



Umbrella Supplier Policy

Company Policy No: 46

Company: Direct Healthcare 24 t/a Little Steps Staffing Ltd

Issue No: 2

Revision Date: April 2026

Review Date: April 2027

Umbrella Supplier Policy

Introduction

An umbrella Company is a company that acts as an employer or engager to agency contractors who work under a fixed term contract assignment, usually through a recruitment employment agency. As a recruitment agency Direct Healthcare 24 t/a Little Steps Staffing Ltd will deal with a number of umbrella companies within its supply chain.

Little Steps Staffing is committed to ensuring that all the Umbrella Companies it deals with are fully compliant with all its legal/tax responsibilities and provide a high level of service. Little Steps Staffing will only commercially transact with Umbrella companies that are on its PSL (Preferred Supplier Listing). We shall not deal with any Umbrella Company outside this listing. Our current PSL is attached but for the most up-to-date list please use the link attached. Direct Healthcare 24 t/a Little Steps Staffing Ltd will evaluate and regularly monitor any Umbrella Company on its PSL to ensure it continues to meet the company's high expectation as regards compliance and service.

Purpose Of Policy

The purpose of the policy is to outline the due diligence carried out by Little Steps Staffing when evaluating whether to include an Umbrella company on its PSL.

Due Diligence Process

In order to be included in the PSL the umbrella company will need to fill out our standard Umbrella Supplier Questionnaire (which you can request from Finance). This covers all aspects of the Umbrella companies, Expense Policy, umbrella offering, accounting services, candidate engagement, legislative compliance and taxation compliance. This Supplier Questionnaire will be reviewed by the Finance Director and a decision will be made.

We request the Umbrella Company to provide numerous documentary evidence to support the statements they have made on the questionnaire and these are saved securely on our database in accordance with the data protection act 2018 and also GDPR. We rely on the statements of the Umbrella Company and ensure the documents attached support the statements articulated by the Umbrella Company. We will only use Umbrella companies that satisfactorily answer our questionnaire and provide sufficient supportive evidence.

The umbrella company shall respond to any reasonable requests for information or documentation and shall allow access to copies of such reasonable information. Little Steps Staffing will annually from the date of the signed questionnaire outside the above send communication to the Umbrella company asking them to update Little Steps Staffing of any material changes to the questionnaire as signed by the client.