



Company Name	Highgrade Recruitment LTD
Document	Contract Policy
Date	March 2020
Version	1

Highgrade Recruitment Ltd adhere to the regulations as set out by HMRC, Recruitment & Employment Confederation (REC) and Business Energy Industrial Strategy (BEIS).

Highgrade are currently using the latest up to date version of the Contract for our workers, issued from REC, which is given before work finding services are engaged. We then provide an Assignment to Details document to the worker and to the Hirer, this is done as soon as work is offered by the hirer. By providing these two documents at the specified time Highgrade will not issue the separate 'Written Statement' document that is also available. A copy of the mentioned Contract and Written Statement is included in this policy.

Under our Terms of Engagement, Highgrade will be acting as an 'Employment Business'. Our candidates will be offered a variety of roles of within the Education sector, including Teacher and support staff roles, employed under a contract for services.

Highgrade will guarantee payment for the hours worked, whether or not we receive payment from a client. Candidates will be informed of their minimum pay rate at time of offering an assignment. When we are able to negotiate an increased rate, this will be confirmed at the earliest possible moment. Candidates will be paid a weekly. Your daily rate will include holiday pay at 12.07%. This will be paid out each week with your pay.

A version of the current contract is enclosed in this Policy.