

By accepting this job on [www.f2fonline.co.uk](http://www.f2fonline.co.uk) you agree to these Terms and Conditions.

- **CHECK IN** via email to [admin@trimotion.co.uk](mailto:admin@trimotion.co.uk) AS SOON AS YOU ARRIVE on each day of activity. If you fail to email Tri Motion when checking in, and we have to follow up by calling you or the client, you will have **£5 deducted** from your bonus\*

Your **daily** rate will always **include** a **£20 bonus\***. *(It's not additional)*  
This bonus will be deducted if the following aspects are not met:

- **COMPLETE ALL** aspects of the Clients' brief/objectives (i.e. shifts/hours, correct uniform, punctuality, TURN OFF mobiles – please refer to the Do's & Don'ts in point 9 below)
- **WORK ALL THE DAYS** you have been booked on. If you are unable to work all the days and you do not find suitable cover your **£20 bonus will be deducted** across ALL the days you were booked to work.
- **SUBMIT** all relevant paper work (invoice, timesheet, report form etc) If we receive your electronic invoice after the 20<sup>th</sup> of the month following the month worked, your payment will automatically go through on the following months pay run)

#### **Other important notes regarding your booking:**

- If your **bank details change**, it's your responsibility to inform us in writing ([admin@trimotion.co.uk](mailto:admin@trimotion.co.uk)). We will not be responsible should funds be transferred to the old account.
- Expenses will only be paid if agreed upfront with Tri Motion, and if a **valid receipt** is included
- If you **walk out on a job** for any reason (no stock, uniform etc) and do not get approval of someone within the agency before leaving, you will be in breach of your agreement and will not be paid.

## TERMS AND CONDITIONS

These terms & conditions will apply to every assignment that "You" (the Employee) represent the "Agency" (Tri Motion),

### 1. Indemnity

You will compensate the Agency of all claims, charges, expenses or losses, incurred as a result of any negligible act you may incur. This is to include the cancellation, without reasonable cause of a booking, which has been confirmed either verbally or in writing by the Agency. You consent to any such claims being deducted from monies due from the Agency to yourself.

### 2. Payment

2.1 You must submit an online invoice with any receipts for any prior approved expenses to the Agency the day you complete the assignment.

2.2 The Agency will **pay you on the LAST of the month** following the month in which the work was carried out, unless agreed otherwise by the Agency. (ie Any work done in Aug will be paid into your account at the end of September.) Money is transferred via the internet, so **please allow 2 /3 days** for clearance. We will only release funds once the amount has received by the client.

### 3. Uniforms, stock and promotional material

**Uniforms, stock and promotional material** issued to you shall be returned in the same condition and within 5 days upon the completion of the assignment. Failure to return items may result in deductions being made from your payment and performance bonus.

### 4. Sickness

If you are unable to commence/complete an Assignment, you must inform the Agency immediately to enable arrangements to be made for another suitable person to perform the services. You will need to provide the **Agency with a doctor's note** if you call in sick less than 12 hours before the activity, or your Attendance bonus of £20 per day will be deducted.

## **5. Performance**

If the Agency is not satisfied with your performance or reliability the Agency may terminate your employment, whereupon the Agency will not be liable to pay you for the remaining period of the assignment. **You will only be paid for the hours worked.**

## **6. Tax and National Insurance**

You are not a full time employee of the agency and you will be required to invoice us as a supplier, we will not deduct tax and you will be paid the full amount. It will be your responsibility to pay your own Tax and National Insurance across to HMRC.

## **7. Approaching the agencies clients**

You will not at any time during any Assignment nor for 12 months thereafter directly or indirectly interfere with, solicit or entice any of the Agencies Clients or persons with whom we were in consultation. In the event of you being in breach of this clause, the Agency will be entitled to recover from you any fees which the Agency would have been paid by the client had the employment by the Agency's client been arranged by the Agency. You must immediately notify the Agency of any direct offer of employment by a client of the Agency for whom you have carried out an assignment.

## **8. Termination by an employee**

You are required to give **48 hours notice** should you wish to terminate your employment before the start date of the assignment, if you do not provide the agency with 48 hrs notice you will be liable for any expenses incurred as a result of such termination and such expenses may be deducted from any monies owing to you by the Agency.

## **9. Do's and Don'ts whilst representing the agency.**

**Do:** check in with us once you arrive at the promotion, so we can acknowledge that you are present.

**Do:** ensure that you are well dressed and presentable at all times.

**Don't:** use mobile phones whilst working.

**Don't:** wear any heavy makeup or excessive jewellery (Only engagement and wedding rings & plain ear rings)

**Don't:** smoke whilst on duty. (if you smoke during a break, ensure it is in a suitable area)

**Don't:** drink or eat whilst on duty

**Don't:** leave the job early, without approval from the agency.

**Don't:** disrespect the client in anyway. Foul language will not be tolerated.

**\*\* These Do's and Don'ts may affect your Performance Bonus.**

## **10. Personal Data**

To the extent permissible by law, you hereby consent to the processing of your personal data by us for the purposes of our website and database.

## **11. Liability whilst representing Tri Motion**

**Accommodation:** Should the Agency require you to work over night, you will be provided with accommodation at the expense of the Agency. Within your wage you will have an amount to cover subsistence costs for a light meal. Any additional expenses (such as **mini bar, phone bills, internet, meal or bar expenses**) will be at your expense, unless agreed in writing by the Agency before. Should such expenditure occur, the Agency has the right to deduct this from your final wage.

**Car hire:** Should the Agency require you to be a driver for an event, you will provided with a hired vehicle. This vehicle will be your responsibility through out the event and you will be expected to return the vehicle in the same conditions as you collected it. Any additional refueling costs, cleaning or damages will be at your expense. In the unlikely event that you damage the vehicle you will also **forfeit your performance bonus of £20 per day** which is built into your wage. Should you hire a vehicle on the agencies behalf, the agency shall reimburse you for the car hire and fuel costs. However you will be fully responsible for refueling, cleaning and damages, as the car hire will be in your personal name.