

TEMPORARY EMPLOYMENT AGREEMENT

STRICTLY FOR USE IN CONTRACT PERIODS UP TO 3 MONTHS ONLY

Employment Rights Act 1996

The parties to the contract are:

Company: _____

Address: _____

Post Code: _____

AND

Temporary Employee: _____

Address: _____

Post Code: _____

1 General

1.1 You are appointed to the position of _____ and your place of work is at the Company address above. As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required in line with your general level of responsibility within the organisation.

1.2 Date of commencement of temporary employment to be _____

1.3 Your employment is temporary and is not intended to be permanent. The employment period will end on _____
This contract will expire as follows if either:

- (a) during the course of the contract **1 weeks notice** is given by either side, or
- (b) on the specified end date, as stated above, unless previously terminated in accordance with the provision (a) above, or
- (c) should gross misconduct or gross negligence occur.

2 Pay and Hours of Work

2.1 The hourly rate of your position is £ _____

2.2 You may be required from time to time to work overtime, which is payable at a determined rate of £ _____

2.3 Your normal working hours are: Monday to Friday from _____ to _____

2.4 The Company reserves the right to vary these starting and finishing times temporarily whilst not increasing your overall working week of _____ hours (Max Statutory 48 Hours Working Week)

3 Payment

3.1 You will be paid on a monthly basis by direct credit transfer to your bank or _____
Payment will be on the _____ of the calendar month except when this date falls on a Saturday or Sunday (or Public Holiday) in which case the Company reserves the right to make payment on such an alternative day as close to this date as possible.
The payment will be for the whole calendar month of hours worked and as logged/signed on the Studio Timesheets.

4 Sickness Scheme

4.1 If you are absent from work through sickness or injury, you will be paid according to the Statutory Sick Pay (SSP) Scheme provided you comply with the Company's sick pay requirements.

5 Statutory Leave & Pension Benefits

5.1 Temporary Workers who provide their services on a self-employed tax basis are not entitled to holiday pay or pension scheme benefits.

6 Health & Safety

6.1 The Temporary Employee shall, at all times, abide by the safety rules, regulations and working conditions of the Company and maintain the highest standard of professionalism and workmanship in accordance with Company Policy and Code of Conduct. Should the Temporary Employee be found guilty of contravening the Company's Policies and Procedures, then the Temporary Employee will be disciplined accordingly and the agreement could be terminated immediately.

7 Personal Data

7.1 For the purpose of administration, it is necessary for the Company to hold and process personal data about its employees. Any data supplied by you will be processed in accordance with Data Protection Act 1998 requirements. By supplying data you consent to the Company processing that data for the purpose for which it is supplied. All personal information provided will be securely held and treated in the strictest confidence and will only be used by the Company or disclosed to others for a purpose permitted by law.

7.2 You have the right under the Data Protection Act 1998 to gain access to information that is kept about yourself unless exempted under the Act.

8 Acceptance

I hereby accept the offer of employment on the terms and conditions relating to the job as set out in this contract and statement particulars.

Signed on behalf of the Company _____

Printed Name _____

Dated _____

Temporary Employee _____

Printed Name _____

Dated _____

This is NOT a permanent employment contract and under NO circumstances may it be construed as such.

The Company is NOT liable to register the Temporary Employee for any statutory deductions normally related to Permanent Staff.

The Temporary Employee is hereby notified that should any payments under this contract be considered a taxable income, such payments will be reported to HM Revenue & Customs.

These terms are governed by the law of England & Wales and are subject to the exclusive jurisdiction of the Courts of England & Wales.