

The Conduct of Employment Agencies and Employment Business Regulations 2003 (the “Conduct Regulations”):

The Conduct Regulations came into force in 2003. The Conduct Regulations were brought in to give temporary workers (including limited company contractors) additional rights and protections.

The Conduct Regulations are applicable to both Umbrella Employees and self-employed contractors and, as such, as part of the onboarding process you’ll be asked whether you wish to remain within or opt out of the Conduct Regulations.

iConsult Conduct Regulations Opt-Out Policy:

As standard, both our Employee Contract of Employment and our self-employed contract for services will automatically opt you out of the Conduct Regulations.

If you wish to remain opted in, or if you opt out initially but want to opt back in at a later stage, this is absolutely fine. However, you will need to inform iConsult of your request to opt into the Conduct Regulations by giving not less than one month’s notice (except if you decide as part of the onboarding process that you want to opt into the Conduct Regulations in which case your request can take effect immediately as long as you have not already started an assignment).

Any such request should be emailed to admin@iconsultumbrella.co.uk and you will then be issued with either:

- i) An amendment to your Contract of Employment (for Umbrella Employees) OR
- ii) an amendment to your contract for services (for Self Employed Contractors).

Please bear in mind that if you make such a request during an assignment, you will only be able to opt back into the Conduct Regulations when the current assignment ends, even if that is more than one month from the date of your request. You cannot opt back into (or opt out of) the Conduct Regulations part-way through an assignment.

Also, if your assignment is or would involve working with or attending any person who is under the age of 18, or who, by reason of age, infirmity or any other circumstance, is in need of care and attention (“vulnerable people”), then **you are not able to opt-out of the Conduct Regulations at any time in relation to that assignment**. Essentially this means that if you are working with vulnerable people, you cannot opt out of the Conduct Regulations.

If you have any further questions relating to the Conduct Regulations opt-out, please contact the iConsult Contractor Care Team using the following details:

Tel: 0117 374 1114

Email: enquiries@iconsultumbrella.co.uk

All enquiries shall be responded to as quickly as possible.