



## Worker Terms & Conditions

### Terms and Conditions

These Worker Terms & Conditions apply to any worker booking you may have with the BBC in future (unless they are varied in accordance with these terms).

On the separate occasions that you work for the BBC (which shall be referred to as a 'booking' hereafter), the specific details of that work will be set out in your booking documentation.

The precise description and nature of the work may be varied with each booking. You will be informed of the requirements of each separate booking in the booking documentation.

### Arrangements for Work

It is entirely at the BBC's discretion to offer you work and there is no obligation upon the BBC to provide work. In addition, you are under no obligation to accept any work offered by the BBC at any time. The BBC is under no obligation to give any reasons for decisions not to provide work.

Once you have been offered work and you have accepted it, a contract is in place between you and the BBC for the time period and/services (as applicable) specified in the booking. Each offer of work shall be treated as an entirely separate booking and there shall be no relationship between you and the BBC during the time you are not booked by the BBC.

Nothing in these terms or the terms of any of your bookings shall be deemed to constitute an employment relationship and at no time will an employment contract exist between you and the BBC. These terms and the terms of any of your bookings do not confer any employment rights on you (other than those to which workers are entitled under statute).

In the event that the BBC engages you more than once, this shall not confer any legal rights on you and, in particular, will not establish an entitlement to further or regular work or an intention of creating continuity of employment. Each booking with the BBC which you accept shall be treated as an entirely separate and severable contract. You will not be an employee of the BBC and as such the collective agreements governing employment with the BBC will not apply to you.

### Work

The BBC may offer you work from time to time (known as a booking). The precise description and nature of your work may be varied with each booking. You will be informed of the requirements of each separate booking in your booking documentation.

Any booking will be offered in the light of the work required and as your working pattern may exceed an average of 48 hours per week you will need to agree to opt out of the weekly working limits under the Working Time Regulations.

When you sign and confirm acceptance to these terms you are agreeing to this arrangement for any booking you may have with the BBC.

You can give the BBC not less than 3 months (or the balance of your booking if less) notice in writing if you wish to terminate this opt out.

**Booking terms**

Each booking will be governed by these terms and any special terms specified in the relevant booking documentation. In the event of any inconsistency between these terms and any booking terms, these terms prevail to the extent of the inconsistency unless specifically stated otherwise.

**Location**

You will be advised of the location of a booking by your booker/manager. The BBC may require you to work at other locations anywhere in the United Kingdom or overseas as reasonably required.

**Rate of Pay**

You will be informed of your rate of pay for each separate booking in your booking documentation. Payments for additional days worked to your agreed working week (if applicable to your booking) will only be permitted as agreed with your booker/manager. Unless otherwise agreed, any fee stated in your booking is all inclusive and there are no additional payments e.g. for nights or bank holiday working.

Unless specifically agreed with the BBC, you are not able to claim expenses in addition to your rate of pay. Where expenses have been agreed for a particular booking, it is a condition precedent of the BBC making any payment to you that the expenses have been reasonably, properly and necessarily incurred by you in the performance of the booking, that the expenses do not exceed those which a BBC employee would have been entitled to incur under applicable BBC policies, and that you have provided the BBC with proper supporting evidence of the expenses incurred.

You must claim payments for bookings promptly by complying with the BBC's process (which shall be notified to you), within 3 weeks of the end of a booking. The BBC shall make the payments that are due to you by the end of the month following the month in which you have claimed payment.

The BBC may withhold payment or part payment where your services have not been provided in accordance with these terms and conditions and/or the terms of your specific booking and may deduct from payment any sums you owe to the BBC whenever such sums were due.

**VAT**

Where you provide your VAT registration number, the BBC will pay your rate of pay together with any applicable VAT on submission of a valid payment claim, which will become your VAT invoice.

Where any agreed expenses are incurred during your booking with the BBC, if you are VAT registered and regardless of whether you use a flat rate scheme you will specify only the net amount of the expenses in your claim before adding VAT as applicable. Only where expenses are

incurred when you are not VAT registered will the BBC reimburse the VAT inclusive value of the expenses incurred.

**Hours of Work**

Your hours of work for any booking will vary depending on the operational requirements of the BBC and will be as agreed with your booker/manager.



## **BBC Budgetary Limits**

You shall comply with relevant BBC budgetary limits (if applicable to your booking) and in the event that you exceed such limits without the prior approval of the BBC, the BBC shall not be liable to reimburse you in respect of any sums over such limits.

In certain circumstances, you may be asked by the BBC as part of a booking to act as a buying and/or paying agent of the BBC for the purchase of goods, facilities or services on behalf of the BBC. Where this is the case, any expenditure must be agreed with the BBC in writing prior to the purchase and you shall obtain a VAT invoice made out to the BBC. You will only be reimbursed when the claims can be evidenced.

## **Availability**

If you have accepted a booking under these terms and conditions, and you are for any reason unable to provide your services, you must inform the BBC at the earliest opportunity.

## **Leave**

The amount of leave you are entitled to will depend on the amount that you work and be pro rated on the basis of a full-time entitlement of a maximum 28 days' holiday during each holiday year (including public holidays in England and Wales). Should you not take all of your entitlement during each separate booking; a payment in lieu of leave will be made upon termination of that booking.

## **Competency**

When accepting any work with the BBC under these terms and conditions, you certify that you are competent to undertake the specified role. Your competency shall include (but not be limited to) having the relevant experience, training and/or qualifications and you shall provide the expected standard of skill, due care and diligence as would reasonably be expected of a professional individual undertaking the role (including operating within budgets if this is part of your role and pre and post production work and reformatting if appropriate). If you do not demonstrate this competency, the BBC may end your booking with immediate effect.

## **Pension**

The Government requires employers to provide a workplace pension arrangement for its workers, this is called "pensions automatic enrolment" (PAE). The BBC has chosen NEST (National Employment Savings Trust) as its PAE provider. The BBC reserves the right to use an alternative provider other than NEST in respect of PAE at any time in the future.

The BBC has chosen to postpone automatic enrolment for three months, therefore you will (provided you meet certain criteria including regarding your age and earnings) be automatically enrolled into NEST three months after starting an individual booking at the BBC. Further details regarding NEST, whether you will need to be auto-enrolled and the pension benefits available to you in the course of your engagement will be provided to you once you begin working for the BBC upon each booking. If you are auto-enrolled into NEST, you can choose to opt out of NEST but only after you have been automatically enrolled.

Also, if you already have large pension savings and previously registered for either Fixed Protection or Enhanced Protection status with HMRC then you should be aware that joining a pension scheme with the BBC may cause you to lose the benefit of your Fixed or Enhanced Protection in the future. If you believe that this may apply to you, we would recommend that you seek independent financial advice as regards your pension benefits and tax position.



### **Sickness**

If you accept an offer of work but are subsequently unable to work the time agreed, you must notify your manager/booker of the reason for your absence as soon as possible on the first day of absence.

You will not be entitled to receive any pay in respect of any period of sickness or injury during a booking. If you are receiving pay with deduction of national insurance, you may be entitled to claim Statutory Sick Pay.

### **Expected Behaviour**

The BBC will not tolerate any form of bullying and harassment and is committed to providing a workplace in which the dignity of individuals is respected. You agree that, whilst providing your services, you will not act in a way that could be regarded as bullying and/or harassment under the [bullying-and-harassment-policy.pdf](#) (or any replacement policy). Acts of bullying and/or harassment are regarded as a serious breach of contract and could place your continued engagement with the BBC at risk.

### **Working with children/vulnerable adults**

If you work with children and/or vulnerable adults in any capacity in any of your bookings with the BBC, you will be required to comply with the [BBC Child Protection Policy](#). If you fail to comply with the policy, your booking with the BBC may be terminated.

### **Declaration of Personal Interests**

Please make sure that you read the [BBC declaration-of-personal-interests-policy.pdf](#), the terms of which apply to you during any booking you have with the BBC.

Should you have any personal interests to declare, please speak to your manager/booker and obtain a Declaration of Personal Interests Form or go to Gateway the BBC's intranet site. Once completed please give this to your manager/booker on your first day. Your manager/booker will discuss any declared interests and consider if there are any conflicts which need to be addressed whilst you are working at the BBC.

You accept that you have an ongoing responsibility to declare any actual or potential conflicts at the point they arise. You must therefore review your personal interests when your personal and/or business circumstances change (for instance any time that you move or work under a new booking with the BBC), including any personal interests that you have previously declared, and submit a Declaration of Personal Interests Form at any point during any booking that you have personal interests to declare.

### **Confidentiality**

You will not without the prior written permission of the BBC:

- (a) Write for any publication or speak in public about the BBC or its affairs; or
- (b) Knowingly publish or disclose in any circumstances whatsoever to anyone secret or confidential information relating to the business affairs of the BBC, its suppliers or customers, which you learn about through your booking with the BBC; or
- (c) Publish or circulate (including via any online distribution including, without limitation, blogs, Facebook, Flickr and Twitter) any photographs or video images that may be taken whilst on BBC premises/locations.

**Good faith/  
outside activities/  
publicity**

You will at all times act in good faith towards the BBC and shall not bring the BBC into disrepute, nor without the prior consent of the BBC make any reference to the BBC in any advertising, promotional material nor speak in public about the BBC or its affairs.

**Intellectual  
Property Rights  
(IPR) all roles**

- (a) IPR means all copyright and related rights, rights in designs, trade marks, trade names and domain names, rights in goodwill, get-up, or passing-off, rights in computer software, database rights, rights in confidential information (including know-how and trade secrets), patents and rights to inventions and other proprietary rights in each case in any part of the world and whether registered or unregistered and including all applications for and renewals or extensions of such rights.
- (b) Unless otherwise expressly provided for in any booking documentation or supplementary agreement executed in connection with a booking, all IPR in respect of any work (including future works) created by you in the course of your work with the BBC whether or not in the course of your duties ("the Works") shall vest in the BBC and you hereby assign to the BBC all such rights in respect of the Works together with all related rights, including in respect of any infringements of these rights.
- (c) You will at the request of the BBC do all things necessary or desirable to give effect to the rights of the BBC under this clause.
- (d) For the avoidance of doubt the BBC has the right to edit, copy, alter, and adapt all Works and you waive any moral rights which may arise under the Copyright, Designs and Patents Act 1988, and all similar rights in other jurisdictions.
- (e) You will promptly disclose to the BBC all Works made by you (whether alone or with others) during the term of any booking you have with the BBC.
- (f) You will not make an application to register, or oppose any BBC application to register, any of the Works or other BBC owned IPR. You will not knowingly do or procure the doing of anything to imperil the registrability, validity or enforceability of any BBC owned IPR

**Additional  
Intellectual  
Property for  
Television and  
Radio Directors,  
Producers and  
Producer/  
Directors only**

- (g) The rights granted under (b) above include an assignment with full title guarantee of IPR in all films made by the Supplier under these terms and conditions of which they are principal director and/or any contribution they make to scripts.
- (h) The Supplier warrants that it is the sole legal and beneficial owner of the rights assigned in (g) above and that it has not assigned or licenced and will not assign or licence any of the rights (other than the right to equitable remuneration arising from exploitation of rental and lending rights) except as set out in (g) above.

**Products**

- (a) If products are being provided or produced by you, you warrant that they are fit for the purpose for which they are supplied and where relevant are of satisfactory quality, good construction, suitable and sound material and adequate strength and have been tested prior to delivery.
- (b) You shall obtain for the BBC all necessary consents, permissions and/or clearances in third party rights (including IPRs) with respect to the products.
- (c) Any products provided or produced by you shall comply with all current relevant laws and regulations and codes of conduct.
- (d) The product shall be kept in a suitable and secure manner at your own risk until it is delivered to the BBC.
- (e) Where any product(s) is found by the BBC, upon delivery or collection or

subsequently, not to conform to a booking as specified, the BBC may accept or reject the whole or any part of it and if it is rejected the BBC may recover any payments made for the rejected product.

**Purchasing**

If you are required, as part of a role for any booking with the BBC, to purchase goods and services you must comply with the BBC' [purchasing-policy.pdf](#).

**Disclosure and Barring Service (DBS)/**

If in any booking you will be working with children or vulnerable adults, your booking will be subject to a satisfactory DBS check or if in Scotland, PVG Scheme membership.

**Protecting Vulnerable Groups (PVG) Scheme****Consent for recording/broadcast**

The BBC shall be entitled without your further consent by any means now known or invented in future:

- (a) to record any contribution or performance of any kind (whether or not a performance for the purposes of Part II of the Copyright, Designs and Patents Act 1988 and including but not limited to interviews) which you may give at any time during the term of your booking at the request of the BBC in any of the BBC's programmes (whether broadcast or not); and
- (b) to reproduce, broadcast or otherwise communicate to the public a record of any such contribution or performance or authorise others to do so at any time whether during or after the termination of your booking. The terms of any performance made outside your normal duties under any booking you have with the BBC shall be governed by the appropriate form of contract required by the BBC at the time in question.

Further, and in addition, you now give to the BBC all and any necessary consents and grants of property rights in relation to performers' rights under Part II of the Copyright Designs and Patents Act 1988 as amended or updated in future and all other performers' consents and grants of property rights under any present or future law or legislation in force in any part of the world to enable the BBC to make the fullest use of your performances.

**Data Protection**

The BBC is committed to protecting the privacy and security of your personal information.

Our [BBC People Processing Notice](#) describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation 2016/679 (GDPR). If you require further details as to how your personal data is processed, we ask that you refer to this document, which is incorporated into this notice by reference.

Additional information about how we use your personal information and how long we keep it for can be found in the Data Protection Handbook and our Corporate Retention Schedule.



It is your responsibility to familiarise yourself with the BBC's data processing policies and notices set out above. If you have any queries regarding the processing of data by the BBC, or require a hard copy of the policies referred to above, please contact your manager or key contact.

It is your responsibility to take steps to protect any personal and other BBC data that you may handle during the course of your employment.

Upon termination of contract all personal and BBC data must not be retained beyond termination or reused for any other purpose unless otherwise agreed by the BBC. This also applies to any intellectual property created, developed or used by the employee during the period of his/her employment

If you are using BBC IT, the Equipment section below links to the [BBC's acceptable-use-policy.pdf](#). These are the guidelines on the use of BBC IT and related equipment which must be complied with.

**Eligibility to work in the UK**

Any booking under these terms is subject to you having and maintaining the right to work in the UK.

**Editorial Compliance**

The BBC requires all those working in content making roles to familiarise themselves with, and work in accordance with its Editorial Guidelines and associated guidance. In such a role you contribute to our work producing compelling content and services, so it is essential that your decisions and actions are in the interests of the BBC and its values. To help you with this in the event that you do work in a content making capacity in any booking, you agree to familiarise yourself with the [BBC editorial guidelines](#) and you are required as part of your duties to observe and abide by them as varied from time to time. Failure to work within the Editorial Guidelines is regarded as a serious matter and could place your booking with the BBC at risk.

**Anti Bribery**

You agree to comply with the Bribery Act 2010 and [anti-bribery-policy.pdf](#). Any breach of this obligation will be deemed to be a material breach under these terms and the terms of any of your bookings.

**Health & Safety**

You are responsible for complying with such standards of health and safety as are appropriate in the circumstances of your booking and at all times shall comply with the BBC's current safety regulations, which are found on the BBC [Safety](#) site.

**Insurance**

If as part of any booking you are creating a product, you shall arrange and maintain adequate insurance of such product.

If you are providing equipment for any booking, you are responsible for the insurance of that equipment.

You can find out more about the BBC's approach to insurance with regard to workers [here](#) and by speaking to your manager/booker or the BBC's Insurance Department.

For workers paid gross for a booking under these terms and conditions, particular insurance requirements apply to certain roles. Those roles include

but are not limited to:

- Special Effects and Pyrotechnics Experts
- Armourers
- Workers specifically engaged to provide personal security/protection or health and safety related services
- Workers specifically engaged to perform rope access and scuba diving supervisory services.
- Workers providing and/or supervising interaction with Dangerous Animals as defined under the applicable Dangerous Wild Animals Act (or superseding regulations).
- Workers providing services as Expedition Leaders
- Workers providing medical services (e.g. Consultants, Doctors, Paramedics, Nurses, etc.)

For such bookings you shall arrange and maintain with a reputable insurer adequate Public Liability Insurance and, where applicable, Product Liability Insurance and/or Professional Indemnity Insurance which shall each have a limit of liability of no less than two million pounds sterling (£2,000,000) per occurrence and with a scope of cover appropriate to the deliverables provided under your booking. The BBC may vary such insurance requirements, and the types of services to which they apply, at its sole discretion. For the avoidance of doubt, such minimum insurance levels shall not be a limit of liability under the booking.

You shall produce to the BBC, on demand, copies of the insurance policies maintained in accordance with these terms and/or those specified in your booking documentation.

### **Driving on BBC business**

If you are required to drive for the purpose of performing the services in any booking with the BBC (whether or not the BBC has agreed to pay you a fee for doing so), you must first have a current BBC driver declaration and appropriate driving licence.

Where you intend to provide the vehicle you will drive on BBC business, use of the vehicle is subject to the approval of the BBC and you agree to comply with the BBC's Motor Vehicle Policy including the requirement that you hold appropriate motor insurance.

You agree to provide to the BBC, upon request, information and documentation to demonstrate compliance with BBC requirements.

Further details are available at the [BBC Motor Vehicle Policy](#)

### **Indemnity**

You shall indemnify the BBC against all costs and expenses (including legal costs), losses and liabilities which the BBC may incur as a result of :

- (a) your breach of or non-compliance of your obligations or warranties under these terms or the terms of any your bookings;
- (b) your negligence or wilful default;
- (c) any claims from third parties made as a result of your acts or omissions (including relating to infringement of any IPR supplied under or used in connection with these terms or the terms of any bookings);
- (d) neither you nor the BBC shall be liable for any "consequential" or "special" or "indirect" losses, loss of profits, revenues and/or business, anticipated savings, in each case, whether or not in the contemplation of the parties at the time of entering into any booking, unless expressly set out in the booking.



**Equipment**

Should you use any BBC equipment with the consent of the BBC, you must familiarise yourself with the BBC's guidelines on the use of IT and related equipment. You agree to read and comply with the [BBC's Acceptable use Policy](#).

Should you provide equipment as part of any booking, you are responsible for the care, control, security, insurance and maintenance of such equipment. The BBC may provide a storage area for any equipment but is under no obligation to do so.

**Substitution**

With the prior written approval of the BBC and subject to the following proviso, you may appoint a suitably qualified and skilled substitute to perform the services for any booking on your behalf, provided that the BBC accepts the substitute and the substitute shall be required to enter into direct undertakings with the BBC as you have under this arrangement, including with regard to confidentiality. If the BBC accepts the substitute, you will continue to be paid and be responsible for the remuneration of the substitute.

Where a substitute is appointed, with BBC consent for work involving aircraft (including helicopters, balloons, model aircraft, parachutes); armourers; asbestos; diving; explosives, pyrotechnics and fire effects; flying ballet; hydraulic hoist contractors; lasers; location lighting; scaffolding and similar structures; specialised rigging and wiremen; smoke effects and stunt artists, you shall only use those pre-vetted by the BBC for that purpose, a list of which the BBC shall provide to you on request.

Notwithstanding that all liability for any substitute rests with you, any substitute appointed by you shall be required to be subject to the same obligations you are subject to under these terms or the specific terms of any bookings. You will do all things necessary to ensure that the substitute complies with these, including if requested obtaining an undertaking from the substitute in favour of the BBC binding them to comply with the terms and giving them all relevant information provided to you by the BBC.

**Broadcast**

The BBC's editorial decision is final and the BBC is not obliged to broadcast any programme for which you have provided your services.

**Additional  
Television and  
Radio Director,  
Producer and  
Producer/  
Director terms**

- a) You may be invited subject to reasonable notice to render services ancillary to any bookings that you have outside of the booking period. The BBC will make reasonable endeavours subject to the BBC's operational and editorial needs to schedule the provision of such ancillary services at a time when you are available. In the event of your being unavailable to render such services at a time consistent with these needs the BBC shall be entitled to obtain such services from another Director/Producer/Producer-Director.
- b) You acknowledge that the remuneration set out in the booking documentation you receive takes account of all the circumstances and is considered by you to include equitable remuneration in respect of any rental of your contributions.
- c) You shall be entitled to be reimbursed expenses wholly and exclusively incurred by you during the course of providing your services. It is a condition precedent of the BBC making any payment to you that the expenses have been reasonably, properly and necessarily incurred by you in the performance of the booking, that the expenses do not exceed those which a BBC employee would have been entitled to incur under

applicable BBC policies, and that you have provided the BBC with proper supporting evidence of the expenses incurred.

- d) If you are contracted as a Television Director for any booking, subject to you (i) duly rendering all of the services required by you under any bookings and (ii) not being in material default of any terms within this arrangement or any specific terms in your booking documentation, you shall be accorded a "Directed by" credit in copies of the programme made by the BBC as the director of the programme, normally in last position in the front credits, the precise form of such credit to be in accordance with the BBC Credit Guidelines.
- e) Any bookings you have with the BBC shall be operated by you and the BBC in accordance with the relevant BBC/Directors' UK Joint Statement on Creative Rights and Responsibilities (i.e. relating to Drama or Factual Productions as appropriate).
- f) You shall report to The Producer on all matters concerned with the production of the programme(s) covered by these terms (if appropriate), provided however that you may discuss in confidence with the Head of Production or appropriate senior member of BBC Human Resources any substantial matters on which after using all reasonable endeavours you have failed to reach agreement with The Producer.
- g) With regards to indemnity, you shall not be liable in respect of any materials supplied to you by the BBC.

#### **BBC Policies**

During each booking you shall comply with BBC Policies, guides, handbooks and procedures in force as required, and as are relevant to your bookings. The BBC reserves the right to amend all policies, guides, handbooks and procedures in accordance with business needs and/or relevant developments in business practice or legislation.

#### **Security/ Access/ Inspection**

You shall obtain from the BBC identity cards or entry permits and shall display these whilst on BBC premises. You shall return these cards or permits to the BBC upon termination or expiry of the booking.

The BBC may request and shall be supplied with your identification and may conduct random security checks including checking your possessions and vehicle(s) whilst on BBC premises.

The BBC shall at its discretion give you by prior arrangement such access to BBC premises and such general BBC facilities (for example, catering and sanitary) at BBC premises as you may reasonably require to fulfil your obligations under a booking. However the BBC may refuse admission to or remove from BBC premises any person whom the BBC deems unacceptable for whatsoever reason other than solely to frustrate the booking.

#### **Deductions from Pay**

The BBC shall be entitled, at any time during a booking with us or when a booking ends, to deduct from your pay and/or any other payments due to you any money you owe the BBC, including but not limited to overpayments, leave or any expense payments.

#### **Termination**

If the BBC has offered you specific work under these terms and you have accepted it or are working under it, your booking may be terminated in the following circumstances depending upon your role:

1. All roles with the exception of Television and Radio Directors, Producers and Producer/Directors;

The BBC may terminate your booking with immediate effect with payment made for work done until the date of termination only if:

- a) it considers that you are in material breach of your obligations which are not capable of remedy, or
- b) it considers that you are in breach of your obligations, which are capable of remedy but you have failed to remedy the breach within 7 days of notification of the breach (or such shorter period as may be reasonable), or
- c) you have committed any act of gross misconduct, or
- d) the continued performance of the engagement is prevented by reasons beyond its reasonable control, or
- e) you are unable to provide your services for any reason.

If your booking is otherwise terminated in the BBC's opinion for any financial, editorial or any other significant reason, you will be paid for work done until the date of termination and the BBC will either:

- a) give you 24 hours' notice of termination if you are paid on a PAYE basis
- b) make a payment to you equivalent to one weeks' payment or the remainder of the booking, whichever is the lesser if you are paid on a gross basis.

## 2. BBC Television and Radio Directors, Producers and Producer/Directors

The BBC may terminate your booking with immediate effect with payment made for work done until the date of termination only if:

- a) it considers that you are in material breach of your obligations which are not capable of remedy, or
- b) it considers that you are in breach of your obligations, which are capable of remedy but you have failed to remedy the breach within 7 days of notification of the breach (or such shorter period as may be reasonable), or
- c) you have committed any act of gross misconduct, or
- d) the continued performance of the engagement is prevented by reasons beyond its reasonable control, or
- e) you are unable to provide your services for any reason.

If your booking is terminated for any other reason than a-e above, you are entitled to receive the full fee specified in your booking which remains unpaid at the date of termination subject to the normal duty to mitigate loss being taken into account.

Regardless of your role, if you are due to receive/or have received a payment in accordance with this clause (a "payment"), but booked to work with the BBC and/or any associated company during the same period for which you would be due to receive/have received payment in compensation for the previous booking, then the payment is not payable.

You are required to disclose this to the BBC and return any payment made. If the BBC becomes aware that you have breached this, it reserves the right to either demand for immediate repayment the payment and/or terminate your booking with immediate effect and make no payment.

On termination or the end of a booking, you agree that you will return all BBC property, of whatever type, including identity cards or entry permits to BBC premises, to your booker/manager regardless of the circumstances that lead to the termination or the end of the booking.

**Changing Terms  
& Conditions**

The BBC may review its requirements for workers from time to time and/or update the terms on which it offers such work. In the event of any changes to the terms on which it is prepared to engage workers, the BBC will notify you.

**Governing Law**

These terms and the terms of any of your bookings will be governed by English law.