

Self Employed Worker Agreement



- 1 This agreement is between...
 - 1.1 The organisation: The Denby Dale Centre
 - 1.2 The self employed worker:
 - 1.3 Role type: **Driver**
- 2 I accept my position of self employed worker, and role type above.
 - 2.1 I agree to, when working for The Denby Dale Centre, work in a professional manner, with good and clear communication with staff and customers, and will work to the best of my own abilities.
- 3 I understand that I may be called upon at short notice as dictated by the business to provide a professional service.
 - 3.1 I understand that I am not obliged to accept any work requested, however will confirm at the point the work is requested to accept or decline the request.
 - 3.2 Although the majority of the work requested will be during normal office hours, the nature of the business may require work to be undertaken outside of these hours, and on occasions un-social hours may be requested.
 - 3.3 As a self employed worker, I understand that I am not entitled to overtime, holiday entitlement, sick entitlement or compassionate leave entitlement.
 - 3.4 As a self employed worker, DDC understands that you may select someone to act on your behalf should you become unavailable to work. This will be accepted on the condition that that person is registered with the Denby Dale Centre in accordance with our safeguarding and other driving license monitoring guidelines.
 - 3.5 I will notify DDC if I am unable to attend work, and whether I am sending my registered representative in my place.
- 4 I accept responsibility to put right any damage or repair caused by my actions or delegates actions, as per Governments self employed definitions.
 - 4.1 I accept I may be liable to pay insurance excess if the incident is deemed to be by my own neglect, capped to £50 (33% of insurance excess) at the discretion of the Chief Officer.
- 5 I accept that the Denby Dale Centre is under no obligation to give me work and there will be no minimum amount of work guaranteed for me.
- 6 I am not bound to work exclusively for The Denby Dale Centre, however, when performing work for them I will **not** promote any other company for whom I also may work, nor will I give negative comment about them to the client.
- 7 At the end of working for the Denby Dale Centre or at the termination of this agreement, I will return any property owned by the Denby Dale Centre to them.
 - 7.1 I will provide materials that I will need to undertake my work as a self employed worker. This may include PPE (for drivers a High Vis vest/jacket) or technology/satnav/email.
 - 7.2 I accept that as a self employed worker, I am not entitled to claiming for expenses including travel, accommodation, food/hospitality or equipment and it is my duty to communicate with HMRC.
 - 7.3 **We accept that you will invoice DDC the agreed fees for the work at the end of each month for a complete calendar month, and within one calendar month of the month ending emailed to finance@ddc.org.uk.**
 - 7.4 I agree to work on an hourly basis (to meet the flexible needs of this business) and my agreed rate of work is **£11.50** per hour (2023).

8	Name	Signed	Date
8.1	Self Employed Worker
8.2	Company Representative Paul Jones

Self Employed Diversity Report

To report how diverse our membership is to our funders or potential funders, we would be grateful if you could complete the following form. Thank you.

PART 1: Ethnicity:

Please tick as appropriate

Asian –

- Bangladeshi
- Indian
- Pakistani
- Other

Black –

- Caribbean
- African
- Other

White –

- British
- Irish
- European
- Other

Mixed –

- White/Black-Caribbean
- White/Asian
- White/Black African
- Other

SE Asia –

- Chinese
- Philippino

Other ethnic group...

PART 2: Disabilities:

Please tick as appropriate

Learning Disability

Mental Health Needs

Physical Disability

Sensory Impairment

Other

None

PART 3: Age Group:

Please tick as appropriate

Under 16

16 – 19

20 – 34

35 – 44

45 – 54

55 – 64

65 – 74

75 – 84

over 85

PART 4: Religion or belief:

Please tick as appropriate

No religion

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

Other



Visit

Springfield Mill, Norman Rd, Denby Dale, HD8 8TH



Call

01484 860077



Email

hello@ddc.org.uk



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www.ddc.org.uk



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The Denby Dale Centre operates:

- Time Together
- The Kirkburton Hub
- Training Centre
- Community Transport
- Dementia Groups

Reducing: Isolation
Relieving: Loneliness
Improving: Quality of Life
...in Kirklees