
CONTRACTING THROUGH ROD



At Resource On Demand (ROD), we are committed to acting in your best interests and strive to deliver a consistently excellent service to all of our contractors.

Contractor Options

There are a number of ways that you can contract with ROD, but the main examples are:

Contracting as a Limited Company

If you have chosen to set up a Limited Company, you will be paid a gross rate of pay for your services and must arrange to pay income tax, national insurance and pension contributions yourself. During the vetting and reference stage, in addition to supplying us with information about you, you will also need to provide us with additional information about the Limited Company and copies of your company's insurance documents.

Contracting through an Umbrella Company

If you have chosen to contract through an Umbrella Company, the Umbrella company will be responsible for paying your income tax, national insurance and pension contributions etc. and paying you a net salary. During the vetting and reference stage, in addition to supplying us with information about you, you will also need to ask your Umbrella company to provide us with details about their company, including copies of insurance documents and their bank detail.

We would strongly advise that you seek professional advice as to the best option for you.

About the contract

We will provide you as much information as possible about each contract to enable you to make an informed decision. Once an offer of a contract has been made and you have accepted it, you will receive a request for information from us. The information that we need to collect will vary depending on the requirements of each individual Client of ours, but you may typically receive a request for the following information and documents:

- A copy of your photographic ID
- A copy of your work visa (if applicable)
- A completed contractor information form, which will ask you to provide;
 - the name of your limited company including registration details, bank account details for the account you would like to receive payment in to;
 - proof that you are a director and shareholder of the company
 - your contact details
 - national insurance number and date of birth
 - your unique taxpayers reference for both the representative and the company
- A signed Non-Disclosure Agreement
- A background reference check form
 - copies of industry or higher education
 - certifications
- A Criminal Record Disclosure Form
- A copy of your Ltd Company incorporation certificate
- A copy of your VAT registration certificate
- Copies of your professional insurance, including; Employers Liability, Professional Indemnity and Public Liability

Once this information and your references have been received, we will provide you with a contract or written offer of engagement.

Payment for your services

When you begin contracting, you will be provided with details on how to log into a timesheet portal to log the hours you have worked. The portal will vary depending on the Client. Please note that whichever method you are required to use, all hours must be approved by the Client.

You must send a separate invoice to us which should include the following information:

- The name and address of the company, including VAT number
- The number of hours worked
- The period for which the hours relate to
- The person providing the service to the Client
- The total charge
- VAT (if applicable)
- Details of where payment can be sent to

Payment will be made direct to your nominated back account within the invoice payment terms.

Time Off

You should where possible book all time off in advance, directly with your contact at the Client. In the event you are unable to deliver the services due to sickness, you should inform the client and us no later than 9am on each day of absence.

Health & Safety

Whilst you are working on the Client's premises, you share the responsibility for your Health and Safety and the Health and for the safety of those around you. You should therefore make yourself fully aware of the Clients Health and Safety, fire and reporting procedures and adhere to them at all times.

Our responsibility:

We will ensure that you are aware of the skills and qualifications needed in order for you to do your job safely. We will also provide you with any relevant Health and Safety procedures as communicated to us by the Client.

The Client's responsibility:

The Client bears a responsibility to safeguard your Health and Safety whilst you are working on client site and carry out a risk assessment of Health and Safety within the work environment.

They should also report all accidents or incidents in the company's accident report book.

The Contractor's responsibility:

Conduct yourself in an orderly fashion, observing the Client's Health and Safety procedures at all times.

Cooperate fully on the Client's Health and Safety matters by following instructions.

Take reasonable steps to safeguard your own Health and Safety and the Health and Safety of those around you, or affected by your actions.

Report any accidents or incidents to the Health and Safety representative.

You should communicate any special requirements in order for you to perform your job to us, so that we can pass this onto the Client.

When a contract ends

Before the expiry of your contract, we will contact both you and the Client about any possible extensions. If an extension has not been agreed your contract will terminate.

Giving Notice

Should you wish to terminate your contract, you must provide the applicable notice period, as specified in your contract.

Who to contact

We will do our best to contact you periodically throughout your contract, to ensure you are satisfied with the level of service provide. But we would ask that you contact us immediately if you have any queries or questions.

If you have any queries regarding invoicing and payments you can direct these to timesheets@resourceondemand.com

For all other queries, please direct these to your consultant in the first instance.

Or phone us on 01322 272 532 and one of our team will be happy to help.