



PUTTING PEOPLE BACK AT THE HEART OF THE PROJECT



Create your own activity  
WITH THE STATUS OF  
a SALARIED EMPLOYEE



[WWW.VENTORIS.FR](http://WWW.VENTORIS.FR)

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## 1 - AN UMBRELLA COMPANY ALLOWING YOU TO CREATE YOUR OWN ACTIVITY WITH THE STATUS OF A SALARIED EMPLOYEE



**You prospect and provide services for your customers**



**We provide you with a salary and take on the responsibility for the services you carry out**



**You focus on your core business and Ventoris looks after the rest**

« As a salaried employee of Ventoris, you will benefit from the **ADVANTAGES** of this status whilst gaining **INDEPENDENCE**, developing your business and **INCREASING** your income. »

### **ADVANTAGES OF THE UMBRELLA COMPANY SYSTEM:**

- no red tape;
- no business to start up;
- no accounting;
- no social contributions to declare;
- no VAT to calculate;
- no professional civil liability insurance to take out (included in our management fees);
- no risk of personal bankruptcy.

### **WITH VENTORIS, YOU ENJOY:**

- a satisfied or money-back guarantee;
- payment of 100% of your salary regardless of when your customers pay;
- financial guarantee and wage guarantee;
- handling of payment collection and outstanding payments;
- professional civil liability insurance;
- repatriation insurance;
- company savings plan (PEE);
- group retirement savings plan (PERCO);

- Universal Employment Services Vouchers (CESU);
- Works Council;
- profit-sharing bonus;
- handling of business expenses;
- accredited trainer's number;
- adapted training plan.

### **SKILLS:**

Transition management, consulting, engineering, IT, training, marketing and communication, human resources, healthcare, pharmaceuticals and scientific professions, languages, translation and correction, secretarial and accounting services.

### **SECTORS:**

Aeronautics, Space, Defence, Automotive, Banking, Insurance, Energy, Utilities and Chemicals, Pharmaceutical Industry, Agrifood, Manufacturing, Mass Consumption, Distribution, Building and Civil Engineering, Telecommunications, Media, Entertainment, Transport, Public Sector.

## 2 - PROCEDURE

**Registration** is online at [ventoris.fr](https://ventoris.fr).

Once you have registered, a registration receipt should be printed out, signed and returned to us, accompanied by supporting documents.

When we have approved and validated your application, you will be allocated an account manager who will provide support throughout your time with Ventoris.

We will send you an e-mail with identification details needed to log on to “Jade” (our extranet).

In Jade, **you can create a umbrella company service provision contract, download it and send it to the client for signature.**

Once signed by the client, the contract should **reach us at least 48 hours before the assignment begins**, in order for us to **make a DPAE (Declaration prior to employment)** with URSSAF and **print out your work contract** before work commences.

At the end of your assignment (for short assignments) or each month (for long assignments), you make an online **invoice request** and, if applicable, a statement of expenses.

**Send us the activity report co-signed by the customer and, where there have been expenses, the corresponding original documents as proof.**

### **INVOICING IS CARRIED OUT ON A MONTHLY BASIS.**

Once all invoice requests and expenses declarations have been validated, you complete a **monthly declaration**. Depending on the settings in Jade, this monthly declaration may be performed automatically. In particular, the declaration allows you to:

- specify periods of annual paid leave;
- manage your bonuses.

**Once the declaration has been validated, your wage slip is generated and your salary is paid on the 10<sup>th</sup> of each month regardless of when your customers make payment.**

### **IF YOU ARE A TRAINER**

For training courses carried out within the framework of a vocational training agreement:

- the contract with the client is a vocational training agreement and not a service provision contract. If the training is funded by an OPCA (accredited collecting agency), please send us official confirmation of funding by the OPCA before the start of the said course;
- instead of an activity report, you sign the attendance sheets together with trainees and the client. You also sign the certificates of completion of training (1 per trainee) and send us a copy of each of these.

## 3 - EMPLOYMENT CONTRACT

Once your employment contract has been signed, **you manage a centre of activity in your name** through our extranet, Jade.

**You decide which type of employment contract** would be appropriate (open-ended umbrella company employment contract or fixed-term umbrella company employment contract), taking the advice of your account manager.

Your pay is broken down into several parts:

- a **service provision wage**, calculated according to the number of service delivery hours for clients multiplied by your gross hourly rate;

- a **business contribution allowance of 5% of the service provision wage**;

- a **financial reserve of 10% of the gross service provision wage**;

- a **paid leave allowance**; a 10% **job insecurity allowance** (only in the case of a fixed-term umbrella company employment contract).

## 4 - EXPENSES

### MEALS AND ACCOMMODATION

Depending on the option chosen (**final choice**), the costs relating to meals and accommodation can be refunded, either as a **lump sum** or **on production of original documents**.

If these are not charged back to the customer as expenses, they are included in the fees invoiced.

### OTHER ASSIGNMENT COSTS

This refers to all costs relating to assignments, excluding meal and accommodation costs, such as expenditure on transport, for example planes and taxis. These specific costs may, or may not, be invoiced back to the customer.

They are refunded on production of original documents.

If these are not charged back to the customer as expenses, they are included in the fees invoiced.

### OPERATING COSTS

This refers to all costs relating to the activity of the consultant independent of the assignments:

- prospecting;
- telephone costs;
- small supplies.

They are refunded on production of original documents.

## 5 - OTHER BENEFITS

You can benefit from a Works Council, a company savings plan, a savings plan for group retirement, CESU vouchers and profit-sharing bonuses.



## 6 - EXTRANET

Jade, our extranet, is the **management system for your activity**. It enables you, specifically:

- to manage the balance of your centre of activity;
- to complete applications for approval for new customers;
- to offer new service provision contracts;
- to make invoice requests;
- to declare expenses;
- to make your monthly declarations;
- to request down-payments.



## 7 - ASSIGNMENT OFFERS

We are regularly approached by companies seeking specific skills. The assignments offered by them are available to you on our extranet.

In keeping with the values of Umbrella Companies, the administrative team at Ventoris is not involved in the selection of consultants, nor in commercial negotiations with companies.

You are therefore **free to respond to these offers without our intermediation**.

You can access these assignment offers as soon as your registration is approved and validated by us.

## 8 - PROFESSIONAL CIVIL LIABILITY INSURANCE

As an employee of our organisation, the services you provide are covered by our professional civil liability insurance up to **€7,500,000**.

## 9 - PAYMENT RISK INSURANCE

Your invoices are covered by our payment risk insurance. Thanks to our close partnership with the largest European insurance group specialised in payment risk insurance, we are able to cover up to **€185,000 of outstanding payments per client**. You can develop your business in full peace of mind without having to worry about the risk of non-payment.

## 10 - WAGE GUARANTEE

We contribute to an AXA **wage guarantee fund which covers all types of wages owed to salaried employees**, after FNGS (National Fund for Wage Guarantee) payments have ended.

### THE MAIN PAYMENTS COVERED ARE:

- all wages owed to salaried employees and trainees;
- compensation resulting from termination of work contracts;
- payments linked to redeployment agreements;
- mandatory and optional profit-sharing payments when funds are due for payment;
- pre-retirement allowances, in accordance with a company agreement, collective agreement, professional or inter-professional agreement;
- compensation awarded to victims of accidents at work or occupational diseases;
- payments relating to retirement.

## 11 - LEGAL SUPPORT

You have access to **a legal team dedicated to helping you** draw up and finalise specific commercial contracts with SMEs, midcaps and large corporations.

## 12 - REPATRIATION INSURANCE

We offer repatriation insurance to consultants wishing to work abroad.

## 13 - PRIVATE HEALTH INSURANCE

As part of their roles, staff representatives have negotiated an optional private health insurance **fulfilling the major requirements of independent salaried consultants and their families**.

## 14 - TRAINING

Thanks to a close partnership with **CrossKnowledge**, a global player in distance learning solutions, the Vantoris umbrella company provider can offer you:

-44 distance learning programmes designed to assess, develop and apply management skills in the workplace. In addition to being accredited by a world-renowned management school, these programmes are delivered 100% remotely, supported by a trainer specialised in the subject of the training and qualified for the training programme;

-16 training courses delivered 100% remotely on the topics of management, sales and professional efficiency.

## 15 - REGIONAL HUBS

Networking is a huge factor in the development of your professional activity.

With this in mind, Ventoris organises regular regional meetings with the aim of working together. This action may come in the form of a reply to a call for tenders, offers of packaged services or even exchanging experience or information on the local economy.



## 16 - MARKETING TOOLS

### PRINT MEDIA

We provide you with **our logo**, **letter paper** and **business cards**.

### MARKETING CONSULTANT

We can also provide a marketing consultant. After assessing your project, experience and customer network, we establish a marketing plan in collaboration with you.

### SERVICED OFFICES

Following negotiation with a national business centre, **we offer luxury serviced offices at attractive rates situated in the main cities of France**.

Offices are equipped with the latest technology (video-conferencing, video projector, etc).



## 17 - VENTORIS

Ventoris is a major umbrella company player in France, **founded in April 2000** by Franck MARCQ, its current CEO. **As a medium-sized company (SME)** with a consolidated turnover exceeding €30 million, Ventoris encompasses more than 2,200 people representing nine areas of expertise:

- Interim management;
- Consultancy;
- Engineering (excluding IT);
- IT;
- Human resources;
- Marketing and communications;
- Training;
- Languages, translation and proofreading;
- Secretarial work and accountancy.

Thanks to low-price positioning and real knowledge of the world of Freelancing and Companies, Ventoris is a genuine facilitator, creator of opportunities and added value.

### Ventoris

**"Putting people back at the heart of the project."**

## 18 - REFERENCES

### **AERONAUTIC, SPACE, DEFENCE**

ESA, French Ministry of Defense, Thalès, Zodiac Aerospace

### **AUTOMOBILE**

Iveco, Faurecia, Peugeot, Renault

### **BANK, INSURANCE, PENSION FUND**

AGF, Agirc et Arrco, BNP Paribas, Banque Populaire, Caisse d'Épargne, CGA, CNAV, Crédit Agricole, Crédit Foncier, Crédit Mutuel, Dexia, Groupama, La Banque Postale, MAIF, Natixis, Société Générale

### **ENERGIES, UTILITIES & CHEMISTRY**

Air Liquide, EDF, GDF Suez, Schlumberger, Total, Rhodia, Veolia, Vinci Energies

### **PHARMACEUTICAL INDUSTRY**

IPSEN, Pierre Fabre, SANOFI

### **MANUFACTURING**

ArcelorMittal, Alcatel-Lucent, Rio Tinto Alcan, Schneider Electric, Siemens, Smurfit Kappa, Valeo

### **LARGE RETAILERS**

Auchan, Carrefour, Colgate Palmolive, Lapeyre, Leroy Merlin, Labeyrie, L'Oréal, Mars, McDonald's, Monoprix

### **CONSTRUCTION INDUSTRY & CIVIL ENGINEERING**

Lafarge, SPI

### **TELECOMMUNICATION**

Orange

### **MASS MEDIA**

Canal +, Pages Jaunes

### **ADVERTISING AGENCY**

Publicis Group, McCann London, TBWA

### **ENTERTAINMENT**

Universal, Vivendi

### **TRANSPORT**

La Poste, Chronopost, SNCF

### **CONSULTING FIRM & ESN**

Accenture, Alten, Bull, Capgemini, CGI, Emagine, Econocom Osatis, GFI, Sopra Group, Infotel, ITS Group, Kurt Salmon, Maltem Consulting, Neurons IT, Oberthur Technologies, Sodifrance, SQLI Group, Synchrone Technologies, T&T Consulting

### **RECRUITMENT OFFICE**

Aston Carter International, Montreal Associates, SThree

