

**SECURE RECRUIT LTD**

**SUBCONTRACTOR AGREEMENT**

<i>Reference</i>	FD 07
<i>Version</i>	1.0
<i>Issue Date</i>	07/02/2021
<i>Approved</i>	MD

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# **AGREEMENT**

**Between**

**SECURE RECRUIT LTD**

**And**





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5. Signed Timesheets are to be submitted to the SECURE RECRUIT LTD Control centre by 12.00 noon the following Monday (for the previous weeks work). Failure to submit the timesheet(s) on time may delay payment.
6. The Subcontractor will without undue delay advise the Company in writing of its ability or otherwise to provide the required services on behalf of the Company. In the event of the Subcontractor being able to act on behalf of the Company it will as soon as is possible thereafter and in any event not later than six hours prior to the required commencement of the services advise the Company in writing of the name(s) and Security Industry Authority Licence number(s) of the personnel it intends to deploy on behalf of the Company.
7. When providing services on behalf of the Company the Subcontractor will deploy only persons who have been fully screened in accordance with the requirements of British Standard No. BS 7858:2006 and who are in possession of a current valid and relevant licence issued by the Security Industry Authority.
8. Should the Subcontractor's Officer(s) on arrival at the client's premises be advised by the client's representative that the specified services are not required the Officer(s) will contact SECURE RECRUIT LTD control and take instruction from the control centre manager, and if asked to do so will obtain written confirmation of the fact on the client's official stationery signed by the client's representative.
9. The charge rates will be as agreed between both companies prior to the commencement of any duties for the Company.
10. **The Subcontractor will hold as confidential all information concerning the affairs of the Company or any or all of the Company's clients which it acquires or receives in the course of or as a result of providing services on behalf of the Company.**
11. For a period of not less than twelve calendar months following the provision of any services on behalf of the Company the Subcontractor will not either directly or indirectly without the express consent of a Director of the Company approach any person firm or body corporate to which it has provided services on behalf of the Company with a view to providing services of a similar nature on its own account.

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12. The Company will not attempt directly or indirectly to employ any employee of the Subcontractor without their prior approval.
13. The Subcontractor will provide the Company with adequate evidence that it carries sufficient insurance cover including but not necessarily limited to employers and public liability.
14. The Subcontractor will indemnify the Company to which it provides services on behalf of the Company against all loss as a result of any act or omission by any person deployed in the provision of services on behalf of the Company including but not limited to any breach of the licencing requirements of the Security Industry Authority.
15. The Subcontractor will immediately advise the Company in the event of the Security Industry Authority suspending or revoking its registration under the Authority's Approved Contractor scheme.
16. **The subcontractor will not under any circumstance re subcontract the work given to them for cover. If the subcontractor is unable to provide the required cover then SECURE RECRUIT LTD control are to be advised and alternative arrangements will be made by SECURE RECRUIT LTD.**
17. **The supplier shall not contact our client's our at any time else this will result in any payment owing to be held and a £50,000 Penalty as breach of Contract in loss of revenue.**
18. **There will be a £50 for any shift blow outs (nonattendance of staff after confirmation of attendance) and if replacement is arranged will be invoiced from time arrived on duty.**
19. **The supplier shall not try to contact any individual working within the company outside work hours for personal reasons.**
20. **The supplier shall not try to gain information about the internal or external systems or staff.**

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21. **The supplier must operate with a 24-control room or be able to give 24-hour support.**
  22. **Each supplier is responsible for paying their staff on time and under no circumstance shall receive a payment call from the officers of the supplier.**
  23. **Each supplier must provide their Director's SIA if not an ACS approved company.**
  24. **The supplier must confirm a duty with security officer a valid and active SIA badge number and correct phone number.**
  25. **Should there be any damage on client's sites which is caused by the supplier's officers. The penalty will be passed onto the supplier.**
  26. **All security personnel always represent and work on behalf of Secure Recruit Ltd and should not give any other representation unless otherwise instructed to do so by Secure Recruit Ltd.**
  27. **The supplier shall not visit sites under any circumstances without approval of Secure Recruit Ltd.**
  28. **Each supplier is responsible for covering their own blow outs of confirmed shifts no matter the circumstances and lateness's will not be invoiced.**
  29. **All officers shall book on within the time frame of 15 minute before to 15 minutes after their shift start. All officers shall book on/book off with Secure Recruit Ltd on 02039600006 or any book in system provided by Secure Recruit Ltd.**
  30. **Lateness will not be tolerated and supplier security personnel arriving on duty late may not be permitted to work.**
  31. **All suppliers shall comply with site SOP's given to them by Secure Recruit Ltd.**

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32. **By signing this contract, the supplier confirms that they have provided all original documentation that is not falsified and no false information has been provided to Secure Recruit Ltd.**

33. Invoices are to be submitted on a weekly basis. Payment Terms are 30 days from the date of invoice (the current payment plan for subcontractors is every other Friday invoices that are due are processed)

**Signed on behalf of SECURE RECRUIT LTD (the Company)**

Name Hassan Buschi  
Position: Director

Electronic Signature: 

**Signed on behalf of ..... (Subcontractor)**

..... (Name)

..... (Position)

..... (Signature)

Dated.....