

## **SCHEDULE 1: Charges**

The Employment Business calculates the Charges as shown in the table below. The actual charge for the supply of a temporary Resource is set out in the relevant Rates Form:

For Temporary Resources engaged:

(a) directly by the Employment Business; or

(b) through an umbrella company

- the Temporary Resource's hourly rate of pay.
- an amount equal to any paid holiday leave to which the Temporary Worker is entitled in connection with the WTR and, where applicable, the AWR and which is accrued during an Assignment.
- any other amounts to which the Temporary Resource is entitled under the AWR, where applicable.
- employer's National Insurance contributions.
- employers' auto-enrolment pension contributions.
- any travel, hotel or other expenses as may have been agreed with the Client or, if there is no such agreement, such expenses as are reasonable.
- the Employment Business's commission.
- the Apprenticeship Levy.

For Temporary Resources providing their services through a PSC and, the Client has determined that the assignment is Inside IR35.

- the Temporary Resource's hourly rate of pay.
- employer's National Insurance contributions.
- any travel, hotel or other expenses as may have been agreed with the Client or, if there is no such agreement, such expenses as are reasonable.
- for the Employment Business's commission.
- the Apprenticeship Levy.

For Temporary Resources providing their services through a PSC, the Client has determined that the assignment is Outside IR35.

- As agreed, Per Week

## **SCHEDULE 2: Transfer Fees**

### **Where the Conduct Regulations apply:**

(a) The Transfer Fee referred to in clause eight shall be calculated as follows: 10% of the Remuneration payable to the Temporary Resource during the first 12 months of the Engagement or that would be payable if the Engagement were to last 12 months, or if the actual amount of the Remuneration is not known, the Charges multiplied by 300; No refund of the Transfer Fee will be paid if the Engagement subsequently terminates. VAT is payable in addition to any fee due.

(b) The Period of Extended Hire, referred to in clause 8, before the Client Engages a Temporary Resource shall be 12 weeks

### **Where the Conduct Regulations do not apply:**

Where the Conduct Regulations do not apply, the Transfer Fee will be calculated at 10% of the Remuneration payable to the PSC. Where the amount of the Remuneration payable to the PSC is not known, the Transfer Fee will be calculated by multiplying the Charges by 300