

Number 8 Resourcing Ltd
Updated - 27/03/2020

Last night the British government announced details how they are intending to assist the self-employed. To get access to this funding you must have:

- Earned more than half of your total income from self-employment.
- Filed a tax return for 2018/19.
- Earned less than £50000

This email is a guide to those who meet the criteria above but haven't filed their tax return for the year 6th April 2018 – 5th April 2019. This was due to be filed by 31st January 2020, however the government has given the self-employed another 4 weeks to get these filed and then be eligible for the funding being made available. Your payroll provider can do the return for you, and I have set out the criteria below that you must read and understand before approaching Ship Shape to complete and file your return.

- 1) If you are currently being paid by Ship Shape and during the financial year 6th April 2018 – 5th April 2019, and you were paid at least 12 times, Ship Shape will complete and file your tax return for the period 6th April 2018 -5th April 2019 at no cost.
- 2) If this applies to you and you need your return done, **PLEASE DO NOT WASTE ANY TIME**, and contact Ship Shape by email at info@shipshapeaccounting.com
- 3) If you need to call them to follow up your email, the number is 0207 706 5250 but they are very busy and you'll need to be patient, and please do not be rude and understand that the employees of Ship Shape are doing their best to assist you.
- 4) If you do not qualify for a free return, Ship Shape can still do this for you at a cost of £99.00 plus vat £19.80 = £118.80
- 5) **DO NOT HESITATE, AS ANY FURTHER DELAYS MAY COST YOU MONEY WHICH YOU MAYBE ENTITLED TO**

The grants will be worth 80% of your taxable income, capped at £2,500 a month. This will be calculated based on your tax returns for 2016/17, 2017/18 and 2018/19 if you were self-employed over that period.

If you became self-employed after April 2018, your 2018/19 tax return will be used instead. But it's worth noting that if you have only a few months' self-employment on your 2018/19 tax return, this will be counted as your total profit for the year – the Government won't pro-rata it based on your monthly profits.

It is important that you act quickly to get your tax return filed as soon as possible. When you have filed your return and meet the government criteria you will be contacted directly by the government to arrange the payment. This is not something we can help you with so you will need to ensure you have done everything you can as soon as possible. All the information you need will be found on your shipshape portal and if you have been paid via other payroll companies you may need to look at those portals too.

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Please be aware that even when you have completed the criteria above and can receive funding, no payments will be made by the government until June. Number 8n will obviously process any payments due to you for any work you have done. Some sites may stay open and payments will continue as normal if you are still working.

We are working very hard to find alternative work opportunities for those affected by site closures. Please respond to this email if you would like to be available for any opportunities that we have. This is an extreme situation and we are very keen to help where we can to get all our workers through to when we can all get back to work

Our thoughts are with everybody.

ROMANIAN TRANSLATION

VĂ RUGĂM SĂ NU IGNORATI ACEST E-MAIL, ACEASTA VA ASISTA PENTRU A PRIMI FINANȚAREA GUVERNULUI ESTE DISPONIBIL PENTRU MUNCITORI SELF EMPLOYED

- ați obținut mai mult de jumătate din venitul dvs. total din munca independentă.
- deșus o declarație fiscală pentru 2018/19.
- câștigat mai puțin de 50000 lire sterline

Aseară, guvernul britanic a anunțat detalii despre cum intenționează să îi ajute pe angajații independenți, iar acest e-mail este un ghid pentru cei care nu și-au deșus declarația fiscală pentru **anul 6 aprilie 2018 - 5 aprilie 2019**. Aceasta trebuia să fie deșusă până la **31 ianuarie 2020**, cu toate acestea, guvernul le-a acordat lucrătorilor independenți încă **4 săptămâni** pentru ca aceștea să fie deșuse și apoi să fie eligibili pentru finanțarea disponibilă. Furnizorul dvs. de salarii poate efectua returnarea pentru dvs. și am stabilit criteriile de mai jos pe care trebuie să le citiți și să le înțelegeți înainte de a aborda Ship Shape pentru a completa și deșune returnarea.

1) Dacă în prezent sunteți plătit de Ship Shape și în cursul anului financiar **6 aprilie 2018 - 5 aprilie 2019** și ați fost plătit de cel puțin **12 ori**, Ship Shape va completa și va deșune declarația fiscală pentru perioada **6 aprilie 2018 - 5th Aprilie 2019** fără costuri.

2) Dacă acest lucru se aplică în cazul dvs. și aveți nevoie de returnarea dvs., VĂ rugăm să nu pierdeti timpul și să contactați Ship Shape prin e-mail la info@shipshapeaccounting.com

3) Dacă trebuie să îi suni pentru a-ți urmări adresa de e-mail, numărul este 0207 706 5250, dar sunt foarte ocupați și va trebui să ai răbdare, și va rog să nu fii nepoliticos și să înțelegi că angajații Ship Shape fac tot posibilul să vă ajute.

4) Dacă nu vă calificați pentru o returnare gratuită, Ship Shape poate face în continuare acest lucru pentru un cost de 99,00 GBP plus TVA 19,80 £ = 118,80 £

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5) NU EZITATI,ORICE ALTĂ ÎNTĂRZIERE VA POATE COSTA BANI PE CARE SUNTETI INDREPTATITI SA II RECUPERATI

Subvențiile vor fi în valoare de 80% din venitul dvs. impozabil, plafonat la 2.500 lire sterline pe lună. Aceasta va fi calculată pe baza declarațiilor de impozit pentru perioada 2016/17, 2017/18 și 2018/19, dacă ați fost angajat independent pe perioada respectivă. Dacă ați devenit angajator independent după aprilie 2018, declarația fiscală 2018/19 va fi utilizată în schimb. Însă merită să remarcăm faptul că, dacă aveți doar o muncă independentă de câteva luni pentru declarația fiscală din 2018/19, aceasta va fi considerată profit total pentru anul - Guvernul nu o va prorota în funcție de profiturile dvs. lunare. Este important să acționați rapid pentru a depune declarația fiscală cât mai curând posibil. Atunci când ați depus returul și îndepliniți criteriile guvernamentale, veți fi contactat direct de către guvern pentru a aranja plata. Acesta nu este un lucru cu care vă putem ajuta, astfel încât va trebui să vă asigurați că ați făcut tot ce puteți cât mai curând posibil. Toate informațiile de care aveți nevoie veți găsi pe portalul dvs. de tip nave și dacă ați fost plătit prin intermediul altor companii de salarizare, va trebui să vă uitați și la aceste portaluri. Vă rugăm să rețineți că, chiar și atunci când ați completat criteriile de mai sus și puteți primi finanțare, guvernul nu va plăti până în iunie. Numărul 8n va prelucra în mod evident toate plățile datorate pentru orice muncă pe care ați făcut-o. Unele site-uri pot rămâne deschise, iar plățile vor continua la fel de normal dacă încă lucrați. Ne străduim foarte mult pentru a găsi oportunități alternative de muncă pentru cei afectați de închiderea site-ului. Vă rugăm să ne contactați la numărul 8 la 02087472168 dacă doriți să fiți disponibili pentru orice oportunități pe care le avem. Aceasta este o situație extremă și suntem foarte dornici să ajutăm acolo unde putem să-i aducem pe toți lucrătorii noștri când putem reveni cu toții la muncă. Gândurile noastre sunt cu toată lumea.

Number 8 Resourcing
Contingency Policy to manage the impact of the Coronavirus
Updated - 09/03/2020

To ensure we are ready to manage any potential response required as a result of the current global outbreak of the Coronavirus (COVID – 19), this document outlines our contingent policies and plans. The basis of these plans will be to meet the guidance and advice set out by Public Health England.

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

The conditions we are working to are likely to change so this document will be updated weekly so ensure the date above is the most current available.

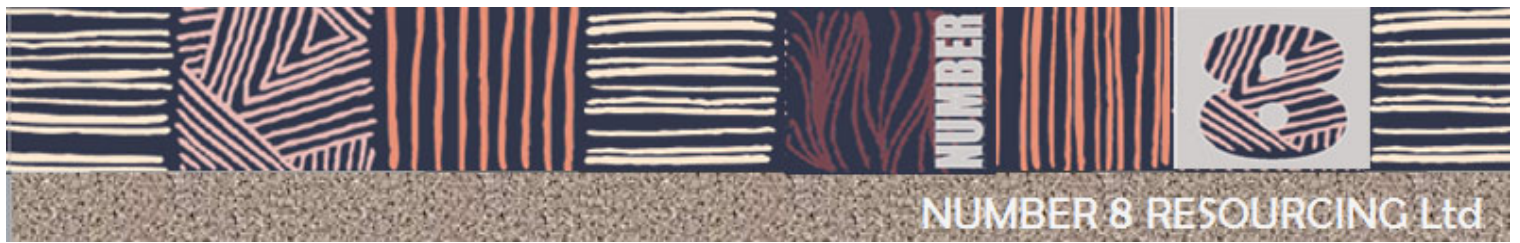
The objective of this document is to establish the steps Number 8 Resourcing are taking for all its staff and workers, to minimize exposure to the virus and to ensure staff and workers are not exposing others to the virus if it is known that they have had direct contact or the potential for direct contact. By taking sensible, proportionate action we hope to reduce the risk of illness to ourselves and others both at home and at work and enable us to continue to best serve our clients who will be

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looking to us to demonstrate leadership, provide guidance and provide a proactive role to navigate the challenges ahead.

Background Information

On 31 December 2019, the World Health Organisation (WHO) was informed of a cluster of cases of pneumonia of unknown cause detected in Wuhan, Hubei Province, China. A novel coronavirus (SARS coronavirus-2 (SARS-CoV-2)) was subsequently identified from patient samples. The infection caused by SARS-CoV-2 is known as COVID-19 commonly known as 'Coronavirus'.

Symptoms of Coronavirus COVID-19

- A cough
- A high temperature
- Shortness of breath

But these symptoms are similar to those of the common cold and flu and do not necessarily mean you have the illness.

What can we do?

Continue to listen to advice from Public Health England and follow any instructions that relate to your situation.

If you feel sick and/or have symptoms of respiratory tract infection, you should not attend your place of work. Instead, stay home, contact medical advice, and inform Number 8 about your situation. It is critical that we know if you have any concerns.

Since COVID-19 is a respiratory ailment, as is influenza, there are well-known and simple precautions to prevent this type of illness:

- Wash your hands often with soap and water for at least 20 seconds;
- Avoid touching your eyes, nose, or mouth with unwashed hands;
- Cover your nose and mouth when you cough or sneeze. Throw the tissue away and wash your hands;
- Get adequate sleep and eat well-balanced meals to ensure a healthy immune system; and
- When you are sick, stay home (get proper medical care) and drink plenty of fluids.

Self-isolation (Quarantine)

Self-quarantine is a highly precautionary measure to limit the potential spread of infection and your co-operation is appreciated. Unless advised otherwise the quarantine duration is 14 days (the incubation period for the virus). Self-quarantine requirements apply to travelers returning following both work related and personal travel to affected areas or if you have direct knowledge that you have been in close contact with an infected person or location. Any decision to self-isolate must be made with the Managing Director.

What does self-isolation mean?

- You should stay indoors and avoid contact with other people as you would with the flu
- If in work isolate yourself (for example in an empty meeting room)
- Call NHS 111 to inform them of any recent travel.

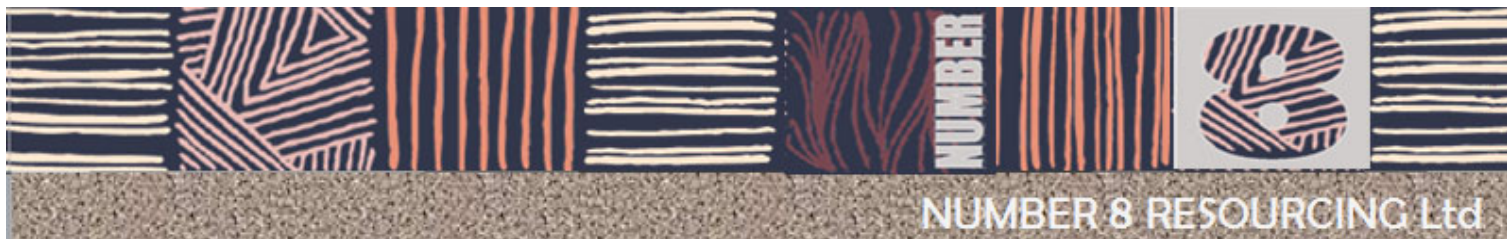
Illness in the Workplace

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If someone becomes unwell on site and has travelled to a high risk country or has had known contact with the virus, the unwell person should notify a site manager immediately but make every effort to reduce contact with any surfaces that can be accessed by others and maintain a 2 meter space from others at all times if possible.

The individual who is unwell, or someone on their behalf, should call NHS 111 from their mobile, or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and explain which country they have returned from in the last 14 days or where they may have had contact with the virus and outline their current symptoms.

When all emergency measures have been taken the worker should make contact with Number 8 to inform them of their situation. The individual worker must take full responsibility to isolate themselves according to Health Authority guidelines and remain isolated until they have been cleared by a health professional

Sick Pay/leave related to Coronavirus

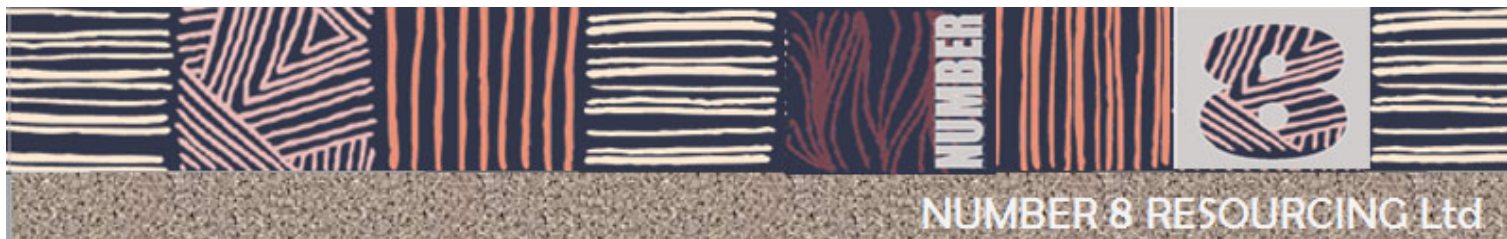
If a site is closed and individual workers are unable to attend work on that site, Number 8 will make every effort to find alternative work for the period.

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