



## People PAYE Limited ('PPL')

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## Agency Name Limited

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## Master Agreement with Agency for Joint Employment of Agency Workers

Osborne Clarke reviewed December 2021

(April 2025 revision)

For People PAYE Limited:

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

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

Title: Director

Date: 15th July 2025

By the Agency:

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

Title: \_\_\_\_\_

Date: 15th July 2025

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# Master Agreement for Joint Employment of Agency Workers

(April 2025 revision)

## 1. Definitions and Interpretation

In this Agreement the following words and phrases have the following meanings.

1. 'the Agency' means the person or company so named on the front page of this Agreement.
2. 'Agency-Hirer Contract' means a contract between the Agency (acting for itself and on behalf of PPL) and a Hirer for the performance of an Assignment by a Jointly-employed Worker for the benefit of a Hirer.
3. 'Agreement' means this Master Agreement.
4. 'Assignment' means
  1. an assignment to be performed by a Jointly-employed Worker, for the benefit of a Hirer, in accordance with this Agreement, and
  2. 'assignment' as defined by AWR regulation 2.
5. 'Assignment Proposal' means a proposal in the form which appears at the Appendix D 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 where the context requires:
  1. Agency Worker - regulation 3
  2. Hirer – regulation 2
  3. Qualifying Period - regulation 7
  4. Temporary Work Agency (also referred to in this Agreement as a 'TWA') – regulation 4.
7. '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.
8. 'EAA' means the Employment Agencies Act 1973.
9. 'Employment Income' has the meaning given to it by the Income Tax (Earnings and Pensions) Act 2003.
10. 'Employment Costs' means such costs as an employer may be legally obliged to pay in relation to a Jointly-employed Worker including (without limitation) in respect of
  1. PAYE tax and employers and employees National Insurance Contributions,
  2. Employer's NIC, Apprenticeship Levy, and pensions auto-enrolment contributions,

3. Statutory Sick Pay
  4. Statutory benefits or payments such as Statutory Maternity Pay, Paternity pay
  5. Paid leave entitlement accrued whilst absent due to illness or on maternity leave
  6. Pension contributions under the Pension Act,
  7. The Health and Social Care Levy, and
  8. The Apprenticeship Levy,
  9. Any shortfall between the holiday pay entitlement included within gross wages and holiday pay entitlement calculated under the Working Time Regulations.
11. 'Gross Wages' means the total sum, including payment on account of holiday entitlement, due to the Jointly – employed worker for services supplied during the relevant pay period.
  12. 'the Hirer' (in addition to the meaning under clause 1.6.2 above) means the person or company for whose benefit the Worker's services are provided, as specified in an Assignment Proposal.
  13. 'Jointly-employed Worker' means an individual who is jointly employed by the parties pursuant to this Agreement.
  14. 'PPL' means People PAYE Limited.
  15. '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.
  16. 'Worker' means an individual Work-Seeker, who wishes to work / work as an Agency Worker for the benefit of a Hirer.
  17. The headings in this Agreement are for convenience only and are not intended to have any legal effect.
  18. 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 this Agreement) and all subordinate legislation made (before or after this Agreement) under it from time to time

## **2. Introductory**

1. The Agency is an Employment Business and a TWA, and its primary 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.
2. PPL has expertise in managing employment relationships, human resources and administering payroll and related activities; save as and to the extent envisaged by this Agreement, PPL does not generally itself provide Work-Finding Services to such Workers. However PPL has the ability and functionality to supply Work-Finding Services where required.
3. The parties wish to enter this Agreement, pursuant to which:
  1. Workers will register with the Agency in order to seek Assignments, and the Agency will (acting for itself and, to the extent those Workers agree with the Agency and PPL as joint employers to perform an assignment on a joint employment basis, as agent for PPL) seek Assignments for such Workers
  2. On a Worker being offered (and indicating a wish to accept) an Assignment on a joint employment basis, the Agency may (but shall not be obliged to) provide PPL with an Assignment Proposal in order to introduce the Worker to PPL,

with a view to the parties jointly employing the Worker; additionally, there may be occasions when a Worker who is already a Jointly-employed Worker may be offered a further Assignment.

3. PPL may (but shall not be obliged to) agree to the parties jointly employing the Worker, and if it does agree, it will offer (acting for itself and as agent for the Agency) the Worker a joint employment contract, in terms agreed from time to time between the parties, together with an Employee Assignment Schedule in respect of the Assignment. On acceptance of such an offer the Worker shall be Jointly-employed by the parties;
  4. Jointly-employed Workers will be deployed on Assignments;
  5. As between (a) the parties and (b) each Jointly-employed Worker, the parties will carry joint and several responsibility for discharging the responsibilities of employer liabilities and regulatory responsibilities and liabilities (including under the EAA and Conduct Regulations);
  6. As between the parties themselves, the various Employer-related responsibilities and liabilities and regulatory responsibilities and liabilities (including under the EAA and Conduct Regulations) in relation to each such Jointly-employed Worker will be apportioned between them as provided by this Agreement; and
  7. The parties will act as agents for each other on the basis set out in Appendix A to this Agreement.
4. In relation to all such arrangements, the capacity in which each party will act for the purposes of the EAA and Conduct Regulations shall be that of an Employment business.
  5. Either party may terminate the relationship constituted by this Agreement 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 this Agreement shall have no effect on any Jointly-employed Worker's employment, and notwithstanding termination, the relationship constituted by this Agreement shall remain in force so far as necessary for the duration of any Jointly-employed Worker's employment
    2. Termination of any Jointly-employed Worker's employment shall not operate so as to terminate the relationship constituted by this Agreement.
  6. This Agreement constitutes the entire agreement(s) between the parties relating to its subject matter and supersedes any earlier agreement between them; any such earlier agreement is hereby terminated by mutual consent.
  7. This relationship between the parties is not exclusive; PPL is and remains at liberty to also provide services (including similar services) to, and to enter similar arrangements with, third parties, and the Agency is and remains at liberty to engage services (including similar services) from, and to enter similar arrangements with, third parties.
  8. For regulatory purposes both 'The Agency' and PPL will operate as employment businesses under the Conduct of Employment Agencies Act 1973 and the Employment Businesses Regulations 2003 (as amended) and subject to enforcement of that by the Employment Agencies Standards Inspectorate, now part of the UK Governments' Department of Business, Energy and Industrial Strategy.

### **3. Roles and Responsibilities (as between the parties) of the Agency (See Appendix B)**

1. The Agency warrants covenants and undertakes that in relation to responsibilities, obligations and liabilities either or both of the parties may have in law or under any contract with the Hirer, as between the parties on the one hand and any other person (including the Hirer and/or Worker and/or any relevant authority or regulator) on the other the Agency shall:
  1. select a suitable Worker for an Assignment, and make all relevant disclosures to PPL and to the Worker under the Conduct Regulations, including:

1. the Position and the nature of the work to be done
  2. details of any necessary experience, training, qualifications and authorisations
  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
  8. the gross hourly/daily rate for each specific assignment and where required the full value of contract irrespective of hours worked with payment terms and
  9. the actual hours worked in any assignment payroll period;
2. ensure compliance with the requirements of the Conduct Regulations generally;
  3. carry out identity checks and 'right to work' checks, in relation to each Worker; and
  4. ensure that, in relation to each Worker, the Worker Pay Rate is sufficient to comply with National Minimum Wage Act requirements and the pay parity provisions in regulation 5 of AWR.

2. In relation to any Assignment the Agency shall for itself and as agent for PPL:

1. contract with the relevant Hirer for the finding and supply of the relevant Jointly-employed Worker, on such terms (consistent with this Agreement) as it thinks fit
  2. manage such contracts, including invoicing and collection
3. The Agency shall not and shall ensure that the relevant Hirer does not pay any remuneration or expenses in respect of any Jointly- employed Worker other than via payroll pursuant to clause 4.4.1.
4. The Agency shall:
1. promptly from time to time, and upon request by PPL, pay to PPL sufficient funds to enable payment by PPL of all Gross Wages due to the Jointly-employed Workers together with the contribution from time to time agreed to be made by the Agency to the Employment Costs of the Jointly-employed Workers.
  2. comply with all relevant legal and/or contractual obligations which are binding on the Agency in relation to the Assignment, and (without prejudice to the Agency's primary responsibility for compliance in relevant areas specified in this Agreement on behalf of itself and on behalf of PPL) shall provide PPL with such information as PPL may reasonably request to enable PPL to do likewise.
  3. provide promptly from time to time all such information and cooperation as PPL may (without prejudice to the Agency's primary responsibility for compliance in relevant areas specified in this Agreement on behalf of itself and on behalf of PPL) reasonably require, for the proper performance of this Agreement, and the management of Jointly-employed Workers.
  4. take reasonable steps to ensure that Hirers verify all time actually worked by Jointly-employed Workers
  5. 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.

5. Where a claim arises as a result of the failure by the Agency to properly discharge its responsibilities under clauses 3.1-3.4 above the Agency agrees to indemnify PPL against all losses, claims, awards, fines, penalties, orders, interest and costs incurred by or issued against PPL by virtue of its position as joint employer and/or in relation to the Assignment.

#### **4. Roles and Responsibilities (as between the parties) of PPL (See Appendix B)**

1. PPL shall

1. respond promptly to any Assignment Proposal from the Agency; and
2. administer contractual aspects of the engagement process, in relation to each prospective Jointly-employed Worker.

2. PPL warrants covenants and undertakes that in relation to responsibilities, obligations and liabilities either or both of the parties may have in law or under any contract with the Worker, as between the parties on the one hand and any other person (including the Hirer and/or Worker and/or any relevant authority or regulator) on the other PPL shall:

1. operate payroll on behalf of the parties as joint employers in respect of all Jointly-employed Workers, including (subject to being put in funds by the Agency) the disbursement on behalf of both parties of all sums due by way of:
  1. Gross Wages, to Jointly-employed Workers and Employment Costs thereon; and
  2. Statutory benefits or payments such as SSP/SMP/PP, related paid leave entitlement accrual and Employment Costs thereon;
2. ensure that all remuneration paid to Jointly-employed Workers is paid and taxed as Employment Income;
3. provide the functionality customarily associated with an HR and payroll department, in relation to all Jointly-employed Workers;
4. manage and administer any claims that may be made by or in relation to any Jointly-employed Worker;
5. comply with all relevant legal requirements which are binding on PPL in relation to its role as employer of the joint employer, and (without prejudice to the PPL's primary responsibility for compliance in relevant areas specified in this Agreement on behalf of itself and on behalf of the Agency) to provide the Agency with such information as the Agency may reasonably request to enable the Agency to do likewise; and
6. provide promptly from time to time all such information and cooperation as the Agency may (without prejudice to the PPL's primary responsibility for compliance in relevant areas specified in this Agreement on behalf of itself and on behalf of the Agency) reasonably require, for the proper performance of this Agreement, and the management of Jointly-employed Workers. This may include the passing of messages from clients about performance issues relating to Workers

3. Where a claim arises as a result of the failure by PPL to properly discharge its responsibilities under clauses 4.1 and 4.2 above PPL agrees to indemnify the Agency against all losses, claims, awards, fines, penalties, orders, interest and costs incurred by or issued against the Agency by virtue of its position as joint employer and/or in relation to any Assignment;

4. The Agency acknowledges and agrees 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. Without prejudice to the foregoing acknowledgment PPL will maintain and pay for its own employers' liability and public liability insurances, but for the avoidance of doubt shall not carry insurances relating to particular assignment (such as medical malpractice/driver's negligence), the Agency shall procure the same for both parties.

#### **5. Residual liabilities**

1. The parties both acknowledge that, as between the parties, it is the Agency's sole responsibility to satisfy itself on all matters relating to the suitability of a work-seeker or Jointly-employed Worker for the performance of an Assignment.
2. To the extent that the parties have liabilities in relation to their positions as employment businesses relating to a work-seeker or joint employers of the Jointly-employed Workers, and that such liabilities are otherwise not specifically allocated by this Agreement:
  1. where such liability is directly attributable to the negligent or wrongful act or omission of a party, such party shall bear the ultimate burden of such liability to the extent an insurance payment under insurance arranged pursuant to this Agreement does not cover the same;
  2. otherwise, the parties shall bear the ultimate burden of such liability equally between them.
3. Each party (the first party) shall indemnify the other (the second party) against all losses, claims, awards, fines, penalties, orders, interest and costs incurred by or issued against the second party by virtue of its position as employment business and/or joint employer and/or in relation to the Assignment to the extent such losses, claims, awards, fines, penalties, orders, interest or costs are a direct or indirect result of any negligent or wrongful act or omission of the first party.

## 6. Payment

1. The Agency will pay to PPL all sums paid on behalf of both parties pursuant as Gross Wages, plus a contribution towards the Employment Costs for the Jointly-employed Workers under calculated as X% of the Gross Wages\*. Such contributions may be requested on each occasion monies are required to be paid pursuant to clause 4.2 and shall be payable **in accordance with the Payment Terms.** (\*See Appendix C)
2. In addition to the payment due for Gross Wages under clause 6.1 above PPL will be entitled to submit a VAT invoice in relation to non-disbursed Employment Costs incurred in order to fulfil its obligations under clause 4 above. This VAT element will be calculated as no more than 5% of the Gross Wages. The percentage which is subject to VAT will be reviewed annually, please check invoices for the current chargeable rate.
3. Annually in April PPL will (subject to clause 6.6) reconcile the payments made by the Agency on account of employment costs paid pursuant to clauses 4.2.1 above with the sums actually paid out or incurred in respect of the jointly employed workers. Where the amount paid by the Agency on account exceeds (subject to clause 6.6) the actual amounts expended by PPL the excess will be refunded to the Agency subject to the deduction of any amounts paid out for insurance claims and tribunal claims under clauses 4.2.4 and 4.2.5. Where the amount paid out exceeds (subject to clause 6.6) the amount to be repaid the shortfall will be set against any excess due in subsequent years until such time as the shortfall is recovered.
4. Where an Agency terminates this agreement and there is a shortfall amount payable under clause 6.3 above PPL will be entitled to be paid on demand any sums due under clause 6.3 above and the Agency agrees that it will pay any such sum within 14 days of receipt of the relevant demand.
5. The parties agree that, pursuant to guidance in paragraph 3.2 of VAT Notice 700/34, where staff are jointly employed there is no supply for VAT purposes between the joint employers. PPL will not charge VAT in respect of the payments received under clause 6.1 above. However, should any relevant authority determine that more VAT should be charged in respect of sums paid to PPL by the Agency (including if HM Revenue & Customs alter the guidance or obtain a declaration that all or part of the services for which the payments are made is or should be subject to VAT) the Agency agrees that PPL will be entitled to terminate this agreement forthwith.

6. The parties acknowledge that in relation to the calculation of the NICs and certain other elements of employment costs, such costs may not fall easily to be expressed as a fixed % of Gross Wages or the like including without limitation where a lower or no % applies to certain levels of payment. As such the parties agree that when a % is expressed as the amount to be paid in respect of an employment cost that % is the sum that shall be paid even if the exact amount of relevant employment cost is different.

## **7. Intellectual Property Rights**

1. To the extent 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 may vest in PPL as joint employer of the Jointly-employed Workers, such rights are hereby assigned by way of future assignment of copyright by PPL to the Agency, and PPL will cooperate with any reasonable requirements as to formal assignment of such rights.

## **8. 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 this Agreement 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 which enters the public domain without fault of that party.

## **9. Limitation and Exclusion**

1. 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, and 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 this Agreement, in excess of £1,000,000.
2. Notwithstanding the generality of the above, each party expressly excludes liability for consequential loss or damage of any kind, or for loss of profit, business, revenue, goodwill or anticipated savings.
3. Neither party excludes or limits 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.
4. The limitation in clause 9.1 shall not apply to sums due to PPL under clause 3.4.1

## **10. 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.

## **11. Bribery Act 2010**

1. Each party confirms that it has not offered or given or agreed to give to any person employed by or connect with 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 it into this Agreement.
2. Each party undertakes to the other 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 other, it will confirm in writing that it has complied with its undertakings under this provision and will provide any information reasonably requested by the other 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.

## **12. Modern Slavery Act 2015**

1. In performing its obligations under this Agreement, each party 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;
4. and 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.

## **13. Anti-Facilitation of Tax Evasion**

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

1. not engage in any activity, practice or conduct which would constitute either:
  1. a UK tax evasion facilitation offence under section 45(5) of the Criminal Finances Act 2017; or
  2. 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
  1. to prevent the facilitation of tax evasion by another person (including without limitation employees of PPL) and
  2. to ensure compliance with clause 13.1.1;
3. promptly report to the other 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 other's request, provide the other 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 other may reasonably require in order to undertake risk assessments to ensure that the other is not itself facilitating tax evasion pursuant to the Criminal Finances Act 2017.

2. Each party shall ensure that any person associated with it 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 it in this clause (Relevant Terms). Each party shall be responsible for the observance and

performance by such persons of the Relevant Terms, and shall be directly liable to the other 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 a party includes [but is not limited to] any subcontractor of that party.

#### **14. Bribery and Corruption**

1. Each Party confirms that it has not offered or given or agreed to give to any person employed by or connected with the other Party 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 into this Agreement.

2. Each Party undertakes to the other 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.

#### **15. Modern Slavery Act**

In performing its obligations under this Agreement, each Party 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.

## **16. 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.

## **17. Disputes generally**

1. In this section, for the avoidance of doubt
  1. 'dispute or difference' does not include default; and
  2. 'default' includes failure to pay any sum by the due date, unless grounds of dispute have been expressly notified in writing to the other party; and
  3. nothing in this section shall prevent any party from immediately seeking injunctive or other equitable relief, including termination, from any court having competent jurisdiction.
2. In the event of any dispute or difference arising between the parties in connection with this Agreement, the parties shall attempt between their respective Operational Managers to resolve such dispute or difference in good faith and without recourse to legal proceedings.
3. If the parties are unable to resolve such dispute or difference within five (5) Working Days of initial discussions between the parties taking place, either party may request the other in writing that the matter be referred to senior representatives of the parties with authority to settle the dispute, who shall attempt to resolve the dispute within ten (10) Working Days of the written request to do so.

## **18. Alternative Dispute Resolution**

1. if the dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation, before resorting to arbitration, litigation, or some other dispute resolution procedure.
2. Any such mediation shall be administered by Centre for Effective Dispute Resolution (CEDR) in accordance with the CEDR Model Mediation Procedure, and unless otherwise agreed between the parties, the mediator will be nominated by CEDR.
3. If the parties do not succeed in settling the dispute within a period of 30 days following referral to mediation, then, upon notice by either party to the other, the dispute shall be referred to arbitration in accordance with clause 17.
4. Notwithstanding the referral of a dispute under this clause 16, the parties shall continue to perform their respective obligations under this Agreement.

## **19. Arbitration**

1. Any dispute between the parties relating to this Agreement including any question relating to its existence, validity or termination, may at the option of either party be referred to a single arbitrator.
2. If the parties fail to agree on an arbitrator within a reasonable time the President of the Chartered Institute of Arbitrators shall on the request of either party, make the appointment.
3. Any arbitration shall be conducted in London under the provisions of the Arbitration Act 1996 and the costs and expenses of any arbitrator agreed or appointed shall be borne by such of the parties and in such proportions as the arbitrator may determine, failing which the costs shall be borne equally by both parties.

4. The parties agree that any dispute arising out of or in connection with this Agreement referred to an arbitrator under this clause shall be finally resolved by that arbitration.
5. Notwithstanding the referral of a dispute under this clause 17, the parties shall continue to perform their respective obligations under this Agreement.

## **20. 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. 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).

## **21. Miscellaneous**

### **1. No agency**

For the avoidance of doubt, the relationship between the parties is solely commercial. Save to the extent expressly stated otherwise in this Agreement nothing in this Agreement is intended to or shall be deemed to constitute any party the agent of another party, or authorise any party to make or enter into any commitments for or on behalf of any other party. Save to the extent expressly provided, neither party (a) is or shall be liable for the other's acts defaults or omissions, or (b) has authority to bind the other. Each party confirms it is acting on its own behalf and not for the benefit of any other person.

### **2. Contracts (Rights of Third Parties) Act 1999**

No third party rights are intended to be conferred or created by this Agreement.

## **22. 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.

### **1. Waiver**

Failure or neglect by either party at any time to enforce any term of this Agreement 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.

### **2. Severability**

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

### **3. Force Majeure**

1. If either party 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 this Agreement arising from or attributable to acts, events, omissions or accidents beyond the reasonable control of such party.

#### 4. Law

This Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales, and any questions arising shall, subject to clause 17, be dealt with only by the Courts of England and Wales.

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# Appendix A

## Agency roles and responsibilities of the parties

1. The parties agree that they will for the purposes of, and to the extent expressly contemplated by, the Agreement to which this is an Appendix (the "Agreement") act as agent for the other.
2. Each party shall not have authority to, and shall not attempt or purport to, represent or bind the other party save for the purposes of, and to the extent expressly contemplated by, the Agreement.
3. In particular the parties agree that
  1. the Agency shall have authority to act as agent for PPL as follows:
    1. Entering into, and complying with, agreements relating to the supply of work-finding services and the supply of Workers to Hirers
    2. Manage such agreements, including invoicing and collection
    3. Compliance with the EAA and Conduct Regulations
  2. PPL shall have authority to act as agent for the Agency as follows:
    1. Entering into, and complying with, agreements relating to the employment/engagement of Workers for on-supply to Hirers
    2. Compliance with employment obligations relating to such Workers
    3. Termination the employment of such Workers.
3. The Agency is obliged to send an addendum in the form of Appendix E to each Hirer relating to the joint arrangements set out in the agreement, and joint basis of supply.



## Appendix B - Joint-Employment Responsibilities and Indemnities

Responsibility	People	Agency	Principle Liability	Indemnity
Right to work checks	✓	✓	Both	A-P
Identity checks		✓	A	A-P
Qualification checks		✓	A	A-P
Experience requirements		✓	A	A-P
Reference requirements		✓	A	A-P
Work finding services (Find assignments)		✓	A	A-P
Check AWR requirements		✓	A	A-P
Obtain other personal info	✓		P	P-A
Issue personal illustration	✓		P	P-A
Issue employment contract	✓		P	P-A
Issue Data Processing info and obtain consent	✓		P	P-A
Issue assignment		✓	A	A-P
Issue and receive Time sheets		✓	A	A-P
Send schedule to People PAYE		✓	A	A-P
Invoice Hirer for salary costs and uplift + Agency mark up + VAT where applicable		✓	A	A-P
Receive payment from Hirer		✓	A	A-P
Pay People PAYE salary and employment costs		✓	A	A-P
Deal with timesheet issues		✓	A	A-P
Obtain Insurances EL & PL for employees	✓		P	P-A
Calculate and retain Er's NI, Pension, App levy	✓		P	P-A
Calculate and retain Holiday pay	✓		P	P-A
Calculate, deduct and retain Ee's PAYE, NICs and pension	✓		P	P-A
Submit RTI information	✓		P	P-A
Make payments to HM Revenue & Customs for deductions & App levy	✓		P	P-A
Administer Employers Pension scheme	✓		P	P-A
Make pension payments	✓		P	P-A
Source and administer employee benefits package	✓		P	P-A
Administer holiday pay	✓		P	P-A
Administer and pay SSP / SMP / etc	✓		P	P-A
Deal with Employee HR and pay queries	✓		P	P-A
Manage employment disputes	✓		P	P-A
Issue P60 & P45	✓		P	P-A

PLEASE NOTE: Both parties are jointly and severally liable for all responsibilities. Indemnity 'A-P' means that Agency indemnifies People in relation to relevant matters and 'P-A' means People indemnifies the Agency in relation to relevant matters contained within these terms. These terms are correct at the time of issue and may be subject to change.

## Appendix C – True Employment Costs

This document is subject to change in line with statutory costs, crown liabilities, pension increases and all other legally required changes such as NMW, NLW, tax thresholds, or where specifically agreed otherwise.

Employment Cost Bandings		
Taxable Weekly Salary (incl. holiday pay)		
From	To	Uplift Value
£0.00	£169.99	7.50%
£170.00	£199.99	9.25%
£200.00	£249.99	11.75%
£250.00	£349.99	14.25%
£350.00	£449.99	15.25%
£450.00	£549.99	15.75%
£550.00	£649.99	16.00%
£650.00	£749.99	16.50%
£750.00	£899.99	17.00%
£900.00	£1,500.00+ *	17.50%

\*There will be marginal increases after £1,500.01 up to a maximum of 19%

### What are the Employment Cost Bandings?

#### Definitions:

**Taxable Weekly Salary Rate:** This is the rate (subject to NMW and inclusive of holiday pay) that you agree with the worker.

**Uplift:** This is the % (or fixed cost) that we apply over the **taxable weekly salary** for the worker. Calculated per contractor per week to cover all statutory payments and other employment costs.

#### How does this work?

People Group Services jointly employs the worker with you and takes on paymaster and other responsibilities. People Group Services is the employer of record, meaning that we take on responsibilities for all associated employment costs (Employers National Insurance 13.8%, Employers Pension Contributions 3%, Apprenticeship Levy 0.5%) and other statutory liabilities, as well as required employment insurances, accountancy charges for running the payroll and associated bank transaction charges.

*(figures correct at time of writing)*

#### For example:

Your contractor works for 32 hours @ £10 per hour = £320 + 14.25% uplift = £365.60 invoice value

Your contractor works for 15 hours @ £14 per hour = £210 + 11.75% uplift = £234.68 invoice value

The difference between the taxable gross and the invoice value is enough for us to cover all statutory employment related costs and all operational costs. Statutory employment liabilities will not be subject to VAT whereas other operational costs (insurances, payroll overheads etc) will be subject to VAT. At present 3.5% of the uplifted invoice value will be subject to the addition of VAT

**APPENDIX D - SKELETON ASSIGNMENT PROPOSAL**

To Master Agreement between People PAYE Limited and [agency] for the Supply of Jointly Employed 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 People PAYE, without cause)	<i>7 days</i>
Restrictions	<i>6 months</i>
Position	
Agency Pay Rate / Gross wages	<i>£[] per hour, £[] per day</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.</i>
Workplace Status (temporary workplace?) <i>(for completion by People)</i>	
Previous work for Hirer	<i>Agency confirms that Worker has not previously worked in this role for this Hirer</i>
People PAYE fee basis	<i>A % of each invoice</i>
Signed for People PAYE Limited	
Signed for [Agency]	
Date:	

People PAYE Limited (Company No. 11098037, VAT No. 284102326) is one of the People Group of companies. Other group companies:

People Group Services (Company No. 11570329 VAT No. 305131359)  
People Compliance Limited (Company No. 11570398, VAT No. 305178616)

People Engage Limited (Company No. 11570346, VAT No. 305134448)  
People Complete Limited (Company No. 11570386, VAT No. 305198118)

**ALTERNATIVE SKELETON ASSIGNMENT PROPOSAL**

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

Name of Worker	
Worker contact details	
Agency Name	
Hirer Name	<i>As notified from time to time by Agency</i>
Hirer Address	<i>As notified from time to time by Agency</i>
Assignment Start Date	
Assignment End Date	<i>Until terminated by notice</i>
Assignment Hours of Work	<i>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</i>
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 People PAYE, without cause)	<i>7 days</i>
Restrictions	<i>6 months</i>
Position	<i>As notified from time to time by Agency</i>
Agency Pay Rate / Gross Wages	<i>As notified from time to time by Agency</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.</i>
Workplace Status (temporary workplace?) <i>(for completion by People)</i>	
Previous work for Hirer	<i>Agency confirms that Worker has not previously worked in this role for this Hirer</i>
People PAYE fee basis	<i>A % of each invoice</i>
Is the Worker engaged by People PAYE as an employee (contract of service), or as a worker (contract for services)?	<i>Contract of service (employee) / contract for services (worker)</i> <i>(delete as applicable)</i>
Signed for People PAYE Limited	
Signed for [Agency]	
Date:	

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People Engage Limited (Company No. 11570346, VAT No. 305134448)  
People Complete Limited (Company No. 11570386, VAT No. 305198118)

## **Appendix E - Addendum from Agency to Hirers**

### **Addendum Staffing Company Agreement with Hirers re Joint employment**

To: [Name of hirer company]

Date: [ ]

Dear [ ],

We refer to the agreement between ourselves for the supply of contingent workers dated [ ] (the "Agreement")

We are writing to confirm that all contingent workers supplied to you by ourselves will be jointly employed by ourselves and People PAYE Limited ("PPL") as joint employers under a contract of service (contract of employment).

All payments to the workers will be subject to deductions at source on a PAYE basis, which PPL will administer on behalf of the two joint employers.

We and PPL are each the employer of each relevant worker, and jointly and severally liable to the worker for all employer obligations. If the worker has any problem, which we are sure that he or she will not, then he can bring a complaint against either or both of the joint employers.

We and PPL are in turn also joint suppliers to you under the Agreement and to the extent PPL are not a party for those purposes to the Agreement this addendum serves to amend the Agreement to effect that. That means that PPL is jointly and severally liable with us to you in respect of all recruitment services and supply arrangements. In other words, if you have a problem with the recruitment and supply to you of workers under the Agreement, which we are sure that you will not, then you can bring a complaint against either or both of the joint employers.

For regulatory purposes both PPL and us will operate as employment businesses under the Conduct of Employment Agencies and Employment Businesses Regulations 2003 and subject to enforcement of that by the Employment Agency Standards Inspectorate – now part of BEIS.

We consider that the joint employment relationship is beneficial to all parties and enables us, as your supplier, to ensure full supply chain compliance and avoids a lot of the problems with the use of umbrella workers .

To the extent the Agreement contains any provision which is in conflict with or contradicts any provision of this letter this letter shall serve to amend the Agreement to permit the matters described in this letter.

Signed.....

[Staffing Company name] for itself and as agent for PPL