



Notice Of Absence Policy

This Contractor Availability, Absence & Cancellation Policy sets out guidance for how independent, self-employed contractors engaged by Calculated Performance Ltd ("the Company") should manage availability, session commitments, and cancellations for services delivered under a Coaching Services Contract.

This policy exists to support safeguarding, service continuity, and client experience. It does **not** create an employment relationship, obligation to accept work, or any form of attendance management inconsistent with self-employed contractor status.

Scope

This policy applies **only to self-employed contractors** engaged under a contract for services.

Employees (if applicable) are subject to separate absence and attendance policies.

Core Principles

- Contractors choose whether to accept or decline offered sessions.
- Once a contractor has accepted a session, they are responsible for delivering it or arranging suitable cover in accordance with the contract.
- The Company does not guarantee work and contractors are not required to provide availability or attend unless they have agreed to deliver a session.

Advance Notice of Unavailability

Contractors are **encouraged** to notify the Company of known periods of unavailability at least fourteen (14) days in advance where reasonably practicable.

Providing advance notice supports operational planning and client continuity, but does not create an obligation to accept future work.



Short-Notice Unavailability

Where notice is provided with less than fourteen (14) days' notice:

- The contractor remains responsible for any sessions they have already accepted.
- The contractor may deliver the session personally or arrange a suitably qualified substitute, subject to reasonable safeguarding and qualification checks.

The Company may assist with coordination but is under no obligation to provide replacement work or cover.

Communication and Records

- Contractors should notify unavailability or session changes via the Company's designated platform (e.g. Coaching Hub) to ensure clear records and safeguarding oversight.
- Use of the platform is for administrative coordination only and does not indicate supervision or control.

Responsibilities Where Cover Is Used

Where a substitute coach is engaged:

- The contractor should ensure relevant session or client information is shared in a professional and lawful manner.
- Any information shared must comply with confidentiality and data protection obligations.

Amendments and Withdrawals

Contractors may amend or withdraw a notice of unavailability by notifying the Company as soon as reasonably practicable.

Timely communication supports scheduling efficiency but does not impose attendance obligations.



Late Cancellation or Non-Attendance

Where a contractor fails to deliver a session they have accepted with less than thirty-six (36) hours' notice, without prior agreement:

- Payment may be withheld for that session; or
- An equivalent amount may be offset against future payments,

in accordance with the Coaching Services Contract.

This reflects non-delivery of services rather than disciplinary action.

Relationship to Contract

This policy must be read alongside the Coaching Services Contract. In the event of any inconsistency, the contract terms shall prevail.

Nothing in this policy creates an employment relationship, mutuality of obligation, or entitlement to work.

Review

This policy may be reviewed periodically to ensure continued relevance and compliance. Any material changes will be communicated to contractors.

Contact Information

For any questions or concerns regarding this Policy, please contact hugh@calculatedperformance.co.uk.

This policy was last reviewed on: 19/12/2025.

Signed: *Hugh Ferguson*

Date: 19/12/2025