
WORKER APPOINTMENT LETTER

PURITY PRODUCTIONS LIMITED

Dear

Re: Contract for Services

I am pleased to confirm the conditions under which we may be able to offer you work:

Nature of Engagement

Work will be offered to you on an "ad hoc" basis as and when there is a requirement for work to be done. You are free to accept or decline such offers of work. You are not guaranteed continuous work and we are under no obligation to offer you further or particular periods of work. If there is a shortage of work our use of your services will cease without payment. No contract shall exist between the company and yourself in the periods between agreed periods of work.

Although you are free to engage in other work, if you already have or are considering any additional work, you should notify us so that we can discuss any implications arising from the current working time legislation.

For the avoidance of doubt, your legal status is that of a "worker". This letter and any attachments, including the Worker Contract for Services General Regulations, do not therefore constitute a contract of employment between you and the company.

Work may be offered to you on an hourly, daily, weekly or other basis. Attendance during periods of work will be as agreed between yourself and the Manager. When you have agreed to attend for work and are unable to do so, you are required to notify us immediately.

The Temporary Worker hereby agrees to the recording and broadcast (or making available to the public) of any part of their participation in an Assignment and hereby grants to the Company all rights, including without limitation copyright and performers' property rights that may or do arise in relation to an Assignment, and hereby gives all consents necessary to enable the Company to make the fullest use thereof without limitation in any and all media (now known or developed in the future) without any additional payment, liability or acknowledgement to the Temporary Worker.

Notification requirements to end an agreed period of work

The company may end an agreed period of work at any time without prior notice or liability. You may terminate an agreed period of work at any time by immediately informing the company.

Payment

Payment will be made at the agreed rate one week or one month (as initially agreed) after submission of your time sheet.

Statutory deductions such as income tax and NI contributions will be made from the payments unless you have confirmed to us in writing you have made other arrangements with the statutory bodies.

Non-submission or incorrectly completed documentation or the absence of appropriate HMRC documentation will result in delayed payment.

Any queries regarding payment should be raised with your Talent Manager

Deductions from pay will be made for overpayments, defective work, damage to company, employees' or workers' property or premises, failure to return any company property which is in your possession or for which you have responsibility and for the additional costs of covering your work should you fail to give the agreed advanced notification to end an agreed period of work. Deductions will be made from the next payment due and/or any monies outstanding at the end of your contract.

Failure to provide us with the correct payment details will result in late payments being made, however if you still have not provided us with your correct details within six months of any assignment finishing then payments will not be made.

Timesheets

If the Temporary Worker is requested to complete time sheets then at the end of each week of an Assignment (or at the end of the Assignment where it is for a period of one week or less or is completed before the end of a week) the Temporary Worker shall deliver to the Company a time sheet duly completed to indicate the number of hours worked during the preceding week (or such lesser period) and signed by an authorised representative of the Client.

Where the Temporary Worker fails to submit a properly authenticated time sheet the Company shall, in a timely fashion, conduct further investigations into the hours claimed by the Temporary Worker and the reasons that the Client has refused to sign a timesheet in respect of those hours. This may delay any payment due to the Temporary Worker. The Company shall make no payment to the Temporary Worker for hours not worked.

For the avoidance of doubt and for the purposes of the Working Time Regulations, the Temporary Worker's working time shall only consist of those periods during which he/she is carrying out activities or duties for the Client as part of the Assignment. Time spent travelling to the Client's premises; and unpaid breaks shall not count as part of the Temporary Worker's working time for these purposes.

Absence

Any absence, for whatever reason, must be reported at the earliest opportunity on the day in question to enable any necessary alternative arrangements to be made. Such notification should be made personally to your Talent Manager. The company does not operate contractual sickness and injury schemes for workers.

Statutory Annual Leave

Your leave year commences on your start date with us.

You are entitled to paid annual leave in accordance with the relevant statutory provisions. For part years of service, entitlement will be calculated on a pro rata basis.

You will not be entitled to any payment for bank holidays or public holidays unless you are actually required to work them or they are taken as part of your statutory annual leave.

Your holiday entitlement will be paid at the rate of 12.07% for hours worked. The holiday element of your payments will be separately identified on your payslip. As holiday payments will be included each time you receive payment, you are strongly advised to set aside and save up the holiday element in order that you have funds to draw on at the time you take holidays.

Uniforms and Property

If the Temporary Worker is provided with a Client's uniform, promotional material and/or any other form of Client or Company property, these must be returned at the end of each day or at the end of the Assignment to an Event Manager or to a person as instructed by the Company.

Where uniforms are provided they must be worn in line with clients requests e.g if a client asks for shirts to be tucked in then this must be carried out.

If there is no Event Manager managing the Assignment then the Temporary Worker will be responsible for the said items and should ensure that the uniforms, kit and remaining promotional material are taken home at the end of the activity.

If the Temporary Worker is unsure as to matters covered by this clause, they must seek the advice of the Company and should not leave such items unattended to.

Health & Safety at Work

Under Health and Safety legislation each individual has a legal responsibility for their own welfare and for the health and safety of others. Any queries you may have relating to health and safety matters should be raised in the first instance with your Manager.

Equal Opportunities

The company provides equal opportunities and is committed to the principle of equality regardless of race, colour, ethnic or national origin, religious belief, sex, marital status, sexual orientation, gender reassignment, age or disability. The company will apply policies that are fair, equitable and consistent with skills and abilities. You have a duty to support us in implementing these policies to ensure equality of opportunity.

Behaviour

During each individual period of work, you will be subject to the rules and procedures contained in the Worker Contract for Services General Regulations. You are responsible for maintaining high standards of work, personal behaviour and conduct. The Manager to whom you are accountable has the authority to suspend or terminate your contract, prior to the conclusion of any agreed period of work, should there be a breach on your part of the relevant standards.

Confidentiality

The Temporary Worker must undertake that he/she will not at any time, whether during the term of this contract or at any time after the termination thereof, divulge any information to any person relating to the Company's private affairs, clients, business or method of carrying on business.

The Temporary Worker shall not at any time divulge to any person nor use for his/her own or any other person's benefit, any trade secrets or any other confidential information that is not in the public domain of the Company or a Client to whom he/she have been assigned to work and which relates to their respective employees, agents, clients, customers, suppliers, business affairs or finances.

If you agree to accept the above conditions, please sign and date both copies of this letter (retaining one for your own reference) and return one copy to me.

Yours sincerely

_____ (for and on behalf of the company)

I have read and understand the conditions relating to this contract and agree to my name and telephone number being included in the company's register of individuals who may be contacted for ad hoc work. I understand that this contract, and any agreed periods of work will not indicate an employment relationship between the company and myself.

Signature: Date:

Print Name:
