

# Terms Of Business Contract Staff

Agenda Resource Management will provide staffing of the highest possible standard pursuant to our Standard Terms and Conditions and experience as indicated by the particular level of expertise. All Agenda staff are security cleared and registered with our continuing Education Programme which focuses on the specific needs of the laboratory animal industry and in particular the laws governing the use and care of laboratory animals. For further details about staff availability, our Investors in People training programme or our security screening process please contact our head office on 08456 44 55 45.

## LEVELS OF TECHNICIAN

### ANIMAL SUPPORT TECHNICIAN (AST)

The role of an Animal Support Technician is often critical to the smooth running of an animal facility. Tasks will include but not be limited to, cage washing/cleaning, general stores function, goods inward/outward, reception of animals. An understanding of hygiene standards required within the laboratory animal facilities including basic knowledge of relevant equipment (autoclaves, cage washers etc.) Individuals will be security cleared and chosen for their ability to work with limited supervision.

### ANIMAL CARE TECHNICIAN (ACT)

Animal Care Technician will have laboratory animal science, veterinary or animal care background. They will be compliant with routine husbandry of common laboratory species and will have a limited knowledge of GLP Standard Operating Procedures and the law as it effects laboratory animals. They will be security cleared and will be potentially at the start of their career in laboratory animal science. Although having limited experience, individuals will have been chosen for their future potential within the laboratory animal field.

### TRAINEE LICENSEE ANIMAL TECHNICIAN (TLAT)

Individuals will have a minimum of 1 year, and no more than 5 years experience in a laboratory animal environment. A sound understanding of the Animal (Scientific Procedures) Act 1986 and completed HOL modules 1-3 in rodents, rabbits and guinea pigs. They will be familiar with the care, welfare and day to day husbandry of small rodents and will often have experience with other laboratory animals (cats, dogs etc). Individuals will have experience with many of the day to day routines encountered in experimental or breeding facilities and will be competent (given instructions) to record raw data where necessary.

### ANIMAL TECHNICIAN (AT)

Individuals will have had a minimum of 1 year, and no more than 5 years experience in a laboratory animal environment. They will be familiar with the care, welfare and day-to-day husbandry of small rodents and will often have experience with other laboratory animals (cats, dogs, etc). Individuals will have experience with many of the day-to-day routines encountered in experimental or breeding facilities and will be competent (given instructions) to record raw data where necessary. Although not licensed under the Animal (Scientific Procedures) Act 1986, individuals will have a knowledge of the requirements of the Act and an understanding of routine dosing procedures, restraint etc.

### SENIOR ANIMAL TECHNICIAN (SAT)

Individuals will have minimum of 5 years experience working within the laboratory animal environment and have a sound understanding of the Animal (Scientific Procedures) Act 1986. They will have experience with many of the day-to-day routines encountered in experimental or breeding facilities and will be competent (giving instructions) to record raw data where necessary. They will have a basic understanding of the DEFRA regulations and the understanding to work to Good Laboratory Practice (GLP) and Standard Operating Procedures (SOP). Individuals also may have supervisor skills and training of junior staff.

### SPECIALIST TECHNICIAN / LICENSEE (STL)

In addition to the requirement of our Animal Technician grade. Specialist Technician/Licensees\* will have experience of commonly used experimental procedures (parenteral enteral routes of administration) will be competent to record raw data and will understand the need to work to Good Laboratory Practice (GLP) and Standard Operating Procedures (SOP) etc. They may possess specific skills or have experience with unusual species e.g. primates/reptiles.

### CHIEF TECHNICIAN / MANAGER (CTM)

Our managerial staff will have considerable experience of managing the day-to-day operations of large multi-discipline animal facilities. They have been chosen for their organisational and staff management skills and will be competent to take control of the most demanding animal facility.

## FEE STRUCTURE

### BASIC HOURLY RATE £ / € per hour

Animal Support Technician (AST)	£15.90
Animal Care Technician (ACT)	£16.85
Animal Technician (AT)	£18.30
Trainee Licensee Animal Technician	£19.50
Senior Animal Technician	£21.00
Licensee Animal Technician	£25.00
Chief Technician/Manager (CTM) from	£33.00
Other Temporary Workers - Rate to be agreed at time of booking.	

### HOURLY RATES

The basic hourly rate applies between the hours of 08.00 hrs to 18.00 hrs Monday to Friday (core time) and is charged at a minimum of 37.5 hours per week unless by prior arrangement.

### OVERTIME RATES

Hours worked above 37.5 hours but within core time will be charged at 1.5x basic hourly rate, other than Sunday up to 06.00 hours (Monday) at double time.

Bank Holiday double time.

Christmas Day and New Year's Day at triple time.

### ADDITIONAL COSTS

In addition to the rates shown above customers will be charged the following additional costs.

### TRAVEL

Travel to be charged at 60p per mile or standard second class rail or bus fare.

### ACCOMMODATION

Accommodation will be charged at cost plus 10% administration fee.

\* Please note - Availability of Technicians who hold a Personal Licence under the Animal (Scientific Procedures) Act is subject to Home Office approval for the individual to be transferred to the specific project licence please allow 2 - 4 weeks to complete.

1. These Terms and Conditions of Business are between Agenda Resource Management Ltd, hereinafter called the 'Employment Business' and the hirer hiring the Temporary Worker, (hereinafter called the 'Client').

2. These Terms and Conditions are deemed to be accepted by the Client by virtue of an interview or the engagement by the Client (which term includes employment or use whether under a contract of service or for services or under an agency, licensee, franchise or partnership agreement) of a temporary worker (hereinafter called a 'Temporary Worker') introduced by the Employment Business.

3. The Client agrees to pay the hourly charge of the Employment Business advised at the time of the booking for a minimum of 37.5 hours per week for each temporary worker. The Client agrees to verify and sign the Employment Business' time sheets each week. Signature of such time sheets by the Client constitutes acceptance that the Temporary Worker has worked satisfactorily for the hours indicated on the time sheet. Failure to sign the time sheet does not alter the Client's liability to pay for hours worked. Travelling, hotel, or other expenses as may be agreed shall be itemised on the Employment Business' invoice in addition to this charge. These charges will be those in force at the time of the assignment and may be varied from time to time with immediate effect. Where no end date has been agreed, the client agrees to give a minimum of 7 working days notice to terminate the temporary worker / contract. Details of charges are available on application and are calculated on an hourly basis. VAT shall be charged in addition.

4. Charges which largely represent remuneration paid are invoiced monthly and are payable (within 30 days of the Employment Business' invoice). A surcharge will be incurred by the Client of 2.5% for each period of 7 days of delayed payment.

5. The Employment Business assumes responsibility for payment of remuneration, deduction and payment of all statutory contributions in respect of Earnings Related Insurance and the administration of Schedule E Income Tax (PAYE), applicable to the Temporary Worker as required by law.

6. The engagement or use by a client of a Temporary Worker or former Temporary Worker introduced by the Employment Business whether for a definite or indefinite period, or the introduction of such Temporary Worker to other employers with a resulting engagement, (or, where applicable, if the Temporary Worker has become incorporated under a limited company, the engagement, use or introduction of that limited company) renders the Client subject to the payment of an introduction fee calculated at 30% of the annual commencing gross taxable remuneration and taxable emoluments payable by the Client

to the worker concerned, provided that the engagement takes place within a period of 6 months from the termination of any temporary assignment, or within 12 months of the introduction of the Temporary Worker, whichever is later. Or alternatively agree with ARM a reasonable extension to the temporary worker's contract, after which no additional fee is due. Please note that the terms of the extended period of hire (e.g. hourly rate) will be consistent with the original period of hire. No refund of the introduction fee will be made by the Employment Business to the Client in the event of the subsequent termination of such engagement.

7. Whilst every effort is made by the Employment Business to give satisfaction to the Client by ensuring reasonable standards of skills, integrity and reliability from workers and further to provide them in accordance with booking detail, no liability will be accepted by the Employment Business for any loss, expense, damage or delay arising from any failure to provide any particular Temporary Worker for all or part of the period of booking or from the negligence, dishonesty, misconduct or lack of skill of the Temporary Workers provided.

8. The client undertakes to supervise the Temporary Worker(s) assigned to him sufficiently to ensure the Client's satisfaction with reasonable standard of workmanship but if the services of the worker prove to be unsatisfactory, the Employment Business may reduce or cancel the charge for the time worked by that Temporary Worker, provided that the Temporary Worker leaves that assignment within four hours of the worker commencing duties where the booking is for more than seven hours.

9. a) Temporary Workers engaged by the Employment Business under contracts for services are deemed to be under the direction and control of the Client from the time the worker reports to take up duties and for the duration of the assignment and the Client agrees to be responsible for all acts, errors or omissions be they wilful, negligent or otherwise as though the worker were on the payroll of the Client and the Client will in all respects comply with all statutes, by-laws, codes of practice and legal requirements to which the Client is ordinarily subject in respect of the Client's own staff, including in particular the provision of adequate Employer's and Public Liability Insurance cover for the Temporary Worker during all assignments but excluding the matters specifically mentioned in Paragraph 5 above.

b) The client shall indemnify and keep indemnified the Employment Business against any costs, claims and liabilities incurred by the Employment Business arising out of the assignment.

10. No variation can be made to these terms without the written consent of a director of the Employment Business.

Effective from 01/01/09