

## Certifit Fitness Consultancy Sub-Contracting Policy

Centre Note: This policy will only be required if there is any possibility of using sub-contractors that could directly or indirectly effect the provision of Active IQ courses.

### Introduction

Certifit Fitness Consultancy is committed to providing high quality services, and so all sub-contractors carrying out work on behalf of Certifit Fitness Consultancy need to adhere to our standards and work ethics. This policy outlines the requirements for sub-contractors when providing service for us.

### Scope

This policy is aimed at any sub-contracted service or personnel providing work for our centre. Please note: the Law now requires companies to have a sub-contracting policy in place prior to undertaking any sub-contracting work.

### The Policy

Certifit Fitness Consultancy will provide sub-contractors with all current policies that they need to comply with. Certifit Fitness Consultancy will undertake continuous supervision to ensure sub-contractor's compliance against these policies and requirements.

### Rationale for sub-contracting

Certifit Fitness Consultancy from time to time may use sub-contracting services to meet the demands of our business. The need for use of sub-contractors will be based upon the current business requirements and/or the range of competencies of the work/contracted employees already in place at.

### Quality Improvement

Certifit Fitness Consultancy will ensure quality and consistency of the delivery of Active IQ qualifications, and compliance against our policies for all our sub-contracted staff. The quality of sub-contracting services will be monitored and managed through our Centre head of quality assurance Vanessa Rhymes. This will ensure both quality and consistency in delivery standards in line with those completed by Certifit Fitness Consultancy employed staff.

Certifit Fitness Consultancy will use self-assessments as well as other effective practices to ensure we keep our high-quality of services and consistency in delivering Active IQ qualifications. Certifit Fitness Consultancy will provide all current and potential sub-contractors with a copy of this policy. We will also provide a list containing the fees to be paid for each sub-contracting work/task, as well as the payment terms and conditions that form part of the contract between Certifit Fitness Consultancy and the sub-contractor.

### Communication

The agreements for sub-contracting services will be reviewed and updated on an annual basis by Certifit Fitness Consultancy. Where agreements need to be recalculated and/or re-negotiated, this will be communicated at the end of each year (changes in contractual terms and conditions or fees).

All sub-contractors will receive a contract, and failure to comply with contractual agreements may result in (Centre Note: Certifit Fitness Consultancy will not have and Sub contractor)

Thank you for your contribution and commitment to making our policy work.

