

RAD Interpreting: Terms and Conditions for Freelance Communication Professionals

<p>1. Service Delivery</p> <p>As a Freelance Communication Professional working on behalf of RAD Interpreting you will:</p> <p>Provide services in accordance with these terms and conditions.</p> <p>Provide services in accordance with the NRCPD Code of Conduct for Communication Professionals and use all reasonable skill and care whilst undertaking the assignment.</p> <p>Inform us of any request to extend the duration of the booking that has not been communicated by us, so that we can ensure that the client is invoiced appropriately and that you receive prompt payment for the extension to the booking.</p> <p>Always identify yourself to the client as working on behalf of RAD Interpreting and never in your own name. Communication Professionals are expressly prohibited from giving RAD Interpreting clients their personal details (address, telephone number etc.) other than their name.</p> <p>2. Quality Assurance</p> <p>In order to undertake freelance interpreting assignments on behalf of RAD Interpreting you must be registered with the NRCPD (National Register of Communication Professionals working with Deaf and Deafblind people).</p> <p><i>Policies:</i> you agree to adhere to RAD policies whilst providing the interpreting service, in particular, our Health and Safety policy, Equal Opportunities policy and Complaints policy, copies of which are available upon request or viewable by visiting our website www.royaldeaf.org.uk</p> <p><i>Monitoring:</i> we reserve the right to monitor the work of Freelance Communication Professionals and feedback accordingly.</p> <p><i>Conduct:</i> You will always act with regard to the interests of RAD Interpreting, avoiding any conduct that may prejudice our reputation or good standing.</p> <p><i>Conflict of Interest:</i> You must tell RAD Interpreting when an assignment involves close relatives or friends to avoid any conflict of interest.</p> <p>3. General</p> <p><i>Enquiries:</i> Any and all enquiries about an assignment must be directed to our booking co-ordinators.</p> <p><i>Confidentiality:</i> All information concerning RAD Interpreting and/or the assignment must be kept confidential.</p> <p><i>Mutual Obligation:</i> We are under no obligation to offer you assignments and you are under no obligation to accept.</p> <p>4. Fees and Expenses</p> <p><i>Fees:</i> the fee for an assignment will be agreed between the Freelance Communication Professional and the RAD Interpreting booking co-ordinator at the time the booking is made. This fee will be confirmed in writing in the booking confirmation email/letter sent to the Freelance Communication Professional.</p> <p><i>Expenses:</i> we will reimburse the cost of public transport or the mileage for use of your own vehicle to get to an assignment. The mileage rate will be agreed at the time of each assignment.</p>	<p>4. Fees and Expenses (cont'd)</p> <p><i>Additional expenses:</i> if the Freelance Communication Professional is required to be away from home for more than 12 hours we will reimburse the reasonable cost of meals and accommodation, but this must have been agreed with the client in advance.</p> <p><i>Payment:</i> will be made upon satisfactory completion of the assignment and receipt of an appropriate invoice from the Freelance Communication Professional. The invoice must be received within 7 days of the completion of the assignment so that RAD Interpreting clients can be invoiced accordingly. We undertake to pay invoices submitted by Freelance Communication Professionals by either the 15th day or the 30th day of the month in which the assignment was carried out.</p> <p>Any invoice received 6 months or more after the date of assignment will not be paid.</p> <p>5. Cancellation</p> <p><i>By You:</i> If you cannot attend an assignment which you have previously accepted you must let us know as soon as possible and give us any reasonable assistance as required in finding another Communication Professional to fulfil the assignment.</p> <p><i>By Us:</i> If we cancel an assignment less than 10 full working days before the assignment date then we will pay you a cancellation fee equal to 100% of the original assignment fee. However, if we offer an alternative assignment of a similar type under comparable conditions and circumstances, for all or part of the original assignment then the cancellation fee will be reduced by the amount of the fees payable for the alternative assignment.</p> <p>Should you decline the alternative assignment it will be deemed that you have withdrawn your availability and we will reduce the cancellation fee by the amount payable for the alternative assignment.</p> <p>6. Insurance</p> <p>Freelance Communication Professionals must have their own Professional Indemnity Insurance as RAD Interpreting will not be responsible for any claims made against us or the Freelance Communication Professional on the grounds of (for example) incompetent interpreting or unprofessional conduct. We may ask for a copy of your insurance policy.</p> <p>We do not have insurance to cover your personal items. You should therefore not bring expensive or valuable items with you to an assignment as RAD Interpreting cannot accept liability for any items that are lost, stolen or damaged.</p> <p>7. Status</p> <p>Your relationship with RAD Interpreting is that of independent contractor. You are not an employee, agent or partner of ours and should not advertise yourself as such. You may not use our name to advertise your services without the express written permission RAD Interpreting.</p> <p>The agreement between RAD Interpreting and the Freelance Communication Professional is a contract for the provision of services and not a contract of employment. The Freelance Communication Professional is fully responsible for their own income tax and national insurance contributions.</p>
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