

SMARTWORK BENEFITS

SMARTWORK

0800 434 6446 info@smartwork.com

INTRODUCTION

When joining SmartWork, we become your employer, with the overall aim of keeping life as simple as possible for you and ensuring you are paid on time. Alongside this, we give you access to a great range of employee benefits and can help you legitimately offset business expenses to help increase your net pay.

With over 15 years' experience within the contracting market, our service has been shaped specifically with our flexible workforce in mind:

A FULLY COMPLIANT UMBRELLA SERVICE

SmartWork's accreditation comes from FCSA (The Freelancer & Contractor Services association), which is the UK's leading membership body dedicated to raising standards and promoting compliance for the temporary labour market.

FCSA's code of compliance are recognised as the gold standard in the industry, and its members go through the strictest and most stringent audit process on an annual basis.

PENSION CONTRIBUTIONS

We offer flexible contribution arrangements. SmartWork has joined forces with The People's Pension as our pension scheme for our employees, which is provided by B&CE, an experienced provider of workplace pensions in the UK.

THE "SMARTPORTAL"

We created our SmartPortal so you can submit your timesheets and expenses (for end of year claims) quickly and easily. We understand the importance of having relevant information readily available, at the click of a button, 24/7.

A DEDICATED BUSINESS MANAGER

Each of our workers is assigned a dedicated business manager, so they always have a contact to speak to and find answers to any questions from contracts to expenses, payments or timesheets.

SERVICE LEVEL AGREEMENT

We are dedicated to meet the highest expectations while providing impeccable service to every one of our employees. This is why we've created our service level agreement (SLA) as a promise to our employees.

CONTRACT REVIEWS AND IR35 SUPPORT

We teamed up with industry leader IR35 specialists Qdos Contractor to provide you with discounted IR35 contract reviews and IR35 insurance.

INSURANCE

During your time with us, we will provide you with all required insurance policies, which include:

- £10 million Employer Liability
- £10 million Public Liability
- £10 million Professional Indemnity
- £2 million Medical Malpractice

DUAL SERVICE OPTION

Our dual umbrella/limited company service option is available if you are caught by IR35 but want to keep your company open for future opportunities.

MATERNITY LEAVE & PAY

Subject to eligibility, you may take up to 52 weeks off work after your baby is born. The earliest day you can start your leave is 11 weeks before you are expected to give birth, but will do the day after the birth of the baby.

Statutory Maternity Pay (SMP) is paid for up to 39 weeks. For the first six weeks, you receive 90% of your average earnings, and for the following 33 weeks, you get the lower of £148.68 or 90% of your average weekly earnings. Payments start at the same time as your maternity leave.

PATERNITY LEAVE & PAY

As a new father, you are entitled to two weeks off after your baby is born. The leave must start after the baby's birth and has to end within 56 days after.

Provided that you are eligible, the Statutory Paternity Pay (SPP) rate is the same as the maternity one of £148.68 or 90% of your relevant weekly earnings.

HOLIDAY ENTITLEMENT

Under the Working Time Regulations 1998, you are entitled to take 28 days paid holiday a year (including bank holidays) or pro-rata for shorter service and part-time staff. You have the option to accrue funds from your salary into a "holiday pot" to use when you take time off or have funds paid straight across to you (advanced) in each payment.

We accrue holiday at the National Minimum/Living Wage at the rate of approximately 2.33 days per one month worked or, if you are weekly billing, just over half a day's holiday per week worked. Employees can take a holiday whenever they wish to; however, we can only pay holiday pay if you have the accrued holiday. Employees also have an option of requesting for the holiday pay to be "Advanced" or "Rolled up" within the registration form.

MORTGAGES AND REMORTGAGES

We've teamed up with specialist mortgage broker Contractor Friendly Mortgages to bring you their services at a special SmartWork discount. Whether you are looking for your first home, a buy to let, or remortgaging, let us know, and we will put you in touch with the right person.

SAVINGS AND INVESTMENT

We wanted to bring you the services of a company that provides financial, investment and future planning advice, so we teamed up with Sanlam Wealth Management. They are open and honest in their approach and seem to genuinely understand that financial advice is a lot more than just figures; it is also about lives, futures and families.

ADDITIONAL SERVICES

Our benefits package is designed exclusively to help you make the most of your income. We can provide services and advice for:

- **Tax guidance** (Self-Assessment and tax advice provided by our sister company MyAccountant.co.uk).
- **Contractor Accommodation Services** – CAS are market leaders in sourcing accommodation for small businesses, contractors, interims, consultants and other independent professionals.

USEFUL CONTACTS

Tel: 0117 311 9800 / 0800 434 6446

enquiries@smartwork.com - For more service information

invoicing@smartwork.com - To submit timesheets/expenses

contracts@smartwork.com - To submit contracts, schedules, and other legal documentation

holidays@smartwork.com - To make a holiday request