

# Worker Registration & Assignment Terms

GIE Capital Ltd trading as TradeHands

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Please read these terms carefully before registering with TradeHands. By registering — whether via our website, WhatsApp, phone, or in person — you agree to these terms. If you have any questions, please contact us before registering.

## Worker Details

Full Name	
Date of Birth	
Phone Number	
Email Address	
Home Postcode	
Primary Role	
CSCS Card Number (if held)	

## 1. Nature of the Engagement

- 1.1** TradeHands (operated by GIE Capital Ltd) is an employment business that introduces and supplies workers to its clients ('end clients'). Your registration does not guarantee you any work.
- 1.2** You are not employed by TradeHands or GIE Capital Ltd. When placed on an Assignment, you will be engaged by TradeHands' payroll partner as a worker or employee of that payroll partner.
- 1.3** Each Assignment is offered and accepted individually. You are under no obligation to accept any Assignment offered, and TradeHands is under no obligation to offer you any particular Assignment.
- 1.4** These terms constitute a contract for services between you and GIE Capital Ltd t/a TradeHands for the purpose of us introducing you to Assignments.

## 2. Availability and Bookings

- 2.1** You agree to keep TradeHands informed of your availability. When you confirm a booking, you are committing to attend the Assignment on the agreed date(s) and time(s).
- 2.2** If you are unable to attend a confirmed Assignment for any reason, you must notify TradeHands as early as possible and no later than 6am on the day of the Assignment (or immediately upon becoming aware of an issue).
- 2.3** Repeated failure to attend confirmed Assignments ('no-shows') will result in you being removed from the available pool without notice.
- 2.4** TradeHands reserves the right to remove you from any Assignment and from the pool of available workers at any time if you behave in a manner that brings TradeHands or its clients into disrepute, or if you breach any of these terms.

## 3. Pay

- 3.1** Your pay rate for each Assignment will be agreed with you before the Assignment begins. Pay rates vary by role, client, and location.
- 3.2** Pay is processed by TradeHands' payroll partner. You will be paid weekly, typically on a Friday, for the previous week's work. You will receive a payslip from the payroll partner.

- 3.3** Pay will be made to the bank account you register with the payroll partner. You are responsible for ensuring your bank details are correct and kept up to date.
- 3.4** Pay is calculated from signed timesheets. If your timesheet is not signed by the client's site manager, payment may be delayed pending resolution.
- 3.5** Depending on your circumstances and the nature of the role, pay may be processed under the Construction Industry Scheme (CIS) or PAYE. The applicable arrangement will be confirmed by the payroll partner when you register with them. Both arrangements are fully compliant with HMRC requirements.

## 4. Timesheets

- 4.1** You are responsible for obtaining your timesheet signed by an authorised representative of the client (typically the site manager) at the end of each working day or week.
- 4.2** Completed timesheets must be submitted to TradeHands promptly — by no later than 10am on the Monday following the week worked, via WhatsApp photo or email.
- 4.3** Failure to submit timesheets on time may delay your payment. TradeHands accepts no liability for delayed payment resulting from late timesheet submission.

## 5. Your Responsibilities

- 5.1** You must arrive at the site on time and ready to work. 'Ready to work' means: wearing appropriate PPE (hard hat, hi-vis vest, steel-toecap boots), holding valid identification and any certification relevant to your role.
- 5.2** You must behave professionally at all times on site, following the client's site rules, health and safety requirements, and reasonable instructions from the site manager.
- 5.3** You must not use alcohol or drugs before or during an Assignment.
- 5.4** You must not carry out any task on site that you are not qualified, trained, or certified to perform. If instructed to do so, you must refuse and immediately notify TradeHands.
- 5.5** You must promptly report to TradeHands any accident, injury, near-miss, or unsafe working condition on site.

## 6. Right to Work and Documentation

- 6.1** You confirm that you have the right to work in the United Kingdom and that all documentation you provide is genuine and up to date.
- 6.2** You authorise TradeHands to take and retain copies of your right-to-work documents and CSCS card. Copies will be stored securely in accordance with our Privacy Policy.
- 6.3** You must notify TradeHands immediately if your right to work status changes, your CSCS card expires, or any other certification relevant to your role lapses.
- 6.4** You accept that TradeHands will verify your CSCS card via the CSCS online checker before placing you on any Assignment.

## 7. GDPR and Data Protection

- 7.1** TradeHands (GIE Capital Ltd) will process your personal data for the purpose of matching you to suitable Assignments and managing your relationship with us. This includes your name, contact details, location, CSCS card information, right-to-work documents, and assignment history.
- 7.2** Your personal data will be shared with our payroll partner (for pay processing) and, for the purpose of each Assignment, with the relevant client (name, role, CSCS number, and contact number only).
- 7.3** We will retain your personal data for as long as you are actively seeking work with us, and for 6 months thereafter. Payroll records are retained for 6 years as required by HMRC.
- 7.4** You have the right to access, correct, or request deletion of your personal data at any time by contacting [hello@tradehands.co.uk](mailto:hello@tradehands.co.uk). Full details are in our Privacy Policy at [tradehands.co.uk/privacy-policy](https://tradehands.co.uk/privacy-policy).

## 8. Exclusivity and Other Agencies

- 8.1** You are free to register with other employment agencies. TradeHands does not require exclusivity.

**8.2** You must not accept a booking from another agency for the same date and time as a booking you have already confirmed with TradeHands.

## 9. Governing Law

**9.1** These terms are governed by the laws of England and Wales.

**9.2** Any disputes shall be subject to the exclusive jurisdiction of the courts of England and Wales.

## GDPR Consent & Agreement

I confirm I have read and agree to these Worker Registration & Assignment Terms.

I consent to GIE Capital Ltd t/a TradeHands storing and processing my personal data for the purpose of matching me to work opportunities, as described in Clause 7 and the TradeHands Privacy Policy. I understand I can withdraw this consent at any time by emailing [hello@tradehands.co.uk](mailto:hello@tradehands.co.uk).

<b>Signed:</b>	<b>Date:</b>
<b>Print name:</b>	

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