

Interpreter – Sole Trader & Ltd Company

To use this template the engagement must meet the essential criteria listed below

Essential Criteria
1. About the engagee and work
1.1 Sole Trader, Individual or Ltd Company
1.2 Work has not started
1.3 The engagee/worker will not be an “office holder” i.e board member, treasure, trustee, company secretary or director
1.4 The UoB would accept a substitute who is equally qualified if the engagee/worker is unable to perform all or some of the work (the UoB would pay the engagee and the engagee would pay the substitute)
2. Working Arrangements
2.1 The engagee cannot be moved onto a different task (this would require a new assessment and contract)
2.2 The working hours will be based on agreed deadlines (UoB cannot solely decide without agreement from engagee/worker)
2.3 The location of where the work is carried out will be determined by the task
3. Financial Risk

3.1 The engagee/worker will not need to buy any equipment or materials to perform this work (does not include laptops, tablets and phones)

4. Payment

4.1 The engagee/worker will be paid a fixed price for the project or be paid an hourly/daily/weekly rate

4.2 If the work is not satisfactory, the engagee/worker would still be paid because the work is time specific/for a single event

4.3 The engagee/worker will not receive any corporate benefits (including parking)

5. Engagee/worker contracts

5.1 You know the name of the engagee/worker providing the service

5.2 The engagee/worker will be free to undertake other work for similar organisations and does not need permission from UoB to do so

5.3 If the engagee/worker has had previous contracts with UoB, there must be a gap between the previous engagement ending and this one beginning

5.4 This engagement will not take up the majority of the engagee/worker's available working time