

Terms of Engagement for Agency Workers



Email Address.....

GLOBAL EMPLOYMENT BUREAU LTD

This Statement, together with the Employee Handbook, forms part of your Contract of Employment (except where the contrary is expressly stated) and sets out particulars of the main terms on which

Global Employment Bureau Ltd, Unit 34, Lilput Road, Brackmills Ind Est, Northampton, NN4 7DT
employs

Your employment began on..... No previous employment counts as part of your period of continuous employment

During the length of this contract, you do not retain any entitlement to equal treatment in respect of pay under the Regulation 5 of the Agency Workers Regulations 2010. All other rights conferred on you under the aforementioned Regulations are not affected.

JOB TITLE

TYPE OF WORK

You will normally be offered work of the type indicated by your job title above, however, you agree to accept designated duties for the positions listed below:

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PLACE OF WORK

Due to the nature of agency work, the location of your work is likely to vary. It is expected that you will work at client locations, as advised by a **Director**, Within the geographical locations of

You will not be required to work outside the United Kingdom

HOURS OF WORK

Your expected hours of work during any assignment are a minimum of and a maximum of per week. Your actual working pattern is subject to variation as required by the needs of the business and as discussed and agreed with..... As agreed, you may be required to work on weekends as well as weekdays. You will normally be entitled to a 45 minute UNPAID lunch break on each full working day lasting more than 8 hours. After 12 weeks in a particular role on assignment with a client has been accrued, you will become entitled to equal treatment under the Agency Workers Regulation's 2010 in relation to working time, as a PAYE employee ONLY.

You may be required to work overtime when authorised and as necessitated by the needs of our business and the client's business

REMUNERATION

Global Employment Bureau Ltd reasonably expects to achieve a minimum of £ _____ per _____ for you. However your actual payment in respect of any particular assignment may be more or less than the above amount and you will be notified of the applicable rate when you are offered any particular assignment.

You will be paid in respect of work done regardless of whether or not we receive payment from the client to whom you are assigned.

Payment will be made weekly in arrears by bank credit transfer following submission of a properly completed time sheet. Statutory deductions such as Income tax and NI contributions will be made from the payments.

You will provide **Global Employment Bureau Ltd** with a timesheet recording the hours worked each week signed on behalf of the client confirming those hours. Non-submission or incorrectly completed documentation may result in delayed payment. Falsification of a timesheet may be regarded as a gross misconduct offence. Any queries regarding payment should be raised with

During the periods where it has been agreed you are available for work, **Global Employment Bureau Ltd** will take all reasonable steps to find suitable work for you and offer you for work to clients. However **Global Employment Bureau Ltd** cannot guarantee that there will always be suitable assignments for you. You accept that there may be periods when no work is available.

INFORMATION ABOUT PREVIOUS ASSIGNMENTS

You shall inform us at the earliest possible opportunity prior to an assignment, or during each assignment, of any instances where you have worked, since 1st October 2011, in the same or similar role with the client or any member of the client's group with whom we have placed you for assignment, via a third party. You shall provide us with details of such work and the periods during which it was carried out. You will comply with any reasonable requests we make for the provision of such information.

COLLECTIVE AGREEMENTS

No collective agreements directly affect your terms and conditions of employment.

PAID ANNUAL LEAVE (relevant only to PAYE candidates)

You are entitled to 28 days paid annual leave, but this does not mean that you can take 28 days paid annual leave as soon as you have started work.

You will only be entitled to take annual leave in proportion to what has accrued when you take your leave. Leave pay is calculated from your basic pay, which excludes all payments for overtime, shift allowances and bonuses.

When you request your holiday we calculate the average hours for the previous twelve weeks worked and divide it by 5 days to give a daily average (on 8 hours per day). Your hourly pay rate is also averaged over the same twelve weeks. Paid leave must be taken in the Leave Year which runs from 1st January to 31st December of the same year.

You must take the leave if you are paid to do so. We cannot offer you work while you are on leave from another agency or employer. Bank Holidays are not paid automatically unless a request for leave is made, and you need to have accrued enough holidays.

SICKNESS PAY AND CONDITIONS (relevant only to PAYE candidates)

There is no contractual sickness injury payments scheme in addition to SSP.

CAPABILITY AND DISCIPLINARY PROCEDURES

The disciplinary rules that form part of your contract of employment and the procedures that will apply when dealing with capability or disciplinary issues are shown under the headings "Capability Procedures" and "Disciplinary Procedures" in the Employee Handbook to which you should refer.

CAPABILITY/DISCIPLINARY APPEAL PROCEDURE

Should you be dissatisfied With any decision to take action or dismiss you on capability/disciplinary grounds, you should apply, either verbally or in writing, to a Director within five working days of the decision you are complaining against. Further Information can be found in the Employee Handbook under the heading "Capability/Disciplinary Appeal Procedure" to which you should refer.

GRIEVANCE PROCEDURE

Should you feel aggrieved at any matter relating to your employment, you should raise the grievance With a Director either verbally or in writing. Further Information can be found In the Employee Handbook.

NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYER (relevant only to PAYE candidates)

Under 1 months service - Nil

1 month but less than 2 years service - 1 week

2 years service or more - 1 week for each completed year of service to a maximum of 12 weeks after 12 years

NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYEE

Under 1 months service - Nil

1 months service or more - 1 week

PAY IN LIEU OF NOTICE

We reserve the contractual right to give pay In lieu of all or any part of the above notice by either party