

Terms & Responsibilities of Just Sign

- You will initially receive the minimum amount of information that will allow you to decide your availability and suitability for the given assignment.
- On acceptance of the above or on occasions, in addition to the above, further information will be provided wherever possible to assist you in fulfilling the given assignment.
- You will be notified immediately, or as soon as possible, of any changes to the given assignment.
- Just Sign offer as much personal/professional support as required. If you at any time wish to discuss any matter relating to your responsibilities you are encouraged to do so.

Just Sign will endeavour to pay upon receipt of appropriate invoice and assignment agreement form as soon as possible thereafter (this may be after receiving payment from third-party).

After assignment confirmation the following cancellation policy will be used:

Up to 3 working days	- full fee
4 – 5 working days	- half fee
6+ working days	- no fee

Terms & Responsibilities of the Contracted Interpreter/ Communication Services Provider

- You are expected to work within and according to the relevant Code of Practice (SASLI/CACDP) in addition to any additional constraints as determined by the assignment (e.g. Scottish Court Service – Code of Conduct for Interpreters and Translators).
- You are expected to submit an appropriate invoice and completed assignment agreement form as soon after the assignment as possible and preferably within seven days. Failure to do so may result in non-payment.
- You are expected to use public transport where possible and practicable. Any subsistence should be agreed beforehand (i.e. accommodation etc)
- All individuals employed on a self-employed/Freelance basis are expected to maintain and be liable for their own Tax and National Insurance payments.
- On occasions when the original assignment is cancelled or postponed, Just Sign may, during the cancellation period, offer an alternative 'comparable' assignment. Such assignment would be similar in nature and within your ability.

For example: Original: Sheriff Court	- Comparable: Sheriff/District/Hearing
Original: High Court	- Comparable: High/Sheriff/District/Hearing
Original: Conference	- Comparable: Seminar/Meeting

You will be consulted in full if the alternative assignment is deemed more complex in terms of technicalities or language content.