dealt with only by the Courts of England and Wales.

APPENDIX

SKELETON ASSIGNMENT SCHEDULE

To Master Agreement between People PAYE Limited and [agency] for the Supply of Agency Workers dated []

Name of Worker	
Worker contact details	
Agency Name	
Hirer Name	
Hirer Address	
Assignment Start Date	
Assignment End Date	
Assignment Hours of Work	
Conduct Regulations Status	Opt in / Opt out (<i>delete as applicable</i>)
Premature Termination of Assignment (by Agency, without cause)	<i>Immediate</i>
Premature Termination of Assignment (by PPL, without cause)	<i>7 days</i>
Restrictions	<i>6 months</i>
Position	
Gross Wages	<i>£[] per hour</i>
People Fee	<i>X% of Gross Wages per period</i>
Invoice Frequency	<i>Weekly</i>
Payment Terms	<i>On invoice, cleared funds must be received by close of business on Thursday for payroll on Friday. If payment is not received PPL are not obliged to pay the Worker</i>
Workplace Status (temporary workplace?) (for completion by PPL)	
Previous work for Hirer	<i>Agency confirms that Worker has not previously worked in this role for this Hirer</i>
Signed for PPL Umbrella Limited	
Signed for [Agency]	
Date:	

ALTERNATIVE SKELETON ASSIGNMENT SCHEDULE

To Master Agreement between People PAYE Limited and [agency] for the Supply of Agency Workers dated [] for use in connection with one worker to be deployed on multiple short assignments (each less than 5 days)

Name of Worker	
Name of Worker	
Worker contact details	
Agency Name	
Hirer Name	As notified from time to time by Agency
Hirer Address	As notified from time to time by Agency
Assignment Start Date	
Assignment End Date	Until terminated by notice
Assignment Hours of Work	As notified from time to time by Agency; there is no guarantee that there will be an opportunity for work on any particular day, and there is no requirement on the Agency to pay in respect of any periods other than when work is actually done
Conduct Regulations Status	Opt in / Opt out (delete as applicable)
Premature Termination of Assignment (by Agency, without cause)	Immediate
Premature Termination of Assignment (by PPL, without cause)	7 days
Restrictions	6 months
Position	As notified from time to time by Agency
Gross Wages	As notified from time to time by Agency
People Fee	X% of Gross Wages per period
Invoice Frequency	Weekly
Payment Terms	On invoice, cleared funds must be received by close of business on Thursday for payroll on Friday. If payment is not received PPL are not obliged to pay the Worker
Workplace Status (temporary workplace?) (for completion by PPL)	
Previous work for Hirer	Agency confirms that Worker has not previously worked in this role for this Hirer
Is the Worker engaged by PPL as an employee (contract of service), or as a worker (contract for services)?	Contract of service (employee) / contract for services (worker) (delete as applicable)
Signed for People Umbrella Limited	
Signed for [Agency]	
Date:	