



Temps Induction Booklet

‘You have tried the rest now try the best’

Assignment information

For all Temps assigned by

Best Recruitment Network.

Please find the following information in this booklet:

Location & direction of assignment

Hours Available

Signing in procedure

Payments of your wages

Sickness & Absence procedures

Attendance and Timekeeping

Holiday payments

Use of Mobile phones

Health and Safety information

Smoking Policy

Alcohol & Drugs Policy

Appearance

Where to collect your protective clothing

Transport

Security

Thank you for choosing us.

Our contact number for the office is 08450 091544.

Location & direction of assignment.

The company you are assigned to is

The address for the assignment is

.....
Please find a map provided for directions and a site map at the back of this information booklet.

Hours available

The hours available to you are

Signing in procedure

When you get to site you will be shown where to sign in and out. This must be completed each time you start and finish a shift. Failure to do so may result in you not being paid for that shift. Please make sure your name is written clearly for others to read.

Payments of your wages

Your wages will be paid directly into your bank account on a Friday and payslips will be available on Friday too.

Sickness & Absence procedures

If you are unable to attend a shift you have been booked for you must contact the office as soon as possible. Failure to do so may result in us not offering you anymore shifts.

Attendance and Timekeeping

Temps are expected to attend work punctually at the hours defined by Best Network. Temps must receive prior approval from their manager to leave the Company premises during working hours except during lunch breaks. This will enable the Company to ensure that all temps can be located in the event of an emergency.

Holiday payments

For the purposes of calculating entitlement to paid annual leave pursuant to Working Time Regulations 1998 under this clause, the leave year runs from 1 April to the 31 March.

Under the Working Time Regulations 1998, the Temporary Worker is entitled to 28 days' (including Bank holidays) paid leave per leave year. All entitlement to leave must be taken during the course of the leave year in which it accrues and none may be carried forward to the next year.

Where a Temporary Worker wishes to take paid or unpaid leave during the course of an assignment s/he should notify Best Network of the dates of his/her intended absence. In certain circumstances the Best Network may give counter-notice to the Temporary Worker to postpone or reduce the amount of leave that the Temporary Worker wishes to take and in such circumstances the Best Network will inform the Temporary Worker in writing. Entitlement to payment for leave accrues in proportion to the amount of time worked continuously by the Temporary Worker on Assignment during the leave year. The amount of payment which the Temporary Worker will receive in respect of periods of annual leave taken during the course of an Assignment will be calculated in accordance with and paid in proportion to the number of hours which the Temporary Worker has worked on Assignment. Payments for annual leave will be calculated on the basis of rates paid during the Client's normal working hours i.e. those which do not attract overtime rates of pay.

Use of Mobile phones.

The use of mobile is prohibited while you're on a company's premises unless you are rest break. Most of our clients will not take you back to work on their premises if you are caught using your phone while you should be working.

Health and Safety information.

The Company to whom you have been assigned to recognises that it is responsible for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of its Temps. The Company where you are assigned believes that the pro-active management of health and safety issues is an integral part of its obligations to its employees or temps and to the wider community. This policy statement sets out in broad terms the legal responsibilities owed by the Company and by employees or temps in relation to health and safety issues. It will only be possible for the Company to whom you have been assigned to comply with these legal obligations if both its employees or temps and any self-employed third parties on the Company's premises understand that they are under a duty to take reasonable care for the health and safety of themselves and any of their colleagues who may be affected by their acts or omissions and that they are required to co-operate with the Company to enable the Company to perform its obligations.

Smoking

Smoking on Company premises is prohibited unless it is a designated area. Temps who do not comply with the no-smoking policy will be asked to leave the company premises and will not be requested back.

Alcohol or Drugs

The consumption of alcohol or drugs is not allowed on Company premises at any time. No temp should report to work while under the influence of alcohol or drugs. Breach of this policy will result in you not being requested to work again for this company.

Appearance

Temps are expected to maintain a standard of personal hygiene, appearance and dress appropriate to their job responsibilities.

Where to collect your protective clothing

We will provide you with protective clothing but you must provide you own steel toed boots. If you are unable to purchase your boots please talk to one of the members of staff at Best Recruitment Network. There will be no cost for your protective clothing but we do require you to return the clothing in a good condition within one week of you last working day with us we will take the cost of the clothing out of your last weeks wages.

Security.

You must not take anything that does not belong to you. You may be required to be searched you may request that another temps or a member of Best Recruitment Network present. If you are found with something that does not belong to you on your person or in you belonging you be require to leave the companies preemies instantly.

Transport.

We do offer inexpensive transport to most of our sites. The fee varies from site to site. If you wish to use our transport you will have to pay to the driver on the day that you use the transport. Please inform us if you need transport. Unfortunately we cannot offer transport to all of our contracts.

Contact Information.

We are here to help you if you need any information please do not hesitate to call us on 0845 459 8113 during office hours.

Thank you for choosing Best Recruitment Network.

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