



"STRIVING TO EXCEED CLIENT EXPECTATIONS"



CALL NOW ON:

0808 155 6985

H 16 Leatherhead Enterprise Centre, Randalls Way, Leatherhead, Surrey, KT22 7RY

Tel: 0808 155 6985 Fax: 0808 166 6986

TEMPORARY STAFF

CONTRACT FOR SECURITY SERVICES

Sub-Contractors Name

Address:

.....

1. You are hired on the understanding that you are a self employed subcontractor and are therefore responsible for declaring all income received from Security 3 Services Limited, ensuring that your National Insurance and Income Tax contributions are submitted to the correct authorities.
2. a) You will be paid by BACS bi-weekly in arrears no later than 10 days after the last working day of the bi-week.
b) You will be paid by BACS monthly in arrears approximately 15 days after the last day of the previous month, for any work designated to be an 'event'.
3. Fee rates will vary and depend on the assignment offered. The Subcontractor has a choice to refuse the assignment.
4. No payment shall be made without submission of an invoice. The invoice must clearly state the Subcontractors name, address, the amount, if VAT register the VAT number and amount. If any information is missing from the invoice this will result in payment being delayed.
5. The Subcontract shall where applicable provide Security 3 Services Limited with a copy of your VAT certificate.
6. As a Subcontractor you are hired on a job to job contract, which commences on the first day of each week. This will be renewed automatically, unless a breach of contract has occurred, of which the outcome could be termination of your contract.
7. Security 3 Services Limited cannot prevent you as a self - employed subcontractor from working for other employers.
8. The Subcontractor is allowed to sub-contract the work providing Security 3 Services Limited is notified at least 7 days in advance. Security 3 Services Limited will confirm that this is acceptable in writing.
9. You acknowledge that you are not an employee of Security 3 Services Limited and are not entitled to any sick pay, pension, health or life insurance, holiday pay or any other benefits afforded to an employee.



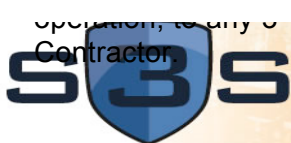
"STRIVING TO EXCEED
CLIENT EXPECTATIONS"



CALL NOW ON:

0808 155 6985

10. Security 3 Services Limited shall upon request provide details of monies paid to the Subcontractor by Security 3 Services Limited to the Inland Revenue, Customs & Excise or other government agencies.
11. This agreement covers each assignment you undertake. No contract for services shall exist between Security 3 Services Limited when you are not engaged on an assignment. The contract will therefore automatically terminate at the end of each assignment and recommence when you take up a new assignment.
12. Nothing in this agreement shall constitute or be constructed as constituting or establishing any partnership or joint venture between the parties for any purpose whatsoever.
13. You will be required to be screened by Security 3 Services Limited to the requirements British Standard 7858 (Security screening) over the last 5 years.
14. If during your contract with Security 3 Services the Sub-Contractor is cautioned or convicted of a criminal offence, including motoring offences and pending actions Security 3 Services Limited must be informed of this immediately.
15. The Sub-Contractor shall notify Security 3 Services immediately of anyone having their SIA license withdrawn. Under no circumstances must a sub-contractor provide security services without a valid SIA licence.
16. Security 3 Services shall carry the following insurance whilst the Sub-Contractor is working on a Security 3 Services contract for the following £10, 000000 (Ten million pounds) employers liability and a minimum of £5 million (Five million pounds) public liability.
17. The Sub-Contractor shall provide Security 3 Services Limited with an invoice every 4 weeks no later than 3 days after the last working day in the last week. Failure to provide this on time will result in payment not being made.
18. The Sub-Contractor is responsible for providing their own uniform (except a tie), the uniform shall comply with Security 3 Services policy and/or described in the venue policies.
19. The Sub-Contractor is required to give Security 3 Services at least 24 hours notice if you are unable to attend a shift assigned. If you fail to turn up for a shift for whatever reason without giving notice you will be deducted the amount paid to you for one shift, and incur any extra costs that Security 3 Services incurred as a result of the Sub-Contractor not notifying Security 3 Services.
20. If the Sub-Contractor is more than 5 minutes late for the agreed assignment start time, Security 3 Services shall deduct one hours pay from the Sub-Contractors pay for each occasion.
21. By signing this agreement the Sub-Contractor agrees not to disclose any confidential information about the customer, venue, customers staff or Security 3 Services



"STRIVING TO EXCEED CLIENT EXPECTATIONS"

CALL NOW ON:

0808 155 6985



Security 3 Services Limited Code of Conduct

1. All incidents in which you become involved must be brought to the attention of the person in charge of the premises and the head door supervisor without delay. An Incident Report must be filled out.
2. You MUST always co-operate fully with police officers acting in the lawful execution of their duties. You should always allow the lawful access of Police, Fire officers and Local Authority representatives to licensed premises.
3. Always try to resolve conflicts without using force. Force should only be used as a last resort and then only the minimum force necessary to restrain or eject any person.
4. You must never carry or use any form of weapon in the course of your duty.
5. Every Door supervisor should be aware of the evacuation procedures and the position of fire points and first aid stations in the venue.
6. You must give assistance to any person within the premises who is injured, distressed or in need of help.
7. You should take steps to control the number of persons admitted to the venue to prevent overcrowding, in line with fire regulations and as instructed by the Duty Manager or Licensee.
8. You must not drink alcohol whilst on duty, or be seen to smoke, eat or use a mobile phone in public view.
9. You will not other than in the pursuit of your normal duties interact with any member of the Public. You should not entertain or spend time with friends or family whilst you are on duty.
10. You should not take any member of the public into any non public areas. You should give Consideration concerning admissions of persons suspected of being under age or under the Influence of drink or drugs. The final decision will always lies with the licensee or his Designated representative.
11. You must display your SIA registration badge on the outside of your clothing at all times whilst on duty.
12. DRUGS and/or ILLEGAL SUBSTANCES: Any Door Supervisor found to be supplying or condoning the supply of any illegal substances or failing to report their use or supply in the venue will be dismissed instantly.

Failure to comply with Security 3 Services code of conduct may result in dismissal.

This code in no way removes or overrides the responsibilities of the licensee.

I HAVE READ AND UNDERSTOOD THE ABOVE TERMS & CONDITIONS AND CODE OF CONDUCT AND AGREE TO ALL SECTIONS AND SHALL & MAINTAIN THE ABOVE REQUIREMENTS WHEN WORKING ON ANY SECURITY 3 SERVICES CONTRACT.

PRINT NAME..... SIGNATURE.....

DATE



"STRIVING TO EXCEED
CLIENT EXPECTATIONS"



CALL NOW ON:

0808 155 6985