

## Confirmation of Assignment Details for Umbrella Paye Operatives

Name:		Reg No:	
Report to:			
Client:			
Site Address:			
Job Role:			
Start Time:			
Start Date:			
Hourly Rate:	£		Per Hour
Duties & Responsibilities	To be delivered by the client on first morning		
Risk Assessment			
Site Health & Safety			
<b>Please note any required paperwork not received could delay payment.</b>			
<p><b>Insurance</b></p> <p>It is important that you have Personal Accident Insurance and therefore it is a condition of this agreement that you are automatically enrolled in the ITS Group Personal Accident Scheme, to provide cover whilst placed on ITS assignments. If you already have Personal Accident Cover, you can opt out on production of your own policy document. Please give five days written notice of your intention not to be included in the ITS Group Scheme.</p> <p>The total cost of this policy, which will be deducted from your wages will be £3.50 per week each week that you work for us irrespective of the number of hours worked (no refunds can be given as this is charged one week in arrears). The above fee includes a £2.32 charge (including all taxes) for administration, claims handling and an insured persons service in the event of an accident occurring to you during an assignment and if you have paid the required fee, ITS will submit a claim on your behalf to the insurers, and will pay to you any money received from the insurers in respect of your claim. Any rights that you may have under this clause are subject to the terms and conditions of the insurance policy from time to time in force (details of which are available on request). There shall be no obligation on ITS to make any payment to you under this scheme save to the extent that ITS has received monies from the insurers in respect of your claim. ITS reserve the right to change the terms on which the insurance is offered, or the terms of the insurance policy at any time. For full information please refer to the Policy Summary which has been posted on the ITS website <a href="http://www.itsconstruction.co.uk">www.itsconstruction.co.uk</a>. However, a hard copy of this summary is also available upon request from ITS.</p> <p><b>I understand that I have been automatically enrolled in the ITS Group Personal Accident Scheme, whilst placed on ITS assignments and if I wish to opt out I agree to provide full details of my own personal accident cover by production of the policy document. I understand and agree that I need to give five days written notice to opt-out from the ITS Group Scheme.</b></p>			
Fax:		Email:	
Post:			
<b>TIMESHEETS</b> Each week your timesheet will be emailed/faxed to site.			
Please note it is your responsibility to ensure your timesheet is returned to I.T.S. no later than 12 noon on Monday, otherwise late timesheets may delay payment until the following week.			
<b>Consultant</b>			

## keyfacts<sup>®</sup>

This summary of cover provides a guide to the cover provided under the policy by setting out the significant features, benefits, limitations and exclusions. This is a summary of the policy and does not contain the full terms and conditions of the cover, which can be found in the policy document, a copy of which is available upon request. It is important that you take time to read the policy document carefully when you receive it to make sure you understand the cover it provides. The cover is underwritten by Aviva Insurance Limited.

### Significant Features and Benefits

#### Personal Accident

Cover applies to any permanent/temporary staff member placed on assignment by the Insured who have not opted out of the Group Personal Accident scheme and from whom a deduction for premium for earnings is made at each pay period.

Accidental bodily injury which causes:

Death	£50,000
Permanent Total Disablement (Any and Every Occupation)	£50,000
Loss of one or more limbs	£50,000
Loss of sight in one or both eyes	£50,000
Loss of hearing in both ears	£50,000
Loss of hearing in one ear	£12,500
Loss of Speech	£50,000

Temporary Total Disablement	75% of Gross Weekly Wage (maximum £300 per week)
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28 Day Excess Period  
52 week Benefit Period

Note: Temporary Total Disablement is only payable to an Insured Person in gainful employment

#### Accumulation Limits

Any one accident	£10,000,000
Any one aircraft	£25,000,000

Whilst:  
Engaged in occupational duties when on an assignment placed by the Policyholder.

### Significant or Unusual Exclusions or Limitations

This section does not cover:

- any gradually operating cause
- any naturally occurring condition or degenerative process
- sickness or disease
- war in the Country of Residence
- any kind of flying other than as a passenger
- being a full time member of the armed forces
- suicide or self harm
- criminal acts
- being insane
- countries the FCO advise against all travel to
- back injuries and strains due to lifting, twisting, turning or wrenching
- any physical defect, infirmity, medical condition or chronic or recurring sickness which existed at or prior to the date of entry of an Insured Person into this insurance unless it has been declared to and accepted by Us in writing.

Policy age limit – up to and including 75 in respect of Personal Accident

### Where to find further details

Cover - Page 8  
Exclusions – Page 11

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### **Duration of Policy**

The policy will remain in force for 12 months from date of commencement and annually renewable

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### **Right of Cancellation**

The Policyholder has no rights to cancel the Policy.

The Insured Person may withdraw from the cover provided by the policy but no refund of premium is payable.

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### **How to Claim**

If you need to make a claim please call our claims line on **0800 051 6583**. Our line operates 9am to 5pm, Monday to Friday. Please have your policy number to hand when calling.

For our joint protection telephone calls may be recorded and/or monitored.

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### **Complaints Procedure**

We hope that you will be very happy with the service that we provide. However, if for any reason you are unhappy with it, we would like to hear from you. In the first instance, please contact your insurance adviser or usual Aviva point of contact.

If you remain unhappy with the decision received, you may write to

Chief Executive UK Insurance, Aviva, 8 Surrey Street, Norwich, NR1 3NS

Or e-mail details of your complaint to [ukgiceo@aviva.co.uk](mailto:ukgiceo@aviva.co.uk)

Aviva is covered by the Financial Ombudsman Service. If you have complained to us and we have been unable to resolve your complaint, you may be entitled to refer it to this independent body. Following the complaints procedure does not affect your right to take legal action.

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### **Financial Services Compensation Scheme**

We are members of the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme if we cannot meet our obligations, depending on the type of insurance and circumstances of your claim.

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