



Highland Guides Terms and Conditions for work engagement

Firstly many thanks for working for Highland Guides (LTD). If anything is unclear within this document or needs clarification then please at any time ask by phone 07776080572 or by email danhighlandguides@gmail.com

Working on behalf of Highland Guides on climbing and mountaineering courses means that you are happy and understand the below terms of engagement. Please email upon receipt of this by email that you have read and understand this document.

FROM THE INSTRUCTOR TO HIGHLAND GUIDES

- All copies of relevant qualifications must be emailed prior to the scheduled work to Highland Guides.
- An up-to date and current first aid certification must be in place at the time of work. It is the instructors responsibility to ensure this is kept in date and a copy sent to Highland Guides prior to work.
- A current Insurance policy must be in place and a copy sent to Highland Guides prior to work.
- By the instructor/guide agreeing to work its the Instructors/Guides responsibility to ensure that they are in a fit and able condition to carry out the work agreed.

PAYMENT POLICY.

Our work fall into three category's of payment in respect of qualification rather irrespective of work taken. This is to respect the expense and work taken to gain qualifications.

SML/RCI at £190 per day - WML £200 per day - MCI £220 per day - WMCI/BMG £230 per day

All guides and instructors are responsible for their own tax and NI affairs and Highland Guides takes no responsibility for this.

- All invoices are to be submitted after the work and made out to Highland Guides LTD detailing the work undertaken along with your preferred payment details.
- All invoices will be paid on the last working day of the month ensuring all invoices are paid within 30 days.
- Any expenses which must be pre agreed can be added to the work invoice along with any relevant receipts.
- Invoices are not paid in advance of work undertaken.
- Please let us know as soon as possible If you need to cancel or become unavailable at the earliest moment you can so that we can make provision. Should you become unwell or otherwise unable to complete a course we will pay you for the work that has been completed but not the days you were unable to complete.

EQUIPMENT

Please supply your own climbing gear, ropes, first aid kit, survival shelter, appropriate navigation equipment and any other relevant mountain safety / guiding equipment required. This should all be high quality and modern equipment in good condition & working order to conduct the job in a safe manner.

All client equipment will provided to you by Highland Guides will be Highland Guides responsibility and would not fall under the instructor/guides responsibility.

PROFESSIONAL JUDGEMENT

Please note that in working for Highland Guides on a contracted / non-employee basis, you remain entirely under your own direction and 100% responsible for all decisions and actions you take as a Mountain Guide / Mountain Instructor, both on, and off, the mountain. You may refuse to undertake any task given to you by a Highland Guides Director or Course Director that you think may place yourself, or any of the clients, under an unjustifiable risk.

On assessing the prevailing conditions or the abilities of the clients, you may alter any proposed venue, route or activity so as to reduce the risk to you and your clients to an acceptable level. If such an alteration involves a significant change of itinerary please do your best to contact Dan to highlight the change of plan.

You are the ultimate arbiter of what constitutes an acceptable risk and your professional judgement will take precedence over everything else. Whilst guiding, you will be responsible for the safety of the clients assigned to you and it will be your responsibility to extend to them a due duty of care at all times

SAFETY ROUTINE & COMMUNICATIONS

Please text / WhatsApp / email details of your intended itineraries to Dan each time you set out into the mountains. Please then communicate your safe return and let us know if we can help whilst you are in the mountains e.g. with weather forecasts, avalanche forecasts etc.

CLIENT REPORTS & PHOTOS

Please also send a very brief report including details on what routes were completed with the clients and notes about their technical ability, fitness, general character, future aims and any other relevant observations during the course. This can be very brief and also concluded in a phone call at the end of the course or programme.

All clients have agreed prior to the course to allowing or not allowing photographs to be taken and used for social media or website purposes with Highland Guides.

MEDIA POLICY.

We understand that it will be important to exchange numbers and email with clients in order to be able to communicate during or prior to a course. Do not promote your own business interests with Highland Guides clients. When posting images of Highland Guides clients please tag that this was done while working with Highland Guides. Please ensure that where Highland Guides is associated with images that these images are also inline with professionalism, best practice and not images that would show poor judgement or technique or dangerous practice.

Best wishes for safe guiding & an enjoyable year in the mountains and many thanks for working with us.

Your guiding and instructional work and great efforts with our guests are very much appreciated.

Dan Goodwin

Highland Guides November 2023

