CONDITIONAL STAFF OCCUPANCY POLICY, WORKFORCE ACCOMMODATION ARRANGEMENT & EMPLOYEE LICENCE TO OCCUPY

Official Policy Title: Terms of Occupancy & Employment Condition (Subsidized Workforce Housing & Flexy Rooms Sourcing Policy)

1. ISSUING EMPLOYER & CORPORATE TENANT

Employer Name: Flexy Health Care Ltd
Company Number: 13686643 (England & Wales)
Registered Office: 16 Raeburn Place / Road, Sheffield, S14 1BF
Director (Finance & Operations): Felix Dube
HR & Staff Email: info@flexyhealthltd.com
Employer SumUp Account: Sort Code 04-14-50 | Acc 60188687

2. ACCOMMODATION FINDER & KEY CONTACTS

Sourcing Portal: Flexy Rooms (https://flexyrooms.com/terms)
Portal Function: Advertising, Room Sourcing & Staff Transport
House / Welfare Manager: (07368 937793)
24/7 Emergency Helpline: 07721 137339
Accommodation Team Email: flexyrooms@gmail.com / info@flexyrooms.com

Mandatory Policy Scope & Legal Classification of Staff Accommodation

This Policy governs all temporary, short-term, day-rest, and rotational sleeping quarters arranged for Registered Nurses, Healthcare Assistants (HCAs), Support Workers, and clinical/administrative staff deployed by **Flexy Health Care Ltd**. Flexy Health Care Ltd is strictly a **healthcare recruitment and staffing agency**—not a commercial landlord. Where Flexy Health Care Ltd books or leases rooms from third-party landlords, commercial hotels, **Booking.com**, or **Airbnb** via the **Flexy Rooms** platform, it acts strictly as a **Corporate Tenant / Corporate Booker** housing its own verified workforce under a conditional **Employee Licence to Occupy**.

SECTION 1: TERMS OF OCCUPANCY & CONTINUOUS EMPLOYMENT CONDITION

1. **1.1 Eligibility & Conditional Occupancy (Employee Number Requirement):**
   - Occupancy of any room or property sourced, assigned, or sub-licensed through **Flexy Rooms** or **Flexy Health Care Ltd** is granted strictly on a conditional basis to verified staff who hold an active **Flexy Health Care Ltd Employee / Worker Identification Number** on the *FlexyHealth Admin Panel* and have completed statutory Right to Rent verification (Section 22, Immigration Act 2014).
   - To qualify for and maintain occupancy rights, the Worker/Occupier **MUST** be actively employed by, or under an active, ongoing zero-hour or contracted shift-fulfillment agreement with, **Flexy Health Care Ltd**.
2. **1.2 Requirement for Continuous Active Shift Fulfillment:**
   - Occupants are required to maintain active clinical deployment by regularly picking up and completing scheduled healthcare shifts assigned via the **Flexy Health Care Ltd** roster system.
   - Ceasing to fulfill shifts, declining shifts indefinitely without approved medical/annual leave, or having an inactive worker status constitutes a **material breach** of this Policy and automatically terminates the Worker's eligibility to reside in company-sourced accommodation.
3. **1.3 Mandatory 14-Day Written Notification of Work Cessation:**
   - If an Occupant intends to stop picking up shifts, resigns, takes extended leave, or experiences any change in employment status, they **MUST** formally notify both HR (info@flexyhealthltd.com) and the Accommodation Team (flexyrooms@gmail.com) in writing at least **fourteen (14) calendar days** prior to the cessation of work.
4. **1.4 Automatic Revocation of Licence to Occupy & 7-Day Vacation Rule:**
   - Upon the termination, cessation, or lapse of active shift fulfillment with Flexy Health Care Ltd, the Worker's contractual **Licence to Occupy** is revoked automatically by operation of contract.

SECTION 2: SUBSIDIZED STAFF CONTRIBUTIONS, £30 FINDER'S FEE & TRANSIT POLICY

1. **2.1 The £30.00 Flexy Rooms Accommodation Finder's Fee:**
   - When a verified Flexy Health Care Ltd worker requests temporary accommodation in their deployment city, the independent matching platform **Flexy Rooms** (`flexyrooms.com`) searches third-party private landlords, commercial hotels (including IHG Hotels), **Booking.com**, and **Airbnb** to locate suitable rooms near the worker's assigned hospital or care facility.
   - A flat, one-off **£30.00 Finder's & Registration Fee** is payable per staff member to cover platform sourcing and onboarding administration.
2. **2.2 Employer Accommodation Subsidy & Staff Contribution Pass-Through:**
   - To support its healthcare workforce working away from home, **Flexy Health Care Ltd subsidizes a percentage of the total accommodation and utility cost** in the city where the worker is deployed.
   - The deployed worker contributes only their agreed **subsidized staff portion** (payable monthly or weekly in advance on the last/1st day of the period) by bank transfer into the corporate account of **Flexy Health Care Ltd (SumUp Sort Code: 04-14-50, Account No: 60188687)**.
   - Flexy Health Care Ltd then combines the worker's contribution with the company's employer subsidy and pays the full contracted rent/tariff directly to the third-party Landlord, Hotel, or Airbnb host. We do **not** take tenancy deposits; rooms operate on advanced licence contributions or corporate guarantor cover (*Housing Hand / Flexy Cash*).
3. **2.3 Mandatory Staff Transport Policy (>2.0 Miles from Hospital / Care Facility):**
   - Where a worker is placed in temporary accommodation located **more than two (2.0) miles by road** from their assigned NHS hospital, clinic, or care home, **Flexy Rooms provides dedicated commuter transport** (via *Flexy Drive* shuttle vans, pre-authorized partner taxis/Uber, or *Flexy Fuels* vehicle/fuel support) to ensure safe door-to-ward travel for day and night shifts.
   - Complimentary van assistance is also provided when relocating staff between temporary accommodations.

Policy Component	How It Works for the Employee	Legal & Statutory Classification
Employee ID Verification	Worker must hold active FlexyHealth Admin Panel profile & shift contract before room allocation.	Confirms occupancy is restricted to bona fide company staff (NRLA Section C Corporate Licensee).
£30.00 Finder's Fee	Charged by Flexy Rooms to source rooms from Landlords, Hotels, Booking.com, or Airbnb.	Pure digital sourcing/registration fee—not rent or rack-rent under s.263 Housing Act 2004.
Subsidized Staff Contribution	Worker pays subsidized staff portion to `Flexy Health Care Ltd (04-14-50 / 60188687)`; employer pays landlord.	Pass-through employee accommodation contribution; third-party landlord remains the person in control.
>2 Miles Hospital Transport	Provided automatically via Flexy Drive / Taxi if accommodation is >2.0 miles from hospital shift site.	Workforce welfare & shift-fulfillment logistics benefit tied strictly to active deployment.

SECTION 3: ALLOCATION OF BUILDING COMPLIANCE VS. INTERNAL HOUSE RULES

1. **3.1 Third-Party Landlord's Statutory Building Responsibilities:** Because Flexy Health Care Ltd is only a corporate tenant/booker for its workers and does not own the property structure, the third-party **Property Landlord / Designated Property Manager** (e.g., Westfield Noble Ltd / Signpost Properties Ltd / Freeholder) retains **100% legal and statutory responsibility** under the Housing Act 2004 and Section 11 of the Landlord and Tenant Act 1985 for: (a) holding any required **HMO Licence** or planning consent; (b) structural fire doors (FD30), intumescent strips, and interlinked fire alarm systems; (c) Gas Safety Certificates (CP12) and EICRs; and (d) exterior roof gutters, staircases, plumbing, boilers, and structural leaks.
2. **3.2 Worker's Duty to Report Building Defects Immediately:** Workers must never tamper with smoke alarms, fire doors, or utility meters, and must report any water leaks, damp, heating failures, or safety defects immediately to the 24/7 Helpline (`07721 137339` / `info@flexyhealthltd.com`) so Flexy Health Care Ltd can enforce the Landlord's repair SLA (24–48 hours for emergency repairs; 5 working days for minor repairs).

SECTION 4: MANDATORY STAFF HOUSE RULES & CODE OF CONDUCT (SHARED HOMES)

Because healthcare staff work rotating day, night, and weekend hospital shifts, every Occupier must strictly observe the following workplace accommodation standards to ensure a safe, restful, and hygienic environment:

1. **4.1 Single Personal Allocation & Visitor Restrictions:**
   - You occupy one designated bedroom allocated strictly to you under your Employee ID Number. You must **never** sub-let, assign, share keys/entry codes, or allow any other person to live in your room without express written permission from Flexy Health Care Ltd.
   - Occasional daytime visitors are permitted only with respect for shift workers resting in the house. **No overnight guests** are permitted without prior written authorization. You are strictly responsible for the conduct of any visitor you admit.
2. **4.2 Respect, Quiet Hours (10:00 PM – 8:00 AM) & Safeguarding:**
   - Treat all fellow healthcare workers, neighbours, house managers, and visiting contractors with courtesy and respect. Zero tolerance applies to aggression, harassment, bullying, or antisocial behaviour.
   - Strict quiet hours operate between **10:00 PM and 8:00 AM** (and during daytime rest periods for night-shift nurses). No loud music, parties, or disruptive noise is permitted at any time.
3. **4.3 Fire Safety & Clear Escape Routes:**
   - **Never** cover, deactivate, or tamper with smoke detectors, heat sensors, carbon monoxide alarms, emergency lighting, or self-closing FD30 fire doors. **Never wedge fire doors open.**
   - Keep all hallways, landings, stairwells, and fire exits completely clear of shoes, bags, bicycles, laundry racks, or furniture.
   - Candles, incense, shisha, portable halogen heaters, and open flames are strictly prohibited across the entire building. Never leave cooking unattended on the kitchen hob.
4. **4.4 Kitchen Hygiene, Bathrooms & Daily Waste Disposal:**
   - **Kitchen Standards:** Clean the hob, worktops, microwave, and sink immediately after every use. No dirty plates, pots, or uncovered food may be left on kitchen counters overnight. Wipe grease/oil from pans before washing to prevent drain blockages.
   - **Refuse & Recycling Protocol:** No open rubbish bags may be left in the kitchen or hallway. All black kitchen bins must be tied and taken out to the external council wheelie bins **every night**. Follow the local council bin collection schedule.
   - **Bathrooms & Ventilation:** Leave shared bathrooms, showers, and WCs clean and dry after each use. Never flush wet wipes or sanitary products down the toilet. Open windows briefly or run extractor fans after showering and cooking to prevent condensation and mould.
5. **4.5 Strictly No Smoking, Vaping, Drugs, or Pets:**
   - Smoking tobacco, vaping, e-cigarettes, and illegal substances are strictly prohibited inside any bedroom or shared area. No pets are permitted.
6. **4.6 Privacy, Data Protection & External Inspections:**
   - Do not disclose personal details about fellow healthcare residents to unauthorized strangers at the door; refer any third-party, landlord, or local authority enquiries directly to Management (07721 137339 / info@flexyhealthltd.com).
   - Allow reasonable access for weekly health and safety checks, inventory inspections, and landlord maintenance works.

> **Section 4.7: End-of-Placement Handover, Meter Photos & Corporate Inventory Protection**
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> All furniture, beds, mattresses, soft furnishings, and appliances supplied by Flexy Health Care Ltd remain corporate property. Upon ending your stay or ceasing shift fulfillment, you must: (1) leave your room clean and undamaged; (2) email time-stamped photos of your cleared room and utility meters to flexyrooms@gmail.com; and (3) return all keys/access fobs on or before your final day. Workers have zero legal authority to hand over corporate furniture or keys to unauthorized third parties.

SECTION 5: INDIVIDUAL EMPLOYEE CONDITIONAL LICENCE TO OCCUPY & POLICY DECLARATION

CONDITIONAL EMPLOYEE / WORKER LICENCE TO OCCUPY (NON-TENANCY SERVICE AGREEMENT)

Issued Pursuant to Section C of the Corporate Company Let Agreement & Flexy Health Care Ltd Staff Policy

Corporate Licensor:	**Flexy Health Care Ltd** (Co. No. 13686643)	**Sourcing Platform:**	**Flexy Rooms** (`flexyrooms.com`)
Worker Full Name:	_____	**Employee / Worker ID No.:**	_____
Clinical Role / Profession:	Health (Nurse / HCA / Support)	**Right to Rent Share Code:**	_____
Assigned Property & Room:	_____		
Finder's Fee Paid to Portal:	**£30.00** (One-off Sourcing Fee)	**Subsidized Staff Contribution:**	**£**_____ per week / month

1. **1. Grant of Conditional Employee Licence (No Assured Shorthold Tenancy):** Flexy Health Care Ltd grants the above-named Healthcare Worker permission to occupy the designated bedroom strictly as a **corporate employee licensee** (and **not** as a tenant under the Housing Act 1988) for temporary residential accommodation while actively fulfilling healthcare shifts for Flexy Health Care Ltd.
2. **2. Continuous Shift-Fulfillment Condition:** The Worker acknowledges that this Licence to Occupy is strictly conditional upon maintaining active deployment and picking up shifts with Flexy Health Care Ltd. If the Worker stops picking up shifts or intends to leave employment, the Worker **must give 14 calendar days' written notice** to `flexyrooms@gmail.com` and `info@flexyhealthltd.com`.
3. **3. Automatic Revocation & 7-Day Surrender:** Upon cessation of active shift fulfillment with Flexy Health Care Ltd, this Licence to Occupy revokes automatically, and the Worker agrees to vacate the room and return all keys/fobs within **7 calendar days**.
4. **4. Subsidized Contribution & Utility Fair Use:** The Worker agrees to remit their subsidized staff contribution in advance on the 1st/last day of each period to **Flexy Health Care Ltd (Sort Code: 04-14-50, Account No: 60188687)** so the Employer can remit the combined rent to the Property Landlord. Reasonable domestic use of gas, electricity, water, and Wi-Fi is included (excessive or commercial energy misuse is rechargeable).
5. **5. No Sub-Letting or Structural Alterations:** The Worker must not sub-let, assign, take in lodgers, tamper with fire alarms/doors, or alter the property. The Worker acknowledges that the third-party Property Landlord retains statutory control and HMO/structural repair responsibility for the building, while Flexy Health Care Ltd acts solely as the Corporate Tenant housing its staff.

EMPLOYEE / HEALTHCARE WORKER ACKNOWLEDGEMENT:

I confirm that I have received, read, and agreed to the **Flexy Health Care Ltd Conditional Staff Occupancy Policy & Licence to Occupy**. I understand that my accommodation is subsidized by my employer and is strictly conditional upon my active healthcare shift fulfillment with Flexy Health Care Ltd.

Worker Signature: _____

Print Full Name: _____

Employee ID No.: _____

Date Signed: _____

AUTHORIZED EMPLOYER & PLATFORM VERIFICATION:

Verified that the above Occupier holds an active Employee/Worker ID on the *FlexyHealth Admin Panel*, has passed statutory Right to Rent checks, and is placed strictly as a corporate employee licensee.

For & On Behalf of: FLEXY HEALTH CARE LTD

Authorized Signatory: *Jolene Nyandebvu / HR Team*

Position: Director / Accommodation Operations

Digital Portal Stamp: `Flexy Rooms Paperless Verified`