

Questionnaire - Agency Workers Regulations 2010

Individual	
Role / services summary	
Payment basis	
Establishment (workplace)	
Anticipated overall duration (including possible extensions which may or may not be offered)	
Umbrella / Service company	Orange Genie Cover Ltd
Agency	
If Agency's contract is not direct with Client, please identify any other party in the contract chain?	
End Client	

Orange Genie Cover requests the Client to provide the following information concerning the proposed assignment. The information is required to enable us to ensure the individual receives the correct equal treatment as required by the Agency Workers Regulations.

Your prompt provision of full and correct answers will reduce the risks and exposure to all parties. In reliance on the information you provide, we undertake to use our best endeavours to comply in all respects with the Regulations in relation to this assignment.

In relation to regulation 10 (Swedish derogation), our intentions in respect of this assignment are that we will / will not / are not yet decided whether or not to **(OGC to delete as applicable)** apply Regulation 10.

Question no	Question	Answer	Directions
1	Will the individual be subject to the supervision and direction of the Client? <i>An individual engaged for his/her expertise in a particular field and to exercise his/her own initiative may well not be subject to supervision and direction.</i>		If NO , AWR should not apply, so please disregard the remainder of these questions and simply go to signature section at end If YES , please go to Q2
2	Does the Client have any current employee ('comparable employee') engaged in the same or broadly similar work (having regard to whether they have a similar level of qualification and skills) at the same establishment/workplace?		If NO , please go to Q3 If YES , please go to Q4, and answer the remaining questions with reference to such comparable employee
3	As Q2, but at a different establishment/workplace (if so, please state where)?		If NO , please go to Q7, and answer the remaining questions with reference to the basic working and employment conditions prevailing generally in the Client's workplace. If YES , please go to Q4, and answer the remaining questions with reference to such comparable employee
4	Is the comparable employee doing the same job in the same place?		If NO , please go to Q5 If YES , please go to Q6
5	Please explain the basis on which it is		After answering this question,

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	considered that the comparable employee is in fact comparable		If umbrella has stated WILL operate Swedish Derogation, please go to Q7 Otherwise, Please go to Q6
6	On what basis is the comparable employee paid (please answer with respect to the following)? NB if Client negotiates pay on an individual basis and there is no 'going rate', please expressly state this		After answering A B C D & E, please go to Q7
A	the level of basic pay (based on the annual salary the individual would have received, as if recruited directly)		
B	if and when there are overtime payments and shift/unsocial hours allowances or risk payments for hazardous duties		
C	types of bonus schemes the Client operates <i>only if entitlement is directly attributable to amount or quality of work done by the individual</i> (and how individual performance is appraised for the purpose of any such scheme)		
D	if the Client offers vouchers which have monetary value and which are not part of a 'salary sacrifice' scheme		
E	Annual paid leave entitlement (in excess of statutory minimum)		
7	What are the basic working and employment conditions other than pay which would ordinarily apply, in respect of each of the following?		After answering A B C D & E, please go to Q8
A	Working time		
B	Night work (if applicable)		
C	Rest periods (between shifts)		
D	Rest breaks (during a shift)		
E	annual leave entitlement (in excess of statutory minimum) (unless already answered in 6E above)		
8	Are any changes to any of the above likely in the immediately foreseeable future?		After answering, please go to signature section

We confirm that we have made enquiries of the Client, and that the above answers are to the best of our knowledge true and correct. We undertake to promptly notify you of any changes to the above.

Signed on behalf of the Agency	Position:	Date:
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