



Terms & Conditions of Business

1. Interpretation

In these Conditions:

- a) 'Paramount Trades & Labour Ltd' shall mean Paramount Trades & Labour Ltd, which offers to supply Operatives to the Hirer Client. Paramount Trades & Labour Limited is an Employment Business.
- b) 'The Hirer Client' shall mean any person, firm, company, which accepts Paramount Trades & Labour Ltd offer to supply Operatives in accordance with these Conditions.
- c) 'Operative(s)' shall mean any individual or group of individuals supplied by Paramount Trades & Labour Ltd to the Hirer Client pursuant to these Conditions
- d) 'Conditions' shall mean these standard terms and conditions of supply as set out in this document.
- e) 'Hire Period' shall mean the period agreed between Paramount Trades & Labour Ltd and the Hirer Client in respect of each operative requested by the Hirer Client.

2. Commencement and Duration

This Agreement shall commence from the acceptance by the Hirer Client of Paramount Trades & Labour Ltd offer to supply Operatives, whether such acceptance is written or oral.

On acceptance by the Hirer Client, Paramount Trades & Labour Ltd will normally despatch by fax, e-mail, or recorded delivery to the Hirer Client a Confirmation of Agreement, which shall contain the terms and conditions governing the supply of the Operatives. Acceptance of invoices on a contract shall constitute acceptance of the terms of the whole contract unless disputed within 10 days of the invoice date. Such Agreement will continue unless terminated in strict accordance with its terms.

3. Hire Period

- a) Each and every Operative supplied by Paramount Trades & Labour Ltd shall be the subject of an individual Hire Period agreed between Paramount Trades & Labour Ltd and the Hirer Client.
- b) The Hire Period for each and every Operative shall commence at the date, place and time agreed between Paramount Trades & Labour Ltd and the Hirer Client and shall expire on the earlier of:
 - i. the date, place and time, stated in the Confirmation of Agreement, or
 - ii. at expiry of notice of termination given by either party to the other in accordance with Clause 14 below.

4. Minimum Daily Hire Period

Hire Period can be any reasonable length of time agreed in advance by the parties. However, and in the absence of any written agreement to the contrary, such Operatives will be charged based on a minimum of 8 hours multiplied by the agreed hourly rate per Operative.

5. Hourly Charge

- a) The Hirer Client and Paramount Trades & Labour Ltd shall agree a charge per hour for each Operative.
- b) Paramount Trades & Labour Ltd may vary the hourly rate in respect of the agreed Operatives, which shall not be binding until an amended copy of the Confirmation of Agreement has been sent by either fax,

e-mail, or recorded delivery to the Hirer Client. Such variations will thereafter be effective, subject to either party's rights of termination under Clause 14.

6. Time Sheets

- a) Paramount Trades & Labour Ltd weekly accounting period runs from Monday to Sunday (inclusive).
- b) Paramount Trades & Labour Limited's invoices to the Hirer Client and payments to its Operatives are prepared from the Operatives' timesheets on which are recorded the exact hours for each and every Operative.
- c) The Hirer Client shall procure that either it or its authorised representatives inspects and if necessary completes each Operatives' time-sheets:
 - i. weekly in respect of Hire Periods for a week or more, or
 - ii. for Hire Periods of less than one week on the last day of the relevant Hire Period.
- d) In respect of i) or ii), the Hirer Client or its authorised representative shall enter start and end times worked or total amount of hours worked by each Operative and sign each time-sheet, which shall be confirmation that such hours are correct and the work is to the Hirer Client's satisfaction.
- e) In the event of the Hirer Client's failure to strictly comply with Sub-Clauses 6(c) and 6 (d) above Paramount Trades & Labour Ltd may make unverified payments to the Operatives and invoice the Hirer Client accordingly.

7. Payment

- a) Paramount Trades & Labour Ltd shall render an invoice addressed to the Hirer Client at the end of the Hire Period or at the end of the working week, whichever is the earlier for each and every Operative, stating the hourly charge, the Hire Period and the total sum (inclusive of VAT) which is then due and owing.
- b) The Hirer Client shall pay the invoice(s) within fourteen (14) days of the day of receipt and for this purpose time shall be of the essence. Invoices shall be deemed received two days after the date of posting by Paramount Trades & Labour. Paramount Trades & Labour Ltd will accept no query, dispute or claim by the Hirer Client unless made in writing within ten days of the invoice date.
- c) The Hirer Client shall not be entitled to withhold payment by reason of any claim, counter claim, or right of set-off, which he may have nor claim any discount, compensation for levy (including CITB) nor alteration in the price not previously agreed to by Paramount Trades & Labour Ltd in writing.
- d) If any invoice to be paid by the Hirer Client to Paramount Trades & Labour Ltd under this Agreement (in whole or in part) is unpaid for a period of 5 working days after the due date, Paramount Trades & Labour Ltd shall have the absolute right at any time thereafter to withdraw the Operatives forthwith whereupon this Agreement shall then terminate absolutely. However, the obligations of the Hirer Client under this Agreement shall remain in respect of this breach and any other breach under the terms of this Agreement.
- e) In accordance with the Late Payment of Commercial Debts (Interest) Act 1998, we reserve the right to charge interest of 8% above base rate on all of any overdue sums owed by the Hirer Client to Paramount Trades & Labour Ltd. Such interest shall accrue from day to day from the due date until payment is made whether before or after judgment. If overdue invoices are not paid within seven days of the final reminder, the compensation of £40 for debts below £1000. £70 below £10,000 or £100 for debts above £10,000 will also be applied as per amendment of above quoted act, dated 7th August 2002.

8. Value Added Tax

- a) Any hourly charge or any other sum, amount, or rate payable by the Hirer Client to Paramount Trades & Labour Ltd under the terms of this Agreement is a sum exclusive of Value Added Tax which shall be payable by the Hirer Client at the rate from time to time which is set by H.M. Government in addition to the Hourly Charge or other such sum.
- b) In the event of the Hirer Client requesting Paramount Trades & Labour Ltd to participate in a Value Added Tax Self Billing procedure, the Hirer Client shall at the time of requesting Paramount Trades & Labour Ltd consent to such procedure furnish Paramount Trades & Labour Ltd with evidence from H.M. Customs and Excise of their approval for the Hirer Client to operate such a procedure.

9. Operative's Suitability

- a) For the purpose of this Agreement, Paramount Trades & Labour Ltd will with reasonable care and skill supply Operatives as specified by the Hirer Client. After the receipt of Confirmation of Agreement it is the sole

responsibility of the Hirer Client to satisfy itself., (by any reasonable checks it deems necessary) as to the qualifications, certificates, suitability and competency of the Operatives supplied.

- b) Without prejudice to the other provisions of this Agreement, Paramount Trades & Labour Ltd will accept no liability for any express or implied warranty or term in respect of any Operatives with regard to their qualifications, certificates, suitability and competency however so communicated to the Hirer Client.
- c) In the event that the Operatives introduced and supplied to the Hirer Client's requirements shall prove unsuitable, incapable or incompetent, the Hirer Client shall notify Paramount Trades & Labour Ltd within 4 hours of the Operatives commencing the Hire Period and the Operatives must be dispatched from site. Furthermore, provided the Hirer Client shall confirm such unsuitability, incapability or incompetence in writing within 5 working days of the start of the Hire Period, no Hire Charge shall be rendered by Paramount Trades & Labour Ltd to the Hirer Client in respect of the first four hours of the identified Operatives. In the absence of such written notifications, Paramount Trades & Labour Ltd shall render an invoice for the full Hire Period whether such Operative has continued to be utilised by the Hirer Client in their original position or not.

10. Hirer Client's Responsibilities and Indemnities

- a) It is the sole purpose of this Agreement for Paramount Trades & Labour Ltd to supply Operatives as requested by the Hirer Client. Therefore from the start of the Hire Period, the Hirer Client shall be responsible for:
 - i. the operatives whilst they are working for the Hirer Client and it is the Hirer Client's responsibility for any actions that occur on site
 - ii. any acts (wilful or otherwise), omissions, losses or damages caused by any Operatives whilst they are working for the Hirer Client.
 - iii. all the statutory requirements in respect of the health and safety of each and every Operative in relation to the work, the relevant site, any plant, equipment or vehicles (including all internal site safety and protective clothing requirements and any amendments or recommendations thereto). The Hirer Client shall keep a record book of all incidents causing personal injury or death and Paramount Trades & Labour Ltd shall have the right of inspection in respect of any Operatives supplied.
- b) The Hirer Client hereby warrants that any sites upon which the Operatives supplied by Paramount Trades & Labour Ltd hereunder are required to work together with any plant equipment or vehicles which Operatives are required to operate or use by the Hirer Client are safe and/or (where relevant) are at all times properly and adequately maintained.
- c) The Hirer Client hereby warrants that all work performed by Paramount Trades & Labour Ltd does not contravene any statutory or other regulations, orders or by-laws affecting the work or the relevant site or any plant or equipment or vehicles which the Operatives are required to operate or use.
- d) The Hirer Client hereby agrees and undertakes to indemnify and keep indemnified Paramount Trades & Labour Ltd against any costs, claims, losses, damages or expenses (whether arising out of negligence, breach of duty or other wrongful or wilful act or omission or otherwise howsoever) incurred or suffered by Paramount Trades & Labour Ltd or brought or claimed against Paramount Trades & Labour Ltd by third parties (including but not limited to any Operatives) arising out of or resulting from:
 - i. any breach of the Hirer Client's responsibilities and/or warranties set out in this Clause 10;
 - ii. any act or omission of any Operative;
 - iii. death or any injury suffered by an Operative or any other third party;
 - iv. any loss, damage, delay to or damage to the works, plant or equipment, suffered by the Hirer Client or any third party;
 - v. howsoever otherwise connected with this Agreement,
- e) The Hirer Client warrants it will effect and maintain adequate insurance cover with reputable insurers at the Hirer Client's own expense for any liability it may incur under this Clause 10.
- f) The Hirer Client hereby warrants and undertakes that it shall procure that any of its policies of insurance capable of affecting Paramount Trades & Labour Ltd shall incorporate provisions expressly excluding any rights of subrogation against Paramount Trades & Labour officers, employees, sub-contractors or agents.

11. Protection of Paramount Trades & Labour Ltd interests

- a) All dealings between the Company and the Client shall be strictly confidential. The Hirer Client shall not (and the Hirer Client shall procure that any person, firm or company associated with the Hirer Client shall not) without the

prior express written consent of Paramount Trades & Labour Ltd wither during the currency of this Agreement or for the period of six calendar months thereafter directly or indirectly employ, solicit or entice away any director, manager, or executive employed by Paramount Trades & Labour Ltd or any Operative supplied by Paramount Trades & Labour Ltd under the terms hereof.

- b) If the Hirer Client shall commit any breach of its obligations under Sub-Clause 11 (a) it shall pay to Paramount Trades & Labour Ltd by way of liquidated damages a sum equal to 50 per cent of the amount of the relevant person's annualised gross earnings (in the case of an employee, calculated on his gross annual salary, in the case of an Operative calculated on his hourly rate multiplied by 2000) paid by Paramount Trades & Labour Ltd immediately preceding the termination of his employment or other arrangement with Paramount Trades & Labour Ltd.

12. Wages etc

Paramount Trades & Labour Ltd shall be responsible to the Operative, where appropriate, for payment of monies, deductions, levies and payment of statutory contributions in respect of earnings-related insurance and administration of Income Tax (PAYE), National Insurance Contributions and CITB as required by Law.

13. Driving/ Operation of Motor Vehicle/Plant

Where any Operative is required by the Hirer Client to drive any motor vehicle (whether such vehicle is subject to the Road Traffic Acts in force from time to time or not or operate any form of plant), the Hirer Client agrees and undertakes to Paramount Trades & Labour Ltd that:

- a) The Hirer Client shall ensure that any such motor vehicle or plant is safe and fit for purpose and is comprehensively insured; and
- b) The Hirer Client shall fully satisfy itself that the relevant Operative has a suitable current licence for driving any such motor vehicle and any appropriate experience and qualifications for driving or operating the relevant motor vehicle or plant.

14. Termination

- a) Any Hire Period may be terminated by either party giving to the other a minimum of 2 working days written notice.
- b) Notwithstanding termination of this Agreement by either party at any time and for whatever reason the provisions of clauses 10, 11 and 13 shall survive such termination or withdrawal and continue in full force and effect for 6 years.

15. Waiver

Failure by Paramount Trades & Labour Ltd at any time to enforce any terms or conditions of this Agreement shall not be construed as a waiver of this Agreement and shall not in any way affect the validity of this Agreement or any part thereof or the right of Paramount Trades & Labour Ltd to enforce any provision in accordance with its terms.

16. Assignment

The Hirer Client may not assign its rights or obligations under this Agreement without the express prior written consent of Paramount Trades & Labour Ltd.

17. Variations

No variations, extensions, exclusions, or cancellation of this Agreement shall be binding on Paramount Trades & Labour Ltd unless and until it is confirmed in writing under the hand of the Director or Secretary of Paramount Trades & Labour Ltd and for avoidance of doubt it is declared that no person other than the Director or Secretary of Paramount Trades & Labour Ltd has the authority to negotiate or enter into any commitment on behalf of Paramount Trades & Labour Ltd the effect of which the would or might (but for this Condition) involve Paramount Trades & Labour Ltd in any legal liability whatsoever.

18. Jurisdiction

The construction, validity, interpretation and performance of this Agreement shall be governed in all respects by English Law and the parties here to submit to the exclusive jurisdiction of the English Courts.

19. Entire Agreement

- a) These Conditions constitute the entire Agreement between the Hirer Client and Paramount Trades & Labour Ltd and no representation or statement not contained in the Agreement shall be binding on Paramount Trades & Labour Ltd.
- b) These Conditions shall expressly override all or any terms or conditions sought to be imposed by the Hirer Client howsoever communicated to Paramount Trades & Labour Ltd unless and until such variations to these Conditions are agreed to by Paramount Trades & Labour Ltd in strict accordance with Clause 17 hereof.

20. Nature of Agreement

If any provision of this Agreement is held by any Court of competent authority to be void or unenforceable in whole or part the other provisions of the Agreement or the remainder of the effective provisions shall continue to be valid.

21. Headings

The headings of this Agreement are for convenience only and shall not affect the construction thereof.

A handwritten signature in black ink, appearing to read 'M Campbell', with a stylized, cursive script.

Martin Campbell
Managing Director